

# **Standing Orders - the Academic Board and its Committees**

## **Section 1 - Preamble**

(1) The Academic Board and its Committees will conduct their meetings and other business in accordance with these Standing Orders and the customary practice of the Academic Board, subject to the University By-laws and University Council resolutions.

(2) Customary practice refers to the process by which the Board's business is conducted through a presiding member (normally the person referred to as the Chair) and proceeds on the basis of resolution. In the conduct of meetings of the Academic Board and its Committees, all reasonable discretion is allowed to the presiding member.

(3) These Standing Orders apply to Academic Board and all its subcommittees. School/College Boards are also governed by the Standing Orders of the Southern Cross University School-College Board.

## **Section 2 - Elections for members of Academic Board and its subcommittees**

### **Election of Chair and Deputy Chairs of the Academic Board**

(4) The positions of Chair, Deputy Chair (Research) and Deputy Chair (Teaching and Learning) will be filled as per the Terms of Reference - Academic Board Rules.

(5) Elections for these positions, where required, will occur as follows:

- a. nominations for the position of Chair/Deputy Chair will be called by email and/or other appropriate publication, and the nomination period will be for a minimum of 14 days;
- b. nominations in writing will be submitted to the Council Secretary and must include:
  - i. names of a proposer and seconder; and
  - ii. confirmation of the candidate's willingness to stand;
- c. if necessary, an election will be conducted by secret ballot and voting will be on an optional preferential basis;
- d. an election may be conducted electronically and separate to an academic board meeting, or during an Academic Board meeting, as follows:
  - i. for the Chair, the election will be completed at, or prior to (for electronic voting), the second last meeting of the Academic Board in the year the incumbent Chair's term is due to expire;
  - ii. for the Deputy Chair, the election will be completed at, or prior to (for electronic voting), the first meeting of the Academic Board in the year the incumbent Deputy Chair's terms are due to expire; or
  - iii. where the Vice Chancellor has determined to be the presiding member of the Academic Board, the election for Deputy Chair will occur at the next scheduled meeting of the Academic Board after that determination;

(6) The term of office of the Chair will be the lesser of:

- a. three years, commencing from the 1st January of the year following election; or
- b. until such time that the Vice Chancellor wishes to become the presiding member of Academic Board.

(7) The term of office of the Deputy Chair will be three years commencing upon election.

(8) A Chair and Deputy Chair will hold office for no more than two consecutive terms.

(9) In the event that the Chair is elected from one of the academic members representing a School/College, the constituency concerned will be entitled to nominate an additional member to the Academic Board.

(10) In the event that no nominations for the Deputy Chairs are received by closing date, the Chair may extend the nomination period up to and including the next meeting of Academic Board.

### **Equity Provision**

(11) In the election of Chair and Deputy-Chair positions for the Academic Board, at least one of the persons elected will be of the other gender except in the event that there are insufficient female or male nominations.

### **Election of Academic Staff Representatives**

(12) Upon request, Schools/Colleges will provide the Council Secretary with the name of their elected representative(s) on Academic Board (as per the <http://policies.scu.edu.au/view.current.php?id=00157> >Terms of Reference - Academic Board Rule );

(13) The term of office of an academic staff member on the Academic Board will be two years, commencing from the first meeting of the Academic Board following confirmation of membership.

### **Election of Students**

(14) Students will be elected from the entire student body.

(15) The term of office of student representatives will be one year, commencing from the first meeting of the Academic Board following confirmation of membership.

## **Section 3 - Sub-Committees of Academic Board**

(16) In order to fulfil its responsibilities, the Academic Board may establish committees to perform functions delegated to them by the Academic Board.

(17) All elected academic staff members of these committees will serve for a period of two years following election, or as otherwise determined by these Standing Orders. All student members will serve for a period of one year following election.

### **Academic Board Executive Committee**

#### **Purpose**

(18) The Academic Board Executive Committee will:

- a. provide advice and recommendations to the Academic Board on any academic matter requested by the Board;
- b. provide advice and recommendations to the Vice Chancellor or the Chair of Academic Board on any urgent

- academic matter as requested by the Vice Chancellor or the Chair of Academic Board;
- c. act on behalf of the Academic Board in the event of urgent and/or exceptional circumstances which require a decision normally in the purview of the Academic Board and which cannot be delayed until the next meeting of the Board;
- d. make decisions on behalf of the Academic Board as delegated by the Board;
- e. report any decisions and actions to the subsequent meeting of the Academic Board.

### **Composition**

(19) The membership of Academic Board Executive Committee is:

- a. Chair: Chair of Academic Board;
- b. Deputy Chairs of Academic Board;
- c. Senior Deputy Vice Chancellor;
- d. Deputy Vice Chancellor (Academic);
- e. Deputy Vice Chancellor (Research);
- f. Director, Student Administration Services or nominee; and
- g. the Committee may co-opt such other persons to its membership as it determines from time to time.

### **Meetings**

(20) The Committee will meet at such times when requested to consider matters referred to it by the Vice Chancellor, the Academic Board or by the Chair of Academic Board.

### **Accreditation Committee**

#### **Purpose**

(21) The Accreditation Committee advises the Academic Board on matters relating to unit and course approvals and course accreditation. The Committee will:

- a. advise Academic Board on the accreditation, reaccreditation or removal of University coursework programs, in line with University policy and national qualification standards;
- b. advise Academic Board on award rules and admission standards in accordance with University policy;
- c. advise Academic Board on unit and course changes, advanced standing and articulation matters in accordance with University policy;
- d. on behalf of the Academic Board, variously approve matters as authorised by the Academic Governance Approval Levels Policy;
- e. act as a source of advice and reference to Schools/Colleges on course development;
- f. identify and make recommendations to Academic Board on current or emerging issues pertaining to courses and qualification standards;
- g. consider and report to Academic Board on any matters referred to it by the Vice Chancellor, the Academic Board or by the Chair of Academic Board.

### **Composition**

(22) The membership of Accreditation Committee is:

- a. Chair: Deputy Chair of Academic Board (Teaching and Learning);
- b. Chairs of all School/College Boards;

- c. Director, Teaching and Learning;
- d. Chair of Academic Board;
- e. Director, Planning Quality and Review;
- f. Director, Student Administration Services or nominee;
- g. Director, Library Services; and
- h. the committee may co-opt such other persons to its membership as it determines from time to time.

(23) Upon request Schools/Colleges will provide the Council Secretary with the name of the Chair of the School/College Board and the Deputy Chair of the School/College Board, who will be the alternate member if the Chair of the School/College Board is unavailable.

## **Academic Standards and Quality Committee**

### **Purpose**

(24) The Academic Standards and Quality Committee is the principal advisory committee of the Academic Board on issues of standards and quality associated with teaching and learning at the University. The Committee will:

- a. advise the Academic Board on Rules, Policies, Procedures and Guidelines governing teaching and learning at the University consistent with the University's strategic directions;
- b. advise Academic Board on the alignment of the University's standards with prescribed national standards associated with teaching and learning;
- c. advise Academic Board on Rules, Policies, Procedures and Guidelines necessary for implementation of standards associated with teaching and learning;
- d. regularly monitor, review and report to Academic Board on the realisation of standards associated with teaching and learning through defined indicators, and quality assurance and improvement processes;
- e. advise Academic Board on course review processes, panels and outcomes in line with University policy;
- f. ensure that communication and consultation with other Academic Board Committees and stakeholders are a routine part of decision making; and
- g. consider and report to Academic Board on any matters referred to it by the Vice Chancellor, the Academic Board or by the Chair of Academic Board.

### **Composition**

(25) The membership of Academic Standards and Quality Committee is:

- a. Chair: Deputy Vice Chancellor (Academic);
- b. Chair of Accreditation Committee;
- c. Pro Vice Chancellor (International and Enterprise);
- d. Executive Director (Information and Physical Resources);
- e. Director, Teaching and Learning;
- f. Director of Teaching and Learning from each School and College;
- g. Director, Office of Planning, Quality and Review;
- h. Director, Student Administration Services;
- i. an Undergraduate student representative;
- j. a Postgraduate coursework student representative; and
- k. the Committee may co-opt such other persons to its membership as it determines from time to time.

## Research Committee

### Purpose

(26) The Research Committee is the principal advisory committee of the Academic Board on issues of research across the University. On behalf of the Academic Board, the Research Committee will:

- a. advise the Academic Board on the University's performance with regards to national research standards' frameworks and assessments;
- b. monitor and report to Academic Board on trends in research relevant to the University;
- c. recommend to Academic Board policies, strategies and actions to promote and enhance the research quality, performance and integrity of, or associated with, the University;
- d. advise the Academic Board of the impact of research policies, strategies and actions on the quality and integrity of research at the University, and on the University's research performance;
- e. advise the Academic Board on the University's ethical and quality assurance processes with regard to research, and on its compliance with national codes concerning research conduct;
- f. ensure that communication and consultation with other Academic Board Committees and stakeholders are a routine part of decision making; and
- g. advise the Academic Board on any other research matters as requested by the Vice Chancellor, the Chair of Academic Board or the Deputy Vice Chancellor (Research).

### Composition

(27) The membership of Research Committee is:

- a. Chair: Deputy Vice Chancellor (Research);
- b. Deputy Chair of Academic Board (Research);
- c. Chair, Higher Degrees Research Committee;
- d. the Director of a designated University Research Institute , appointed by Academic Board on the advice of the Chair of Academic Board after consultation with the Deputy Vice Chancellor (Research), for a period of two years;
- e. The Director of a designated University Research Centre, appointed by Academic Board on the advice of the Chair of Academic Board after consultation with the Deputy Vice Chancellor (Research), for a period of two years;
- f. one Research Higher Degree student representative;
- g. two academic staff members nominated by the Chair of Academic Board after consultation with the Deputy Vice Chancellor (Research), for a period of two years, to ensure diversity in disciplinary representation and research skills, experience and knowledge;
- h. two School Directors of Research appointed by Academic Board after consultation with the Deputy Vice Chancellor (Research), to ensure diversity in disciplinary representation and research skills, experience and knowledge. These positions will be appointed for two year terms, with alternating start dates to facilitate continuity of membership;
- i. one Early or Mid-Career Researcher (no more than 10 years post-PhD) appointed by Academic Board, for a period of two years, on the advice of the Chair of Academic Board;
- j. Director, Office of Research;
- k. one researcher representing Gnibi College of Indigenous Australian Peoples, nominated by Gnibi College of Indigenous Australian Peoples and appointed by Academic Board, for a period of two years, to ensure representation of research skills, experience and knowledge relevant to Indigenous researches, and this research area; and

- I. the Committee may co-opt such other persons to its membership as it determines from time to time.

## Higher Degrees Research Committee (HDRC)

### Purpose

(28) The Higher Degrees Research Committee is a committee of the Academic Board responsible for Higher Degree Research training across the University. On behalf of the Academic Board, the Committee will:

- a. advise the Academic Board and the Deputy Vice Chancellor (Research) on research higher degree and research training outcomes, standards and quality;
- b. advise the Academic Board and the Deputy Vice Chancellor (Research) on strategies to support higher degree research and research training;
- c. monitor, review and make recommendations to Academic Board on policies and rules related to;
  - i. research higher degree awards; and
  - ii. scholarships;
- d. be responsible for oversight and Academic Board policy pertaining to research higher degree processes, including, but not limited to:
  - i. student admission;
  - ii. awarding of scholarships;
  - iii. appointment of supervisors;
  - iv. confirmation of candidature;
  - v. monitoring of candidature and progress;
  - vi. extensions and interruptions to candidature;
  - vii. appointment of examiners;
  - viii. overseeing the examination process; and
  - ix. recommending award of research higher degrees to Academic Board;
- e. monitor research higher degree pathways;
- f. advise the Academic Board on policies and strategies for the support and development of supervisors and supervisory practices;
- g. consult Research Committee on any matters related to the research training/research intersect;
- h. consult Academic Standards and Quality Committee on any matters related to the research training/teaching and learning intersect;
- i. report to Academic Board on any matter referred to the Committee by the Academic Board, the Chair of Academic Board, the Deputy Vice Chancellor (Research) or the Vice Chancellor.

### Composition

(29) The membership of Higher Degrees Research Committee is:

- a. Chair: a member of the Professoriate, nominated by the Chair of Academic Board after consultation with the Vice Chancellor and Deputy Vice Chancellor (Research);
- b. Deputy Chair of Academic Board (Research);
- c. Dean, Graduate Studies
- d. Director of Higher Degree Research Training from each School and College, where applicable; and
- e. the Committee may co-opt such other persons to its membership as it determines from time to time.

## **Committees of Examiners**

### **Purpose**

(30) The Committees of Examiners are sub-committees of School/College Boards which meet and are authorised to ensure that:

- a. matters relating to student assessment and student progress have been appropriately considered;
- b. that moderation and award of grades are undertaken; and
- c. that grades are approved and their release authorised.

(31) The Committee of Examiners will:

- a. ensure student progression is monitored across student cohorts;
- b. confirm moderation processes are implemented;
- c. ensure integrity of student assessment is monitored;
- d. where applicable, ensure that appropriate moderation processes in onshore and offshore locations have been undertaken prior to the submission of grades to the Committee of Examiners;
- e. consider and approve final and interim grades for each student enrolled in units in undergraduate and postgraduate coursework awards delivered by the School/College;
- f. consider and approve final and interim grades for each student enrolled in non-award units delivered by the School/College;
- g. report both to the School Board and to the Academic Standards and Quality Committee on any academic matter related to concerns about academic standards or quality in onshore and offshore locations, and/or to non-compliance with the University's Rules, Policies and Procedures.

### **Composition**

(32) The membership of Committees of Examiners is:

- a. Chair: Chair of School/College Board;
- b. Head of School/College;
- c. Director of Teaching and Learning of the School/College;
- d. Coursework Course Coordinators;
- e. Student Administration Services representative (observer).

### **Meetings:**

(33) The Committees of Examiners meet at the end of each Study Period, and may meet more often at the discretion of the Chair.

## **Academic Board Appeals Committee**

### **Purpose**

(34) The Academic Board Appeals Committee is a Committee of Academic Board that assists in assuring quality and integrity in academic outcomes for students by considering potential irregularities in academic assessment and progression processes.

(35) The Academic Board Appeals Committee will:

- a. develop procedures, approved by the Academic Board, to be followed for appeals and for the hearing of appeals

by the Committee;

- b. hear, examine and determine student appeals in relation to:
  - i. student assessment;
  - ii. research higher degree progression; and
  - iii. exclusion on academic grounds;
- c. hear, examine and determine an appeal on any other relevant matter referred to it by the Chair of Academic Board;
- d. act as the final University decision-making body with regard to appeals under the University's Rules Relating to Awards;
- e. ensure that students are advised that if internal processes fail to resolve a grievance there are provisions for review by an independent third party.

## **Composition**

(36) The membership of Academic Board Appeals Committee is:

- a. Chair of Academic Board or their nominee (Chair);
- b. three academic staff members selected by the Chair of the Committee from a School/College or designated University Research Institute, none of whom shall be from the School/College or Research Institute relevant to the appeal;
- c. one student from the student membership of the Academic Board selected by the Chair of the Committee;
- d. Director, Student Administration Services or nominee; and
- e. The Chair of the Committee may co-opt members as necessary who will be full members for the duration of a designated hearing or hearings;

(37) In accordance with rules of procedural fairness, persons who have participated in the prior assessment of an appellant's case are not permitted to be members of Appeals Committee.

## **School/College Boards and their Sub-Committees**

### **Purpose**

(38) Each School/College will have a School/College Board and it shall follow the <http://policies.scu.edu.au/view.current.php?id=00187> >Standing Orders of the Southern Cross University School-College Board.

(39) The School/College Boards and/or their sub-committees shall:

- a. consider and advise on all matters referred to it by the Academic Board;
- b. exercise any delegations provided to it by the Academic Board;
- c. formulate and recommend to the Academic Board academic policies and procedures;
- d. advise the Academic Board on:
  - i. the academic directions of the School/College;
  - ii. issues related to teaching and learning in the School/College;
  - iii. issues related to research in, or associated with, the School/College;
  - iv. the undergraduate and postgraduate programs offered by the School/College;
  - v. policies and procedures for the accreditation and review of academic programs at the University;
  - vi. new Course Concept Proposals; and
  - vii. any other academic matter;



- e. recommend to the Academic Board and/or the relevant committee of Academic Board on:
  - i. the accreditation of academic programs in the School/College;
  - ii. amendments to academic programs in the School/College;
  - iii. review of academic programs in the School/College;
  - iv. discontinuation of academic programs in the School/College;
- f. determine the award of School/College student scholarships and prizes;
- g. consider reports of School/College Board committees and any other body required to report to the School/College Board, and
  - i. determine such matters as authorised; and
  - ii. transmit to the Academic Board with or without amendment or comment any report or recommendation requiring the attention of the Academic Board.

(40) Each School/College Board may establish sub-committees and delegate powers given under these rules to sub-committees or nominated officers.

### **Composition**

(41) The composition of each School/College Board will be determined by the Standing Orders of the Southern Cross University School-College Board.

(42) A School/College Board may co-opt such other persons to its membership as it determines from time to time.

(43) The Chair and Deputy Chair of a School/College Board will be elected by the full time and fractional (50% and above) academic staff of the School/College for a two year term.

(44) The Chair shall be the School/College representative on Accreditation Committee, and the Deputy Chair shall be the alternate member.

## **Section 4 - Student Elections for Sub Committees**

(45) Nominations will be called by email and/or other appropriate publication from the student body to fill the student position(s) available on the relevant sub-committee of the Academic Board.

(46) If necessary, an election will be conducted by secret ballot, using an optional preferential voting system.

## **Section 5 - Casual Vacancies**

(47) If from any cause, other than the expiry of the term of appointment, a vacancy occurs, that vacancy will be a casual vacancy.

(48) A casual vacancy, except in the case of the Chair of Academic Board, will be filled by a person elected or appointed from the constituency in which the vacancy occurred.

(49) A person appointed to fill a casual vacancy, including the Chair of Academic Board, will hold office for the remainder of the term of office of the person's predecessor.

(50) If the casual vacancy is for the position of the Chair of Academic Board, one of the Deputy Chairs may be appointed to that position by the members of Academic Board for a period normally not exceeding six (6) months.

(51) The Secretary of Academic Board will call for nominations for a casual vacancy as soon as possible after the

vacancy arises.

## **Section 6 - Replacement of Ex-Officio Members**

(52) Where membership of the Board or Committee is by ex-officio position then any person appointed in writing to act in that position for a period which attracts a higher duties allowance, will hold membership of the Board or Committee for the period so appointed.

## **Section 7 - Nominees**

(53) No nominee of the Academic Board or any of its Committees may further delegate a nominee to the position they hold.

(54) Other than the Chair of the Academic Board, no academic staff member elected to a position on the Academic Board or any of its Committees may be represented by a nominee.

(55) The term of office of any nominee on the Academic Board or its Committees will expire at the same time as the term of office of the member being represented by the nominee.

## **Section 8 - Meetings**

(56) The Chair of the Academic Board or a Committee will convene the ordinary meetings.

(57) The Chair may convene a special meeting when the Chair considers it necessary in the interests of the University that the Academic Board or a Committee should meet.

(58) The Chair of the Academic Board or of the relevant Committee will convene a special meeting upon the written request of no less than 25 per cent of members of the Academic Board or the relevant Committee stating the business that they wish to address at such a meeting.

(59) The Vice Chancellor may summon a special meeting of the Academic Board or a Committee for the purpose of considering any business to be submitted by the Vice-Chancellor.

### **Schedule of Meetings**

(60) Academic Board and its Committees will develop a meeting schedule on an annual basis, with a frequency sufficient to meet its respective Terms of Reference.

### **Lack of Business**

(61) Notwithstanding Section 8 - , if the Chair is of the opinion that there is not sufficient business to justify a meeting of the Academic Board or of a Sub-Committee, the Chair may cancel the meeting.

### **Notice of Meeting**

(62) A notice of meeting of the Academic Board or Committee will be circulated by the Secretary to each member at least four business days prior to the date of that meeting. The notice will include a copy of the business papers, a copy of the previous regular meeting's minutes and, where applicable, minutes of any special meetings held since the last regular meeting of Academic Board or the Committee,

(63) In exceptional circumstances, the Chair may allow additional business to be circulated. Materials may only be tabled at the discretion of the Chair.

## **Chair**

(64) The Chair of the Academic Board or a Committee, or in that person's absence a Deputy-Chair, will take the chair at all meetings.

(65) If neither the Chair nor a Deputy Chair is present at any meeting, the meeting may elect a member to chair the meeting from those members present.

(66) Where the structure of a Committee does not have a Deputy Chair, the meeting may elect a member to chair the meeting from those members present.

(67) The Chair will have a vote and, in the case of an equality of votes, a second or casting vote.

## **Adjournments**

(68) The Chair may adjourn an ordinary, an adjourned or a special meeting of the Academic Board or a Committee in appropriate circumstances.

(69) The Chair will not adjourn a meeting to prevent a motion or amendment being put, except with the approval of a majority of the members present. This discretion will not limit any other powers of the Chair to adjourn a meeting.

(70) If a meeting of the Academic Board or its Committees is adjourned, the Chair will re-convene the meeting at a date and time approved by a majority of members present.

## **Quorum**

(71) The quorum for meetings of the Academic Board and for each of its Committees will be as follows:

- a. Academic Board: 12
- b. Academic Board Executive Committee: 3
- c. Accreditation Committee: 5
- d. Academic Standards and Quality Committee: 5
- e. Higher Degrees Research Committee: 5
- f. Research Committee: 6
- g. School/College Boards: Chair plus five other members
- h. Academic Board Appeals Committee: Chair plus three other members
- i. Committees of Examiners: Chair plus Head of School or nominee and four other members.

## **Inquorate Meetings**

(72) Any meeting of the Academic Board or its Committees may be declared inquorate if insufficient members are present to constitute a quorum, 10 minutes after the time set for a meeting.

(73) After the meeting is declared inquorate, the Chair may proceed with the business of the meeting. Any decision or resolution arrived at by Academic Board or one of its Committees will be ratified:

- a. by flying minute;
- b. at the next normal meeting; or
- c. at a Special Meeting at the discretion of the Chair.

# Section 9 - Meeting Proceedings

## Order of Business

(74) The business of the meeting will be considered in the order determined by the Chair of the meeting.

(75) At the beginning of the meeting, the Chair will invite members to star any un-starred agenda item for discussion.

(76) Agenda items containing resolutions that are un-starred will be approved without further discussion.

(77) If there is unfinished business on the agenda at the time at which a meeting is due to end and those present do not agree that the meeting should be extended, that business is to be deferred to the next meeting of Academic Board or the Committee.

(78) Business that has been deferred to the next meeting of Academic Board or the Committee is to have precedence over other business to be conducted at that meeting unless the Chair determines otherwise.

## Motions

(79) The Chair has discretion regarding the acceptance of motions, except for the procedural motions covered in clause (86). The Chair's discretionary ruling may be reversed if a majority of the members present support a motion to this effect.

(80) All notices of motion accepted by the Chair will appear on the business paper for the meeting concerned. These motions will be given to the Secretary, in writing.

(81) The introduction of a topic during the discussion of a motion that is ruled by the Chair to be additional to that relating to the motion must be raised in writing to a subsequent meeting.

(82) A point of order accepted by the Chair takes preference over all other discussion.

(83) Amendments will be considered prior to a vote on the substantive motion.

(84) All amendments must be relevant to the original motion and no amendment may directly negate the substantive motion or the original motion.

## Flying Minutes

(85) Circulating resolutions (flying minutes) require approval from two thirds of Academic Board or Committee members, evidenced by the members' signatures, which may include electronic signatures, or email confirmation sent from an authorised email account.

## Suspension of Debate

(86) Debate on a motion or amendment will be immediately suspended, even if a person is speaking, if any of the following procedural motions is moved and seconded:

- a. that the Academic Board (or the Committee) proceed to the next item of business;
- b. that the Academic Board (or the Committee) do now adjourn;
- c. that the question be now put;
- d. that the speaker be no longer heard;
- e. that the matter be referred back to the person or body which submitted the proposal.

(87) Any such motion except clause (86)e may not be moved or seconded by a person who has already spoken to the

motion or to an amendment, and will immediately be put without amendment or debate.

(88) Any of the above motions is carried only if a majority of the members present vote in favour. If clause (86)c above is carried in relation to an original motion, the mover of that motion may reply before the motion is put. If a motion is moved under clause (86)e, debate may continue on matters to which the attention of the person or body should be drawn.

(89) The Chair's decision on procedural motions is binding. No motions of dissent shall be moved.

### **Procedure on Conclusion of Debate**

(90) As soon as debate upon a question is concluded, the Chair will put the question to the Academic Board or the Committee.

### **Method of Voting**

(91) All matters considered by the Academic Board or its Committees will be decided by consensus. If consensus cannot be achieved, then that matter is to be resolved by voting on the motion or motions.

(92) A question will be decided on the voices. Alternatively, any member present may request a show of hands, and a secret ballot can be held at the discretion of the Chair or if requested by at least 25 per cent of the members present.

(93) Where a member is unable to attend a meeting but has a particular interest in an item, the member may provide in writing to the Chair his or her views and request that those views be made known during the course of consideration of the item.

### **Procedure After Question Put and Vote Taken**

(94) No member may speak to any question after it has been put by the Chair and the show of hands or ballot has been taken.

### **Reference to a Committee or Working Party**

(95) The Academic Board may refer any matter arising from the business of the Board to a Committee, or may establish a Working Party to consider any such matter.

(96) The Committees of Academic Board may establish a Working Party to consider any matter arising from the business of the Committee. Academic Board will be informed of the formation of such a Working Party.

### **Matters not Dealt with in Standing Orders**

(97) Should questions which are not dealt with in these Standing Orders arise, either at an ordinary, special or adjourned meeting, the decision of the Chair will be final.

### **Amendment to Standing Orders and Rules**

(98) A motion for making, rescinding or amending a Standing Order will not be made except in pursuance of notice conveyed to the Secretary in writing five working days before the meeting. A resolution for any such purpose will require a two-thirds majority of the total membership.

### **Suspension of Standing Orders**

(99) Any Standing Order may be suspended for the time being on a motion made with or without notice, provided that such a motion will have the concurrence of a majority of all the members of the Academic Board or the Committee.

## **Observers at Meetings**

(100) Any staff member or student of the University may, at the discretion and with the prior permission of the Chair, attend meetings of the Academic Board or its Committees, but may not in any event speak or otherwise participate in the meeting without the permission of the Chair. The Chair may limit the number of observers present at any meeting, or require an observer to withdraw in order to preserve confidentiality, or to maintain good order in the meeting.

## Status and Details

<b>Status</b>	Historic
<b>Effective Date</b>	8th June 2017
<b>Review Date</b>	8th February 2020
<b>Approval Authority</b>	Academic Board
<b>Approval Date</b>	18th May 2017
<b>Expiry Date</b>	3rd August 2017
<b>Head of Work Unit</b>	Andrew Rose Chair, Academic Board +61 2 66203189
<b>Enquiries Contact</b>	Governance Services