

ACADEMIC BOARD

ACADEMIC BOARD AND STANDING COMMITTEES STANDING ORDERS

(Approved by the Academic Board on 30 August 2011.)

GENERAL

1. These Standing Orders are made in accordance with Regulation 2.2(1)—*The Academic Board*, clause 2 (g) and Regulation 7.1(2)—*Meetings* and shall apply at every meeting of the Academic Board and its committees unless the Board or the respective committee resolves that any part of these Orders be suspended for the whole or any part of a meeting.

CONVENING OF MEETINGS

2. The Board and each of the standing committees shall normally meet at least six times in each year at a time and location approved by the Board and published in an annual schedule of meetings.
3. Meetings of the Academic Board may be called at the written or electronic request of: the Chair; the Vice-Chancellor; or any six members of the Academic Board.
4. If the Chair so rules, when the number of items to be considered by the meeting is small and the items do not appear to require debate, the meeting may be held by circulation using email, fax or internal mail.

AGENDA

5. The Chair shall set the agenda for each meeting. (The Chair of the Academic Board shall set the agenda for the Board in consultation with the Academic Board Steering Committee.)
6. Normally, tabled papers will not be considered at any meeting.
7. Academic Board agenda items may be starred at the meeting.
8. The Committees may determine their starring protocols.
9. Any item on the agenda may be taken out of order with the permission of the meeting.
10. The Academic Board and its committees may hold all or part of any meeting in camera as a means of ensuring confidentiality of discussions where necessary. Where practicable, the agenda will indicate the intention to hold certain parts of the proceedings in camera but will not include details that are considered by the Chair to be of a sensitive nature.

MOTIONS AND AMENDMENTS

11. A motion or amendment shall be couched in clear and precise language and should normally be affirmative in form.
12. Motions appearing on the agenda shall be taken as moved and seconded.
13. Any motion or amendment moved from the floor which is not seconded shall lapse, and no record of it shall appear in the Minutes.
14. In the absence of a member who has given notice of motion, a motion shall lapse unless another member present is prepared to move it.
15. A motion may be amended or withdrawn by the mover with the consent of the meeting.
16. A member who, without comment, seconded a motion or amendment shall not be deemed to have spoken.
17. An amendment shall relate directly to the matter involved in the motion.
18. An amendment which is a direct negative of the motion shall be disallowed.

19. Only one amendment shall be accepted at a time. However, a member may speak against an amendment by drawing attention to a foreshadowed amendment to be moved if the amendment before the meeting is defeated.
20. If an amendment has been defeated, a further amendment which is substantially the same as the defeated amendment is out of order.

PROCEDURAL MOTIONS

21. Debate on a motion or amendment shall be immediately suspended if any of the following procedural motions is moved:
 - 21.1. that the Board/committee proceed to the next business
 - 21.2. that the Board/committee now adjourn
 - 21.3. that the question be now put
 - 21.4. that the speaker be no longer heard
 - 21.5. that the matter be referred back to the committee which submitted the proposal.
22. Such procedural motions do not require a seconder, and any such motion may not be moved by a person who has already spoken to the motion or to an amendment currently being debated.
23. Any of the above motions shall immediately be put without amendment or debate, except that:
 - 23.1. the Chair may express the view that the matter has not been adequately debated and that the procedural motion should not be carried
 - 23.2. if the motion 'that the question be now put' is carried in relation to an original motion or amendment, the mover of that motion or amendment may exercise the right of reply before the motion is put.
24. A procedural motion to dissent from a ruling by the Chair may be moved. To allow debate of the Chair's ruling, the Deputy Chair assumes the role of Chair for the duration of the debate. Where the Deputy Chair is absent, or the committee has not appointed a Deputy Chair, this role will be carried out by a member who is accepted to do so by the meeting.

ORDINARY RULES OF DEBATE

25. The Board/committee shall ordinarily conduct its business in accordance with the ordinary rules of debate, in particular:
 - 25.1. for a motion on the agenda the Chair shall invite an appropriate person to speak to the motion as the first speaker. When a motion is moved from the floor the mover and seconder will be invited to speak first
 - 25.2. thereafter the member first observed to raise his or her hand by the Chair shall be given priority in speaking
 - 25.3. a member may speak more than once on any question but does not have the right to do so if the Chair considers that other members are being denied the right to speak or that the member is being unduly repetitious
 - 25.4. the Chair may participate in the debate from the Chair
 - 25.5. there is no distinction between ex-officio and other members.

FORMAL RULES OF DEBATE

26. If the Chair rules, or the Board/committee by resolution determines, that a matter before a meeting shall be conducted in accordance with the formal rules of debate, then the following procedures shall apply:
 - 26.1. debate shall occur only on a formal motion before the Chair or on an amendment to such a motion. Any such motion or amendment shall be submitted in writing to the Chair but may be seconded orally
 - 26.2. no member shall speak on any one motion for more than three minutes except by leave of the Board/committee given for an extension of time which shall not be more than two minutes
 - 26.3. unless the Board/committee resolves, no member, except the mover of a motion, may speak twice to a matter before the Board/Committee except by explanation in reply to a question or by raising a point of order
 - 26.4. the seconder of a motion may reserve his or her right to speak later, provided he or she does not otherwise speak when seconding the motion
 - 26.5. a member may speak to an amendment although he or she has previously spoken to the motion or a previous amendment
 - 26.6. the mover of a motion, but not of an amendment, shall have the right to reply. The mover's reply closes the debate.

PUTTING THE MOTION/AMENDMENT

27. No member may speak to a motion, except to raise a point of order, after it has been put by the Chair and the show of hands or ballot has been taken.

VOTING

28. Voting shall be decided by a show of hands unless a ballot is directed by the Chair or is demanded by at least ten members. Where a ballot is taken, it shall be conducted in such manner as the Chair shall decide, provided that secrecy be ensured.
29. Observers may not vote.

QUESTIONS

30. Questions relating to the affairs of the University may be put through the Chair to any member present. The Chair may disallow any question.

POWERS OF THE CHAIR RELATING TO THE CONDUCT OF THE MEETING

31. The Chair may:
 - 31.1. require a speaker who, in his or her opinion, is being unduly verbose or repetitious or who is not keeping to the point under discussion to desist
 - 31.2. refuse to accept motions and amendments which are not couched in clear terms
 - 31.3. require withdrawal of offensive statements or the imputation of improper motives
 - 31.4. preserve order and prevent interference to speakers by private talk or heckling remarks
 - 31.5. require a person who persists in being disorderly to withdraw from the meeting
 - 31.6. invite/admit observers to the meeting
 - 31.7. determine whether observers may speak to the meeting.
32. The Chair may not:
 - 32.1. adjourn the meeting to prevent its coming to a decision
 - 32.2. refuse to accept an amendment that is in a proper form and relates to a motion under discussion.

DELEGATED AUTHORITY

33. Under Regulation 2.2(1)—*The Academic Board*, the Academic Board may by resolution delegate any of its powers, duties and functions to any committee of the Academic Board or to a Faculty Board, or to any member of the Academic Board, or to any officer of the University, except the power to approve new operational policies and procedures or major revisions of existing operational policies or procedures of an academic nature and the power of delegation.
34. On 11 September 2003, the Academic Board delegated to the Chair of the Academic Board (or when the Chair is absent, the Acting Chair) the power to act on behalf of the Board where such action is required before the next meeting of the Board. Any such decision shall be reported to the next meeting of the Board.
35. On 24 November 2005, the Academic Board delegated to committee chairs the authority to make a decision on behalf of a committee, where such decision is required before the next meeting of the committee. No such delegation shall be made to chairs of subcommittees.
36. Where such decisions are made under delegation between committee meetings, they shall be reported in writing to the next committee meeting and included in the minutes of the meeting.

CONFLICT OF INTEREST

37. The Chair of the Academic Board or chair of any of its standing committees shall stand aside as chair for a particular item on a meeting agenda if there is a potential conflict of interest. The Academic Board or the standing committee will nominate a temporary chair for discussion of the particular item.
38. At times when the Chair of the Academic Board is required to consider matters under delegated authority or exemptions relating to matters where there may be a potential conflict of interest, the Academic Board may nominate a particular person as their nominee in relation to the required decision.

CO-OPTIONS

39. Each standing committee may co-opt up to three additional members at any given time for a period of up to one year. The period may be renewed on an annual basis.

COMMITTEE NOMINEES

40. Where there is provision for a nominee, the nominating committee member will notify the name of that nominee at the committee's first meeting of the academic year.

COMMITTEE INVITEES

41. The Board/committee may invite members of the University staff with expertise relevant to the business of the committee to attend and participate in the Board/committee meetings. Standing or specific invitations may be extended for a period of up to one year. The period may be renewed on an annual basis.

WORKING PARTIES

42. Each standing committee may appoint working parties, chaired by a member of the committee, to undertake specific tasks and to report on the outcomes to the committee.

QUORUM

43. A quorum is one third of the members or three members, whichever is greater.
44. Should a meeting lack a quorum, only items that are for information shall be transacted. Items scheduled to be considered at that meeting will normally be held over to the next meeting.
45. A quorum for a meeting of an ad hoc committee shall be any three members.

MINUTES

46. The minutes shall record:
 - 46.1 the date, time and place of the meeting
 - 46.1 the names of the Chair and of all other persons present at the meeting and members absent with apology
 - 46.2 a summary of the business conducted at the meeting including motions which are carried.
47. A record of the following matters shall not be included:
 - 47.1 the names of the mover and seconder, if any, of a motion
 - 47.2 the number of votes for or against a motion, unless so directed by the Chair
 - 47.3 the names of individual members expressing a particular point of view.
48. The minutes of each meeting shall be submitted to the following meeting for confirmation.
49. The minutes when confirmed shall be signed by the Chair as a true record of the proceedings of the previous meeting.
50. Any amendments to the minutes of a previous meeting shall be included in the minutes of the succeeding meeting.

AMENDMENT OF STANDING ORDERS

51. These Standing Orders may be amended by the Board.

SPECIAL RULES

52. The Board/committee may adopt special rules for the conduct of its affairs and such rules shall be attached as an appendix to the Standing Orders.

DISSEMINATION OF INFORMATION AND CONFIDENTIALITY

Statement of Principles

1. Members of the Board/committee, and those in attendance, are encouraged to make information arising from the papers and discussion of the Board/committee available to other members of the University and to stimulate discussion and understanding in their faculties subject to the restrictions set out in paragraph 2.
2. Members and those in attendance shall not, without the approval of the Chair, discuss with, or directly or indirectly disclose to a person not a member of the Board/committee, information received by virtue of membership of the Board/committee concerning:
 - any matter listed as confidential on the business papers or in the minutes of the Board/committee
 - information or opinions about an individual whose identity is apparent or may reasonably be inferred from the information
 - any business negotiation or other financial matter which might allow any person or entity to profit financially or to gain any form of advantage
 - any matter concerning the promotion of any member of the staff of the University.
3. Members shall store and dispose of Board/committee documents in both hard copy and electronic format securely.