**The Sorting Process**

**(“Allocations Procedure”)**

**What is the Sorting Process?**

* The Sorting Process is divided into two parts:
* The process of students submitting ideas/policies
* Allocating the ideas/policies to the right meeting

**Who Looks After the Sorting Process?**

* Work for the Sorting Process is done by the Student Voice Team (SV) in the Guild
* The Chair of All Student Meeting oversees the Sorting Process
* The Comms & Marketing Team (C&M) will do any comms and marketing work for the Sorting Process

**What is the Process for Submitting an Idea and/or Policy?**

* Any registered UoB student can submit ideas for things that they would like to change or introduce, or policies relating to an opinion or stance that they believe the Guild should adopt
* Ideas and policies can be submitted via the Guild website [www.guildofstudents.com/representation](http://www.guildofstudents.com/representation), at any time during the academic year
* If an idea or policy is submitted during a the summer period (when there is no elected committee or Chair of All Student Meeting), the SV Team will tell the Officer Team about the idea, and the Officer Team will refer the idea to an online all-student vote
* When submitting and idea and/or policy, students can say whether their submission is intended as an idea or policy

**How Are Ideas and Policies Allocated?**

* The ideas and policies will be checked by the Student Voice Team every two weeks
* Ideas and policies will be checked more regularly (e.g. three times a week) close to the time of committee meetings and All Student Meetings.
* Ideas and policies that may be illegal may be rejected – the student who submitted the idea/policy will be contacted via email with an explanation about why their idea/policy was rejected
* Ideas and policy will be sorted and allocated to the appropriate meeting for consideration - these meetings may be:
* One of four decision-making committees – Activities, Campaigns, Education or Welfare & Liberation (if the idea or policy fits the theme/purpose of one of these committees)
* The All Student Meeting (if the idea or policy does not fit the themes/purpose of one of the decision-making committees, and/or is an issue that impacts all students)
* The Guild Officer Team (where a Fact Finding Commission, Student Forums and/or Preferendums may be more appropriate)
* Ideas and policies are anonymised before allocated to a meeting
* There will be a table in a Word document created which outlines:
* All of the submitted ideas, and their full original descriptions
* The decision made on the idea during the sorting process
* The above table will be made available on the Guild website after the process had taken place
* Students who submitted idea(s) and/or policies will be contacted by the SV Team and be informed on where their idea(s) and/or policy/ies have been allocated
* Ideas and policy should be submitted at least a week before a committee meeting or All Student Meeting (dates for these are available on the Guild website [URL]). However, ideas and policy that are submitted after this that can be allocated to one of these meetings, will be added to the AOBs of the relevant meeting.

**Sorting Process Diagram**

