

Submissions Committee

Terms of Reference

Category: Terms of Reference

Version 2

First ratified: April 2020

Last ratified: June 2023

Review date: May 2025

1. Purpose

1.1. The Submissions Committee exists to:

- 1.1.1. Provide feedback, advice and direction on submissions written by the Political Representative.

2. Interpretation

2.1. In this policy, unless the context otherwise requires:

2.2. Committee means the Submissions Committee; and;

2.3. Submissions means submissions written including but not limited to:

2.4. Local and national government documents, including;

- 2.4.1. Student related parliamentary bills;

- 2.4.2. Student related government projects/proposals;

- 2.4.3. Referenda;

- 2.4.4. Dunedin City council Annual Plan;

- 2.4.5. Otago Regional Council Annual Plan; and;

- 2.4.6. University reports, reviews and consultative documents.

3. Membership

3.1. The membership of the Committee shall consist of:

- 3.1.1. The OUSA Political Representative (chair);

- 3.1.2. The OUSA President;

- 3.1.3. A Te Roopū Māori Student Representative;

- 3.1.4. An Otago University Pacific Islands' Students' Representative;

- 3.1.5. The membership in 3.1.1, 3.1.2, 3.1.3 and 3.1.4 will be appointed by the Executive.

- 3.1.6. There can be up to 5 (five) other general members;

- 3.1.7. Any other OUSA members or persons appointed by the OUSA executive or co-opted by the Committee.

- 3.1.7.1. The general membership of the Committee shall be appointed by the Political Representative for a particular submission.

- 3.1.7.2. General members who will be on the committee for longer than a particular submission will be appointed by the Executive.

4. Terms of Reference

4.1. The OUSA Submissions Committee shall discuss and provide advice to the Political Representative in relation to submissions.

4.2. All submissions shall be circulated around the submissions committee members for feedback. The committee shall then meet as required

- 4.2.1 The submissions committee need not meet before a submission is made provided the committee expresses unanimous support for submission after circulation

4.3 Minutes shall be taken at each committee meeting and presented to the next available Executive meeting.

4.4 A submission shall only be submitted upon approval by the Executive