

## ACADEMIC BOARD

### STANDING ORDERS FOR THE ACADEMIC BOARD AND ITS COMMITTEES

---

*(Approved by the Academic Board on 12 February 2013 and amended on 13 September 2016)*

#### INTRODUCTION

1. The Academic Board is the University's principal academic authority, mandated by the *Deakin University Act (Vic) 2009*.
2. These Standing Orders are made in accordance with University 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.
3. The Standing Orders recognise that the Academic Board and its committees have a broad range of extremely important responsibilities and need to make optimal use of their time and the contribution of all members.

#### ANNUAL SCHEDULE OF MEETINGS AND BUSINESS

4. The Board shall normally meet at least six times in each year, in accordance with an annual business schedule approved by the Board and published on its website.
5. Additional 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.
6. The committees of the Board shall normally meet at least five times in each year. Additional meetings of committees may be called by the committee Chair.
7. 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.
8. Attendance at committee meetings held by video conference will normally occur in the designated venues arranged for the meeting. The committee secretary should be contacted if an additional site is required to facilitate attendance.

#### AGENDA

9. The Chair shall set the agenda for each meeting and the agenda will normally be distributed to members one week prior to the meeting. (The Chair of the Academic Board shall set the agenda for the Board in consultation with the Academic Board Executive Committee.)
10. An 'acknowledgement of country' shall be included as a standing procedural item for meetings of the Academic Board.
11. Normally, tabled papers will not be considered at any meeting unless specific approval has been granted by the Chair.
12. Academic Board agenda items that are not starred for discussion may be starred at the meeting. Any unstarred items are then received and any recommendations contained therein are approved without further discussion.
13. The Committees may determine their starring protocols.
14. Any item on the agenda may be taken out of order with the permission of the meeting.
15. 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 RULES OF DEBATE**

16. A motion or amendment shall be couched in clear and precise language and should normally be affirmative in form.
17. Motions appearing on the agenda shall be taken as moved and seconded.
18. Any motion or amendment moved from the floor which is not seconded shall lapse, and no record of it shall appear in the minutes.
19. 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.
20. A motion may be amended or withdrawn by the mover with the consent of the meeting.
21. A member who, without comment, seconded a motion or amendment shall not be deemed to have spoken.
22. An amendment shall relate directly to the matter involved in the motion.
23. An amendment which is a direct negative of the motion shall be disallowed.
24. 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.
25. If an amendment has been defeated, a further amendment which is substantially the same as the defeated amendment is out of order.

### **Rules of debate**

26. The Academic Board and its committees shall ordinarily conduct its business in accordance with the ordinary rules of debate, in particular:
  - 26.1. 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
  - 26.2. thereafter the member first observed to raise his or her hand by the Chair shall be given priority in speaking
  - 26.3. 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
  - 26.4. the Chair may participate in the debate from the Chair
  - 26.5. there is no distinction between official and other members.

### **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 is ensured.
29. Observers and visitors may not vote.

## **QUESTIONS**

30. Questions relating to the affairs of the University may be put through the Chair to any member present during 'other business' or 'questions without notice'. 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.
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.

## **CONFLICT OF INTEREST**

33. At each meeting of the Academic Board and its committees members shall be requested to declare any potential conflict of interest in respect of any item on the agenda.
34. The Chair of the Academic Board or any of its 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 committee will nominate a temporary chair for discussion of the particular item.
35. 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.

## **ATTENDANCE AT MEETINGS**

36. All members are expected to attend meetings of the Academic Board and its committees; if a member is unable to attend then an apology should be advised to the Board or relevant committee secretary.
37. Elected members of the Academic Board who intend to be absent from Board meetings for two or more consecutive meetings should apply to the Chair for leave from the Board.
38. An elected member who fails to attend two consecutive meetings without leave will be contacted by the Chair to ascertain the reason for absence and if he or she wishes to continue on the Academic Board. If the member fails to attend a third consecutive meeting without having received leave or advising an apology his or her position will fall vacant.

## **QUORUM**

39. A quorum for any meeting of the Academic Board and its committees is one third of the members or three members, whichever is greater.
40. Should a meeting lack a quorum, only items that are for information shall be transacted and 'notes' of the meeting will be recorded and circulated. Items scheduled to be considered at that meeting will normally be held over to the next meeting.
41. A quorum for a meeting of an ad hoc committee of the Academic Board shall be any three members.

## **CO-OPTIONS**

42. The Academic Board and its committees may co-opt additional members at any given time for a defined period. The period may be renewed as required.
43. A co-opted member shall have full voting rights.

## **COMMITTEE NOMINEES**

44. Where there is provision in the composition of the Academic Board or its committees for a nominee, the nominating Board or committee member will notify the name of that nominee at the Board's or committee's first meeting of the academic year.
45. A nominee on the Board or committee may not further delegate a nominee to the position they hold.

## **COMMITTEE INVITEES**

46. The Academic Board and its committees may invite members of the University staff with expertise relevant to the business of the Board or committee to attend and participate in their 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. These invitees are recorded in the minutes as being 'in attendance'.

## **OBSERVERS**

47. Members of the University may request permission to attend meetings as non-participating observers. Such requests are to be submitted to the Secretary at least 48 hours prior to the meeting. Attendance will be at the invitation of the Chair.
48. The Chair may invite an observer to participate in any discussion at the meeting.
49. Observers are not permitted to be present for proceedings held in camera.

## **WORKING PARTIES**

50. The Academic Board and its committees may appoint working parties, chaired by a member of the Board or committee, to undertake specific tasks and to report on the outcomes to the Board or committee.

## **MINUTES**

51. The minutes shall record:
  - 51.1 the date, time and place of the meeting
  - 51.2 the names of the Chair and of all other persons present at the meeting and members absent with apology
  - 51.3 a summary of the business conducted at the meeting including motions which are carried.
52. A record of the following matters shall not be included, the:
  - 52.1 names of the mover and seconder, if any, of a motion
  - 52.2 number of votes for or against a motion, unless so directed by the Chair
  - 52.3 names of individual members expressing a particular point of view.
53. The minutes of each meeting shall be circulated to members within fourteen days of the meeting. Members may request amendments in writing to the relevant secretary or at the subsequent meeting.
54. The minutes of each meeting shall be submitted to the following meeting for confirmation.
55. The minutes when confirmed shall be signed by the Chair as a true record of the proceedings of the previous meeting.
56. Any amendments to the minutes of a previous meeting shall be included in the minutes of the succeeding meeting.

## REIMBURSEMENTS

57. Travel costs for Board and committee members associated with attending meetings away from their home campus will be covered in accordance with University policy as follows:
  - 57.1. staff travel costs will normally be covered by the staff member's cost centre
  - 57.2. students are eligible for reimbursement of travel costs on submission of receipts.

## DELEGATED AUTHORITY

58. Section 8(3)(c) of the *Deakin University Act 2009* (the Act) provides that the primary responsibilities of the University Council include "overseeing the monitoring of academic activities of the University". Section 18 of the Act provides that Council "... may delegate its powers or functions under this Act to ... (d) the academic board ..."
59. On 4 October 2012, the University Council delegated to the Chair of Academic Board the authority to approve academic courses for offer. Any such decisions shall be reported to the next meeting of Council.
60. 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 policies and procedures or major revisions of existing policies or procedures of an academic nature and the power of delegation.
61. 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.
62. 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.
63. 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.

## DISSEMINATION OF INFORMATION AND CONFIDENTIALITY

64. Key decisions and issues discussed at meetings of Academic Board are communicated to the University community within five working days of the meeting through the 'What Happened @ Academic Board' communique.
65. Members of the Academic Board and its committees, and those in attendance, are encouraged to make information arising from the papers and discussion of the Board or committee available to other members of the University and to stimulate discussion and understanding in their faculties, institutes or other areas subject to the restrictions set out in the following paragraph.
66. 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 or committee, information received by virtue of membership of the Board or committee concerning:
  - any matter listed as confidential on the business papers or in the minutes of the Board or 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 staff of the University.

67. Members shall store and dispose of Board or committee documents in both hard copy and electronic format securely.

#### **REVIEW OF ROLE AND FUNCTION**

68. Academic Board and its committees will undertake biennial self-reviews in accordance with the process approved by the Academic Board. Over a two year cycle, the Academic Board will undertake its self-review the first year and the Academic Board committees, the next.
69. The Academic Board should be reviewed as part of an independent academic governance review, at least every seven years. Additional reviews may occur as required.

#### **ACADEMIC BOARD ELECTIONS**

70. Elections for membership to the Academic Board shall be conducted in accordance with University legislation and policy regarding University elections.

#### **CHAIRS OF ACADEMIC BOARD COMMITTEES**

71. Chairs of Academic Board committees are appointed by the Chair of Academic Board on advice of the Academic Board Executive Committee.

#### **INDUCTION**

72. New members to the Academic Board and its committees are required to undertake an induction program, normally prior to attending their first meeting. The induction program introduces members to the business of the Board or committee and its responsibilities.

#### **REVIEW OF STANDING ORDERS**

73. These Standing Orders shall be reviewed at least every two years by the Board.

#### **SPECIAL RULES**

74. The Academic Board and its committees may adopt special rules for the conduct of its affairs and such rules shall be included in the committee's terms of reference or attached as an appendix to these Standing Orders.