

# Standing Orders - the Academic Board and its Committees

## Section 1 - Purpose and Scope

(1) These Standing Orders set out the manner in which the Academic Board conducts its meetings and other business subject to the [Southern Cross University By-Law 2005](#) and University Council resolutions and in accordance with the [Terms of Reference - Academic Board Rule](#).

(2) In order to fulfill its responsibilities, the Academic Board may establish committees to perform functions delegated to them by the Academic Board, which will also conduct their meetings and other business in the manner set out in these Standing Orders.

(3) The business of Academic Board and its committees is conducted in accordance with customary practice 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.

### Principles of Operation

(4) Academic Board and its committees will operate in a manner that is:

- a. Accountable: committees will conduct their business transparently and always in the best interests of the University;
- b. Collegial: committees will conduct their business in a manner that is consultative, communicative and respectful;
- c. Efficient: committee business will focus on matters relevant to the committee's Terms of Reference and within the scope of the responsibilities and authority of Academic Board as set out in the [Terms of Reference - Academic Board Rule](#).
- d. Representative: committee membership will reasonably represent the diversity of the whole University community while maintaining membership that is as compact as possible for the committee to effectively conduct its business; and
- e. Orderly: committee members will exhibit and uphold good conduct that complies with the University's [Code of Conduct and as additionally set out in the Guidelines for Conduct of Members of Academic Board and its Committees](#).

## Section 2 - Membership of Academic Board and its Committees

### Chair and Deputy Chairs of the Academic Board

(5) The positions of Chair, Academic Board, Deputy Chair (Research), Academic Board and Deputy Chair (Teaching and Learning), Academic Board will be filled as per the [Terms of Reference - Academic Board Rule](#).

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

- a. nominations for the position of Chair/Deputy Chair will be called by email 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 using an optional preferential voting system;
- 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
- e. 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.

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

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

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

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

(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.

(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.

## **Elected Student Members of the Academic Board and its Committees**

(12) Student members of the Academic Board and its committees will be elected by the Academic Board or the relevant committee from students who nominate for the position and who are, at the time of nomination, admitted to an undergraduate or postgraduate course of the University as appropriate.

(13) The Council Secretary will call for nominations for student members by email or other appropriate publication. The nomination period will be for a minimum of 14 days.

(14) If necessary, an election will be conducted using an optional preferential voting system.

(15) Student members of Academic Board will serve for a period of one year following election.

## **Elected Positions on Committees of Academic Board**

(16) Elected staff and student positions for committees of Academic Board will be filled as per the Terms of Reference for the relevant committee.

## **Casual Vacancies**

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

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

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

(20) If the casual vacancy is for the position of the Chair, 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 months.

(21) The Council Secretary will normally call for nominations for a casual vacancy as soon as possible after the vacancy arises.

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

(22) Where membership of the Academic Board or a 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.

## **Nominees**

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

(24) Other than the Chair, 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.

(25) 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 3 - Meetings**

(26) The Chair, Academic Board or a committee will convene the ordinary meetings.

(27) 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.

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

(29) 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**

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

## **Lack of Business**

(31) Notwithstanding clauses (26) to (29), if the Chair is of the opinion that there is not sufficient business to justify a meeting of the Academic Board or of a committee, the Chair may cancel the meeting.

## **Notice of Meeting**

(32) A notice of meeting of the Academic Board or committee will be circulated by the Secretary, Academic Board or relevant committee 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.

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

## **Chair**

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

(35) 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.

(36) Where the membership of a committee does not include a Deputy Chair, the meeting may elect a member to chair the meeting from those members present.

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

## **Adjournments**

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

(39) 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.

(40) If a meeting of the Academic Board or its committees is adjourned, the Chair will reconvene the meeting at a date and time approved by a majority of members present.

## **Quorum**

(41) 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. Faculty Board: Chair plus 4 other members
- d. Accreditation Committee: 5
- e. Academic Standards and Quality Committee: 5
- f. Higher Degrees Research Committee: 5
- g. Research Committee: 6
- h. Academic Board Appeals Committee: Chair plus 3 other members
- i. Committees of Examiners: Chair plus Associate Dean (Education) or nominee
- j. Admissions Committee: Chair plus 4 other members

- k. Educational Partnerships Board: 5
- l. Committee of Examiners (Educational Partnerships Board): Chair, plus 3 other members.
- m. Teaching and Assessment Committee: Chair, plus 6 other members.
- n. Student Academic Experience Committee: 5 members

## **Inquorate Meetings**

(42) 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.

(43) 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.

# **Section 4 - Meeting Proceedings**

## **Attendance at Committee Meetings**

(44) The Chair, Academic Board may attend any committee meeting as an ex-officio member and will contribute to the calculation of a quorum.

(45) Where an ex officio member of a committee of Academic Board is unable to attend a meeting, they may seek permission from the committee chair for an alternate to attend that meeting on their behalf.

(46) 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 as an observer, 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.

## **Order of Business**

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

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

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

(50) 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.

(51) 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**

(52) The Chair has discretion regarding the acceptance of motions, except for the procedural motions covered in clause (59). The Chair's discretionary ruling may be reversed if a majority of the members present support a motion to

this effect.

(53) 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.

(54) 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.

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

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

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

## **Flying Minutes**

(58) 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**

(59) 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.

(60) Any such motion except clause (59)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.

(61) Any of the above motions is carried only if a majority of the members present vote in favour. If clause (59)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 (59)e, debate may continue on matters to which the attention of the person or body should be drawn.

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

## **Procedure on Conclusion of Debate**

(63) 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**

(64) 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.

(65) 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% of the members present.

(66) 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**

(67) 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**

(68) 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.

(69) Committees 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**

(70) 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**

(71) A motion for making, rescinding or amending a Standing Order will not be made except in pursuance of notice conveyed to the Secretary, Academic Board 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**

(72) 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.

## **Section 5 - Committees of Academic Board**

(73) [Terms of Reference - Academic Board Appeals Committee](#)

(74) [Terms of Reference - Academic Board Executive Committee](#)

(75) [Terms of Reference - Academic Standards and Quality Committee](#)

(76) [Terms of Reference - Accreditation Committee](#)

(77) [Terms of Reference - Admissions Committee](#)

(78) [Terms of Reference - Educational Partnerships Board](#)

(79) [Terms of Reference - Faculty Boards](#)

(80) [Terms of Reference - Higher Degrees Research Committee](#)

(81) [Terms of Reference - Research Committee](#)

(82) [Terms of Reference - Student Academic Experience Committee](#)

(83) [Terms of Reference - Teaching and Assessment Committee](#)

## **Section 6 - Associated Information**

(84) [Conduct of Members of Academic Board and its Committees - Guidelines.](#)



## Status and Details

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