

## **Standing Orders of Senate 2014-15**

### **Meetings**

1. Ordinary meetings of the Senate shall be held at such time and in such place as the Senate may from time to time determine provided that at least one ordinary meeting shall usually be held in each term.
2. A special meeting of the Senate shall be convened at the discretion of the Vice-Chancellor.
3. Notice of each ordinary meeting of the Senate accompanied by an agenda paper shall be circulated to each member by the Secretary of the Senate at least four working days before the date of the meeting. No business other than that arising out of matters referred to in such agenda papers shall be considered except with the consent of not less than two thirds of the members present and voting.
4. Members of the Senate intending to bring forward any special business at an ordinary meeting shall give written notice of such business to the Secretary of the Senate at least seven working days before the date of the meeting. Special business of this kind will not be considered in the absence of members who have given written notice of the matter unless they have requested some other member to present it in their place.
5. Two working days' notice of a special meeting stating the nature of the business to be transacted shall be sent to each member of the Senate and the meeting shall not be competent to transact any business other than that mentioned in the notice or directly arising therefrom.
6. The Chair shall have power to adjourn any meeting of the Senate provided that no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting which was adjourned. No notice of any adjourned meeting shall be necessary.

### **Chairing of Meetings**

7. The Vice-Chancellor chairs the Senate *ex officio*. In the Vice-Chancellor's absence, the Provost and Deputy Vice-Chancellor shall take the chair. In the absence of both the Vice-Chancellor and the Provost and Deputy Vice-Chancellor one of the Pro Vice-Chancellors present at the meeting shall take the chair. In the absence from any meeting of the Vice-Chancellor, the Provost and Deputy Vice-Chancellor and all the Pro Vice-Chancellors the meeting shall elect a person of its choice to take the chair.
8. The Vice-Chancellor shall have authority to act on behalf of the Senate between meetings of the Senate and shall report any such action to the next ordinary meeting of the Senate. In the absence of the Vice-Chancellor, the Provost and Deputy Vice-Chancellor shall have such authority and shall report any such action to the next ordinary meeting of the Senate. In the absence of the Vice-Chancellor and the Provost and Deputy Vice-Chancellor the Vice-Chancellor shall designate one of the Pro Vice-Chancellors to act on behalf of the Senate and any such action shall be reported to the next ordinary meeting of the Senate.

### **Secretary**

9. The Registrar or designated senior officer shall be the Secretary of the Senate. He/she or the member of staff to whom the responsibility is delegated shall have the duty of recording the proceedings of Senate and of carrying out its decisions and instructions.

### **Quorum and Voting**

10. Thirty members of the Senate shall form a quorum and, except where specifically provided otherwise, every matter of business shall be determined by the majority of members present and voting on the question. In the case of an equality of votes the Chair shall have a second or casting vote.

11. Voting shall be by show of hands unless any member demand a division which shall be taken in such manner as the Chair shall direct.

### **Restricted Business**

12. The student members shall not participate in nor receive papers for any business affecting the appointment, promotion or personal affairs of individual members of the staff of the University or affecting the admission, academic assessment or personal affairs of individual students. The latter restriction shall not apply where a student is representing the interests of another student whose case is being considered by the Senate Appeals Committee or the Student Discipline Committee or is acting as a student member of the Senate Appeals Committee or the Student Discipline Committee. In this context 'appointment' is interpreted as relating to appointment to a substantive post or a member of staff's appointment as an Officer of the University as referenced in the Ordinances Part 1, and as such shall not apply in respect of appointments of members of staff to the Council or a committee, board or subcommittee of the Senate.

### **Procedure**

13. The agenda papers for each ordinary meeting of the Senate shall indicate which items it is intended shall be taken without discussion but each member shall have the right to raise any such items by giving notice to the Secretary of the Senate preferably before the meeting.
14. Proposals for changes in regulations or programmes to be effective from the forthcoming academic year shall normally be submitted to Senate no later than the last ordinary meeting of the Senate in the preceding Summer Term. Where later changes are necessary for the effective conduct or regulation of University business, amendments may be approved on Chair's action after consultation with members of Senate. Such consultation will normally be conducted by e-mail. Minor amendments may be approved on Chair's action without such consultation, where these do not affect matters of substance/principle, and shall be reported to Senate at the next scheduled meeting.

### **Conduct of Business**

15. The business of Senate shall be conducted in accordance with the agenda, with reference to standing orders 3 and 13.
16. Where such business is in the form of reports and recommendations from University committees which are not identified for discussion in accordance with Standing Order 13 it will be assumed that the reports have been accepted and all the recommendations contained in them approved.
17. Members of Senate may propose without notice motions directly arising out of the discussion of a subject before the Senate. Any member may propose that a particular item under discussion by Senate be put to a vote. Provision for voting is as set out in Standing Orders 10 and 11.
18. *Addressing the meeting*  

A member, when speaking, shall address the Chair. If two or more members speak simultaneously the Chair shall call on one to speak and the other or others shall then be silent. While a member is speaking the other members shall remain silent, unless raising a point of order.
19. *Rescission of previous Senate resolution*
  - (1) No motion to rescind any resolution passed in the Senate within the preceding six months, and no motion or amendment to the same effect as one which has been negated within the preceding six months, shall be moved unless the notice thereof given in pursuance of Standing Order 4 bears the names of at least ten members of the Senate.
  - (2) When any such motion has been disposed of by the Senate, no member shall move a similar motion within a further period of six months.
  - (3) This Order shall not apply to motions moved in or in respect of a report or recommendation of a committee.

## Committees

20. In accordance with the provisions of Ordinance 2.12.1 paragraph 1 the Senate may appoint standing, special or advisory committees, boards and subcommittees for such purposes and with such powers as it thinks fit, may appoint to them persons who are not members of the Senate and may make regulations for their proceedings. Subject thereto, and to the observance of Standing Order 12 concerning restricted business, each committee, board or subcommittee may regulate its own procedure and may deal with any matters delegated to it.
21. The terms of reference and composition of each committee, board or subcommittee of the Senate shall be reviewed at least annually by the Senate<sup>1</sup>.
22. Except where otherwise specified in the terms of reference, the Chair of each committee, board or subcommittee of the Senate shall be appointed by the Senate on the recommendation of the Vice-Chancellor after discussion with his/her advisory group. Senate shall be notified of such vacancies as they arise, and members of staff eligible for appointment shall have the opportunity to declare an interest in serving. The Vice-Chancellor, in the light of any declarations of interest, shall recommend to Senate a list of names of staff to be appointed. Other members of staff shall then have an opportunity to nominate candidates for appointment. In the absence of any such nominations, those persons proposed by the Vice-Chancellor shall be appointed by Senate. If nominations are made, the Secretary of the Senate shall conduct a ballot, the ballot to be conducted in accordance with such instructions as the Senate may from time to time approve. The results of the elections shall be notified to the Senate at the next its ordinary meeting.
23. Where committees of the Senate and joint committees of Council and Senate include a lay member of the Council such lay members shall be appointed by the Vice-Chancellor after discussion with his/her advisory group.
24. The Vice-Chancellor shall be *ex officio* a member of all committees, boards and subcommittees of the Senate. The Vice-Chancellor may delegate this position to the Provost and Deputy Vice-Chancellor. One of the Pro Vice-Chancellors, as nominated by the Vice-Chancellor, may also be a member *ex officio* of each committee of the Senate.
25. The quorum for each committee, board or subcommittee of the Senate shall be not less than one-third of the total number of members plus one member<sup>2</sup> excluding the *ex officio* members as defined in Standing Order 24. In addition each committee, board or subcommittee may specify which, if any, members, defined by role, are required to be present to form a quorum (for example where the expertise of (a) particular member(s) is considered to be essential for the committee, board or subcommittee to discharge its responsibilities.
26. Each committee or subcommittee may at its discretion co-opt in any one academic year not more than two persons for periods not exceeding one academic year.
27. Between ordinary meetings of any committee or board the Chair shall have power to act on behalf of the committee or board on any matter requiring an immediate or early decision unless in his/her opinion, or at the request of not less than one half of the members of the committee, the nature of the business is such as to justify the summoning of a special meeting of the committee. Where the Chair of a committee is in doubt about the course of action to be taken, and where it is for any reason impractical to call a special meeting of the committee, as many members of the committee as possible, together with the Vice-Chancellor or the Provost and Deputy Vice-Chancellor, or one of the Pro Vice-Chancellors, and the Registrar with regard to matters of procedure and precedent, shall be consulted before a decision is reached. Any

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<sup>1</sup> In practice this will be delegated to the Vice-Chancellor, who will discuss the terms of reference and composition of Senate's committees with his/her advisory group annually.

<sup>2</sup> In cases where the total membership is not divisible by three the total membership shall be rounded up or down to the nearest number divisible by three, depending on the size of the group.

decisions taken by the Chair under these delegated powers shall be reported to the next meeting of the committee.

### **Appointing Committees**

28. The procedures for making appointments to the posts of the Vice-Chancellor, the Provost and Deputy Vice-Chancellor, the Pro Vice-Chancellors, the Deans of the Faculties, the Head of the Schools or other academic units, the Registrar and the Chief Operating Officer and Other Officers is laid down in the Ordinances. Information on the recruitment and selection process for all categories of staff is available from the Human Resources Department.

### **Suspension of Standing Orders**

29. Standing Orders may be suspended by a resolution passed by a two-thirds majority of members present and voting.

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Dr Anne-Marie Drummond  
Academic Registrar  
September 2014

[To be presented to Senate for approval at the special meeting of Senate on 25 September 2014.]