

This Regulation is made pursuant to Statute 7.1 – *Elections and Meetings*.

In this Regulation:

“**Chair**” means the person elected or appointed to preside at a Meeting of a University Body;

“**Meeting**” means any meeting of a University Body conducted for the consideration and dispatch of University business;

“**Member**” means a person who is elected or appointed to a University Body or who is a member of that University Body by reason of the office held;

“**Minutes**” means the written record of the Meeting of the University Body, kept by the Secretary which shall include the date, time and place of the meeting, those in attendance, the items of business addressed, and any resolutions made by the University Body;

“**Quorum**” means the minimum number of Members required to be present at the time any decisions are taken for that decision to be effective and binding. A Quorum will be constituted by one third of the Members or three Members of that University Body, whichever is greater, unless otherwise specified;

“**Secretary**” means the person who is responsible for recording the Minutes; and

“**University Body**” means Council, the Academic Board, Faculty Boards, Institute Boards and their committees, and such other boards and committees as the University may from time to time establish.

1. Subject to the *Deakin University Act 2009* (“**the Act**”), the university statutes and university regulations, resolutions of Council, and any applicable policy and procedure:
 - (a) a University Body may regulate its own proceedings;
 - (b) a Chair shall preside at each Meeting;
 - (c) a Secretary shall attend each Meeting and record the Minutes;
 - (d) in the event that the Chair and deputy Chair (if any) are both absent from a Meeting, the Members present shall elect one of their number to chair the Meeting;
 - (e) subject to a ruling by the Chair, no Member may propose a resolution at any Meeting on a matter that is not included on the agenda for that Meeting unless a majority of Members present agree to the proposal being put forward; and
 - (f) at any Meeting:
 - (i) any question arising shall be decided by a majority of Members present and voting;
 - (ii) the Chair shall have a vote and, in the case of an equality of votes, a casting vote; and
 - (iii) no question shall be decided unless a Quorum is present at that time.
2. The Chair shall ensure that:
 - (a) appropriate notice of any Meeting shall be given to Members;
 - (b) Minutes of any Meeting shall be:

- (i) taken and recorded; and
 - (ii) circulated to Members or read at the subsequent Meeting, amended if necessary, and confirmed by a majority of Members present;
 - (c) a Quorum is present at the time any decisions are taken; and
 - (d) at each Meeting, Members are asked whether they have any conflict of interest to declare in respect of any item on the Meeting agenda.
3. A Member who has an interest in a matter being considered or about to be considered by a University Body must, as soon as practicable after the relevant facts have come to his or her knowledge, declare the nature of the interest:
- (a) at a meeting of the University Body; or
 - (b) in writing addressed to the Chair.
4. If the Chair receives a written declaration under section 3, the Chair must ensure that the declaration is reported at the next Meeting of the University Body and recorded in the minutes.
5. After a declaration is made under section 3 by a Member of a University Body, unless the University Body otherwise directs:
- (a) the Member must not be present during any deliberation with respect to that matter;
 - (b) the Member is not entitled to vote on the matter; and
 - (c) if the Member does vote on the matter, the vote must be disallowed.
6. Where notice in writing of a Meeting is required to be given, such notice:
- (a) may be given electronically;
 - (b) shall be accompanied by particulars of the matters to be dealt with at the Meeting;
 - (c) subject to ~~clause section~~ 7, shall be given not less than four working days before the Meeting unless a majority of the Members agree otherwise for a particular Meeting; and
 - (d) shall specify the time and place of the Meeting.
- ~~7. Matters may be resolved by circulation without a Meeting, if a majority of the Members of the University Body sign a document (either the same document or an identical document) circulated by or on behalf of the Chair containing a statement that those Members are in favour of a resolution in terms set out in the document, in which case a resolution in those terms shall be taken to have been passed at a meeting of that University Body:~~
- ~~(a) held on the day on which the document is signed or,~~
 - ~~(b) if the Members do not sign it on the same day, on the day on which the last Member to sign signs the document.~~
- ~~8. If a resolution is taken to have been passed at a Meeting of the University Body under section 7, each Member must be:~~
- ~~(a) advised of the resolution as soon as practicable; and~~
 - ~~(b) given a copy of the terms of the resolution.~~
- ~~9. If approved by the Chair and agreed to by two-thirds of the Members, a Meeting of a University Body may be called or held using any technology or combination of technologies. The consent may be a standing one. Such consent may only be withdrawn by any Member within a reasonable period before~~

~~the Meeting.~~

- ~~10. A Member of a University Body who participates in a Meeting held as permitted by section 9 is present at the Meeting even if he or she is not physically present at the same place as another Member participating in the Meeting.~~
- ~~7. A University Body may resolve a matter by circulation without a Meeting if the Chair or Secretary circulates the proposed resolution to all Members, stipulating the deadline for responses, which must be at least two working days after the circulation. The resolution shall be approved if a majority of Members express their agreement in writing by the deadline.~~
- ~~8. Section 7 does not apply to Council, which is bound by section 13 of schedule 1 of the Act.~~
- ~~9. If approved by the Chair, a Meeting of a University Body may be called or held using any technology or combination of technologies.~~
- ~~10. Section 9 does not apply to Council, which is bound by section 14 of schedule 1 of the Act.~~
11. A Meeting is deemed to be held at the place agreed upon by the Members attending the Meeting, provided that at least one of the Members present at the meeting was at that place for the duration of the Meeting.
12. Meetings of a University Body and any proceedings, including decisions or actions of any person or persons acting as a Member of a University Body, shall be valid unless determined otherwise by that University Body, irrespective of whether:
 - (a) notice of that Meeting was not given to a Member or received by a Member;
or at that time
 - (b) there was a vacancy in the number of Members of that University Body;
 - (c) a Member of the University Body was not appointed or elected;
 - (d) it is afterwards discovered that there was some defect in the election or appointment of a Member; or
 - (e) the person acting in the capacity of a Member was incapable of being a valid Member of the University Body.

Made – 16/04/09
Amendment No. (1) – 11/08/11
Amendment No. (2) – 08/08/13