

# 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 and its committees conduct meetings and other business in accordance with the [Southern Cross University By-Law 2005](#) and subject to relevant University Council resolutions, including approved delegations and the [Terms of Reference – Academic Board Rule](#).

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

(3) The business of the Academic Board and its committees is conducted through the Chair, as the presiding member and proceeds on the basis of resolution. In the conduct of meetings, all reasonable discretion is allowed to the Chair.

### Principles of Operation

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

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

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

### Composition

(5) The composition of the Academic Board and its committees is as set out in the relevant terms of reference.

### Ex officio Members

(6) Where membership of the Academic Board or a committee is by ex officio position, any person appointed to act in that position will hold membership of the Academic Board or committee for the period so appointed.

### Elections

(7) The following provisions for elections do not apply to Faculty Boards which are set out in the [Terms of Reference – Faculty Boards](#).

(8) Elected members will be elected by the members of the Academic Board or the relevant committee. Voting will be on a 'first past the post' basis. In the event of a tie, the Chair, Academic Board will have a casting vote.

(9) When an election is required, the Secretary, Academic Board (or authorised nominee) will call for nominations by email or other appropriate publication. The call for nominations will:

- a. provide information about the position
- b. invite candidates to nominate for the position
- c. specify the form in which nominations must be made and
- d. specify the date and time for the close of nominations.

(10) The nomination period will be for a minimum of 14 days. The Council Secretary, or nominee, may permit a nomination received after the close of nominations in their absolute discretion.

(11) If there is more than one nominee for a position, an election will be conducted by the Secretary, Academic Board (or nominee) who will be the returning officer.

(12) The election may be conducted at the discretion of the Returning Officer:

- a. during a meeting of the Academic Board or relevant committee; or
- b. electronically, in which case the election period will be a minimum of seven days.

(13) The Returning Officer will declare the results of the election in a timely manner.

(14) The term of office of the elected member commences from the day after the end of the election period.

## **Elected Members**

(15) Unless otherwise specified in these Standing Orders, elected members of the Academic Board and its committees (other than elected student members) hold office for a period of two years from:

- a. the end of the term of the member they are replacing; or
- b. if the position is vacant, the day after the date of election.

(16) Student members of the Academic Board and its committees will be elected from students who nominate for the position and who, at the end of the nomination period, are:

- a. enrolled in a University course with a minimum duration of one year full-time or equivalent; and
- b. not on an approved leave of absence, suspended, excluded or expelled from the University.

(17) Student members of the Academic Board and its committees (where applicable) will serve for a period of one year following election.

## **Nominees**

(18) No member may be represented by a nominee unless permitted by the relevant terms of reference.

(19) The relevant member must notify the Secretary in writing of any nominee.

(20) The nominee:

- a. is entitled to attend meetings of the Academic Board or committee while they are the nominee;
- b. when the member is not in attendance, will contribute to the quorum for that meeting and is entitled to vote;

and

- c. when the member is in attendance, may speak to any item, but will not contribute to the quorum for the meeting and will not be entitled to vote.

(21) The term of office of any nominee will expire at the earlier of the member revoking the nomination in writing to the Secretary, or at the same time as the term of office of the member being represented by the nominee.

### **Co-opted Members**

(22) The Academic Board and its committees may co-opt such persons to their membership as they determine from time to time.

(23) A co-opted member shall not chair a meeting or participate in elections.

(24) The duration of the co-option will be for the remainder of the current calendar year. A person may be co-opted for a subsequent calendar year.

### **Vacancies**

(25) The office of an elected or appointed member of the Academic Board or a committee will become vacant if that member:

- a. resigns; or
- b. is unable to act for a period of six months or more including as a result of taking leave; or
- c. ceases to be qualified for election or appointment; or
- d. is absent from three consecutive meetings of the Academic Board, the relevant committee or another academic committee of which they are also a member on the basis of their membership of the Academic Board or the relevant committee, without reasonable excuse.

(26) If the office of an elected or appointed member of the Academic Board or a committee becomes vacant, a person will be elected or appointed (as the case may be) to fill that vacancy as set out in these Standing Orders.

(27) The Academic Board or relevant committee may appoint a person from the relevant constituency to hold office until the vacancy is filled.

(28) While the Chair of the Academic Board or a committee is absent or the position is vacant, a Deputy Chair (if any) will have all of the functions of the Chair. If there is no Deputy Chair, the Academic Board or the relevant committee will appoint a person from the membership to hold the chair for the period of absence or vacancy.

(29) If an elected or appointed member of the Academic Board or a committee, other than a Chair, is unable to act for a period of more than six months as a result of taking leave or a temporary variation to their employment, the Chair of the Academic Board or the relevant committee may appoint another person from that constituency to hold office for that period.

## **Section 3 - Meetings**

### **Convening Meetings**

(30) The Academic Board and each of its committees (other than the Academic Board Executive Committee) will meet at least once a year, and with a frequency sufficient to meet their respective terms of reference.

(31) The Academic Board Executive Committee will meet at such times when required to consider matters referred to

by the Vice-Chancellor, the Academic Board or by the Chair, Academic Board.

(32) Prior to the commencement of each year, the Council Secretary will cause the dates for ordinary meetings of the Academic Board and its committees for the next year to be published on the University website.

(33) The Chair of the Academic Board or the relevant committee may convene additional meetings if the Chair considers it necessary in the interests of the University.

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

(35) The Vice-Chancellor or the Chair, Academic Board may summon a meeting of the Academic Board or a committee for the purpose of considering any business to be submitted by the Vice-Chancellor or the Chair, Academic Board.

(36) Other than meetings convened under clause (34) or clause (35), the Chair may cancel a meeting if there is insufficient business.

## **Agenda**

(37) As far as practicable, the agenda for a meeting of the Academic Board or a committee will be circulated by the Secretary to each member at least four business days prior to the date of the meeting. The agenda will contain:

- a. the previous meeting's minutes
- b. the business papers, and
- c. the draft resolutions to be considered at the meeting.

(38) Reports to the Academic Board or a committee are to be made using the University's report template and briefings are to be made using the University's briefing paper template or such other template as advised by Governance Services.

(39) At a minimum, a briefing paper should include a statement of its purpose, an executive summary, a description of what is being proposed, and a statement about consultations held with relevant stakeholders.

(40) Reports and briefing papers are due to the Secretary of the Academic Board or a committee at least 14 days before the next meeting of the Academic Board or a committee.

(41) Proceedings of the Academic Board and its committees will be valid despite the non-receipt of an agenda or business papers by any one member.

## **Attendance**

(42) All members of the Academic Board and its committees are expected to attend each meeting. For an apology to be recorded, a member who is unable to attend a meeting must notify the Secretary before the meeting.

(43) If an ex officio member of the Academic Board or a committee (or their nominee, if any) is unable to attend a meeting and no person has been appointed to act in that position, the Chair may approve an alternate to attend that meeting on their behalf. The alternate will contribute to the quorum and be entitled to vote.

(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) Any staff member or student of the University may, at the discretion of and with the prior permission of the Chair, attend a meeting of the Academic Board or a committees as an observer, but may not speak or otherwise participate

in the meeting without the permission of the Chair. The Chair may limit the number of attendees present at any meeting, or require an attendee to withdraw in order to preserve confidentiality or maintain good order in the meeting.

## **Presiding Member**

(46) The Chair of the Academic Board or a committee, or in that person's absence, a Deputy Chair (if any), will preside at all meetings.

(47) If neither the Chair nor a Deputy Chair is present at a meeting, members present may elect one of their number to chair the meeting.

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

## **Quorum**

(49) The quorum for meetings of the Academic Board and its committees will be at least the majority of the total number of members from time to time. For the purpose of determining the quorum, a member holding more than one position will be counted only once, and a casual vacancy will not be counted.

(50) For meetings of the Academic Board Appeals Committee, the Chair must be a member of the quorum.

## **Inquorate Meetings**

(51) The Chair may declare a meeting inquorate if an insufficient members are present to constitute a quorum ten minutes after the time set for the start of the meeting.

(52) After the meeting is declared inquorate, the Chair may proceed with the business of the meeting. Any decision or resolution made at the meeting by the members present must be ratified:

- a. by flying minute; or
- b. at the next quorate meeting.

## **Conduct of Meetings**

(53) Meetings of the Academic Board or its committees must not be filmed or otherwise electronically recorded by any person without the prior permission of the relevant Chair.

(54) For Academic Board meetings, the Chair will determine what items of business require discussion. These items will be starred on the agenda. At the beginning of each Academic Board meeting, the Chair will invite members to star any additional agenda item for discussion. Agenda items which are un-starred will be determined as specified in the agenda without further discussion.

(55) The business of the meeting of the Academic Board or a committee will be considered in the order determined by the Chair.

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

(57) If there is unfinished business on the agenda at the time at which a meeting is due to end and those members present do not agree to extend the meeting, that business will be deferred to either an extra meeting or the next ordinary meeting of the Academic Board or the committee, as determined by those members present.

(58) If the unfinished business is deferred to an extra meeting, it will be the only business of the meeting unless the Chair approves other business that cannot wait for the next ordinary meeting.

(59) The unfinished business will have precedence over other business to be conducted at the subsequent meeting unless the Chair determines otherwise.

## **Motions**

(60) The Chair has discretion regarding the acceptance of motions, except for the procedural motions covered in clause (66). The Chair's discretionary ruling may be reversed if a majority of the members present support a motion to that effect.

(61) All notices of motion accepted by the Chair will appear on the agenda for the next ordinary meeting, or at the discretion of the Chair, the next extra meeting. A notice of motions is to be given to the Secretary, in writing at least 14 days before the next ordinary meeting of the Academic Board or the relevant committee. If notice is given in less than 14 days, the Chair may hold over the motion until the next ordinary meeting.

(62) If the Chair rules that a topic introduced during the discussion of a motion is additional to that relating to the motion, then the member who raised the additional topic in writing to the Secretary that it be added as an item on the agenda of the next ordinary meeting.

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

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

(65) An amendment must be relevant to the original motion and no amendment may directly negate the substantive motion or the original motion.

## **Suspension of Debate**

(66) 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 meeting of the Academic Board (or the committee) be adjourned;
- c. that the motion be put;
- d. that the speaker be no longer heard;
- e. that the matter be referred back to the person or body which submitted it.

(67) A motion under clause (66) a, b, c or d, may not be moved or seconded by a person who has already spoken to the motion or to an amendment.

(68) A motion under clause (66) will be put immediately without amendment or debate.

(69) A motion under clause (66) c is only carried if a majority of the members present vote in favour.

(70) If a motion under clause (66) c above is carried in relation to an original motion, the mover of the original motion may reply before the motion is put.

(71) If a motion is moved under clause (66) e, is resolved in the affirmative, discussion may continue on matters to which the attention of the person or body should be drawn.

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

## **Procedure on Conclusion of Debate**

(73) As soon as debate upon a motion is concluded, the Chair will put the motion to members present at the meeting.

## **Method of Voting**

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

(75) A motion will be decided on the voices.

(76) A member present may request that the motion be determined by a show of hands,

(77) Alternatively, a secret ballot can be held at the discretion of the Chair or if requested by at least 25 percent of the members present.

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

(78) No member may speak to any motion after it has been put by the Chair and voted on by the members present.

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

(79) The Academic Board may refer any matter arising from the business before it to a committee or may establish a working party to consider the matter.

(80) A committee may establish a working party to consider any matter arising from the business before it.

(81) The Chair of the committee must advise the formation of the working party in the next report to Academic Board, and again after its disestablishment once the work on the referred matter has been completed.

(82) A committee may only form a sub-committee after the proposed terms of reference for the sub-committee have been approved by the Academic Board. Any proposals to amend, replace or rescind a sub-committee's terms of reference must also be approved by the Academic Board before the amendment, replacement or rescission can take effect.

(83) Terms of reference for a committee of the Academic Board or a sub-committee of a relevant committee will set out its purpose and the composition of its membership. The conduct of its meetings and other business will be dealt with under these Standing Orders.

(84) In these Standing Orders, any reference to a committee includes a sub-committee of that committee.

## **Adjournments**

(85) Subject to clause (86), the Chair may adjourn a meeting of the Academic Board or a committee.

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

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

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

(88) Should a question arise which is not dealt with in these Standing Orders, the decision of the Chair will be final.

## **Amendment of Standing Orders**

(89) A notice of a motion to amend, replace or rescind these Standing Order must be made by written notice to the Secretary, Academic Board at least 14 days before the meeting.

(90) A resolution to amend, replace or rescind these Standing Orders requires a two-thirds majority of the total membership, provided that a member holding more than one position will only be counted once, and a casual vacancy will not be counted.

## **Suspension of Standing Orders**

(91) A provision in these Standing Orders may be suspended for a specified time on a motion made with or without notice, provided that the motion is approved by a majority of the members of the Academic Board, provided that a member holding more than one position will only be counted once, and a casual vacancy will not be counted.

## **Urgent Business**

(92) The Chair may determine that urgent matters requiring consideration by the Academic Board or relevant committee between meetings may be conducted by flying minute.

(93) A flying minute requires approval from the number of members comprising a quorum for the Academic Board or relevant committee as evidenced by the members' signatures, which may include electronic signatures, or email confirmation sent from an authorised email account.

# **Section 4 - Committees of the Academic Board**

(94) The following are committees of the Academic Board:

- a. [Terms of Reference - Academic Board Appeals Committee](#)
- b. [Terms of Reference - Academic Board Executive Committee](#)
- c. [Terms of Reference - Academic Integrity Committee](#)
- d. [Terms of Reference - Academic Standards and Quality Committee](#)
- e. [Terms of Reference - Accreditation Committee](#)
- f. [Terms of Reference - Admissions Committee](#)
- g. [Terms of Reference - Educational Partnerships Board](#)
- h. [Terms of Reference - Faculty Boards](#)
- i. [Terms of Reference - Higher Degrees Research Committee](#)
- j. [Terms of Reference - Research Committee](#)
- k. Terms of Reference - Research Quality and Impact Committee
- l. [Terms of Reference - Student Academic Experience Committee](#)
- m. [Terms of Reference - Teaching and Assessment Committee](#)

# **Section 5 - Associated Information**

(95) [Terms of Reference - Academic Board Rule](#)

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





## Status and Details

<b>Status</b>	Current
<b>Effective Date</b>	24th September 2024
<b>Review Date</b>	24th September 2027
<b>Approval Authority</b>	Academic Board
<b>Approval Date</b>	19th September 2024
<b>Expiry Date</b>	Not Applicable
<b>Responsible Executive</b>	Andrew Rose Chair, Academic Board +61 2 66203189
<b>Head of Work Unit</b>	Mark Dixon Director, Governance Services
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