

Standing Orders - the Academic Board and its Committees

Section 1 - Preamble

(1) The Academic Board and its Committees shall 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. The Standing Orders are intended to facilitate the conduct of business by the Academic Board and its Committees. The Academic Board may vary them from time to time, as required. 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. The Standing Orders for School/College Boards are as per Standing Orders for School/College Boards.

Section 2 - Membership of the Academic Board

Chair of the Academic Board

(2) In accordance with clause (9) of the Rules for the Academic Board and its Committees, where the Academic Board elects a Chair:

- a. the Chair shall be elected by the Academic Board from among the full-time Professors and Associate Professors of the University;
- b. nominations for the position of Chair shall be called by email and/or other appropriate publication and shall close two (2) weeks prior to the last meeting of the Academic Board in alternate years;
- c. nominations in writing, including names of a proposer and seconder, and an indication of the candidate's willingness to stand, shall be submitted to the Secretary of the Academic Board;
- d. if necessary, an election shall be conducted by secret ballot using an optional preferential voting system;
- e. members who will be absent from the meeting shall be entitled to notify the Secretary of the Academic Board of their voting preference prior to the meeting;
- f. the term of office of the Chair shall be three (3) years, commencing from the 1st January of the year following election;
- g. a Chair shall hold office for no more than two (2) consecutive terms.

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

Deputy-Chairs of the Academic Board

(4) In accordance with clause (10) of the Rules for Academic Board, where the Academic Board elects two Deputy-Chairs, the provisions specified in clause (2) shall be followed, except that, in instances where the Vice-Chancellor assumes office as presiding member of the Academic Board at a time other than at the beginning of a normal three-year appointment for the Deputy-Chairs, the term of office of the Deputy-Chairs shall be until the normal scheduled

elections of office bearers of the Academic Board.

(5) Where the Academic Board elects Deputy-Chairs other than in accordance with clause (10) of the Rules for Academic Board:

- a. the Deputy-Chairs shall be elected by the Academic Board from the full time academic staff of the University;
- b. nominations for the positions of Deputy-Chair shall be called by email and/or other appropriate publication and shall close two (2) weeks prior to the first meeting of the Academic Board in alternate years;
- c. if necessary, an election shall be conducted by secret ballot, using an optional preferential voting system, at the commencement of the first meeting of the Academic Board for the year;
- d. the term of office of the Deputy-Chairs shall be three (3) years, commencing upon election;
- e. in the event that no nominations are received by closing date the Chair may extend the nomination period up to and including the next meeting of Academic Board.

Equity Provision

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

Academic Staff Representatives

(7) Membership is as per the Rules of Academic Board and its Committees.

- a. Upon request Schools/Colleges shall provide the Secretary of Academic Board with the name of their elected representative(s) on Academic Board (as per clause (2));
- b. The term of office of an academic staff member on the Academic Board shall be two (2) years, commencing from the first meeting of the Academic Board following confirmation of membership.

Students

(8) Membership as per the Rules of Academic Board and its Committees.

Section 3 - Membership of the Strategic Standing Committee of Academic Board

(9) Membership is as per the Rules of Academic Board and its Committees.

Section 4 - Membership of the Accreditation Committee of Academic Board

(10) Membership is as per the Rules of Academic Board and its Committees.

Academic Staff Representatives

(11) Upon request Schools/Colleges shall provide the Secretary of Academic Board with the name of the Chair of the School/College Board. The School/College shall also provide the name of the Deputy Chair of the School/College Board who will be the alternate member of Accreditation Committee for the Chair of the School/College Board.

Section 5 - Membership of the Academic Board Appeals Committee

(12) Membership is as per the Rules of Academic Board and its Committees.

Section 6 - Membership of the Academic Standards and Quality Committee

(13) Membership is as per the Rules of Academic Board and its Committees.

Section 7 - Section 6 - Membership of the Higher Degrees Research Committee

(14) Membership is as per the Rules of Academic Board and its Committees.

Section 8 - Membership of the Research Committee

(15) Membership is as per the Rules of Academic Board and its Committees.

Section 9 - Membership of the School or College Boards

(16) Membership is as per the Rules of Academic Board and its Committees.

Section 10 - Membership of the Committees of Examiners

(17) Membership is as per the Rules of Academic Board and its Committees.

Section 11 - Student Elections for Sub Committees

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

(19) Nominations shall be called no later than two (2) weeks after finalisation of the student membership of Academic Board.

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

(21) A student representative may not be on more than one sub-committee of Academic Board.

Section 12 - Casual Vacancies

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

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

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

(25) 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.

(26) The Secretary of Academic Board shall call for nominations for a casual vacancy as soon as possible after the vacancy arises.

Section 13 - Replacement of Ex-Officio Members

(27) 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, shall hold membership of the Board or Committee for the period so appointed.

Section 14 - Nominees

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

(29) 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.

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

Section 15 - Meetings

(31) The Chair of the Academic Board or a Committee shall convene the ordinary meetings.

(32) 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.

(33) The Chair of the Academic Board or of the relevant Committee shall convene a special meeting upon the written request of no less than twenty-five (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.

(34) 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.

Section 16 - Schedule of Meetings

(35) The schedule of meetings shall be as follows:

- a. Academic Board
 - i. not less than six (6) times a year on dates determined by the Board;
- b. Academic Board Executive Committee
 - i. when requested to consider matters referred to it by the Vice Chancellor, Academic Board, or Chair of Academic Board;
- c. Accreditation Committee
 - i. not less than six (6) times a year on dates determined by the Board;
- d. Academic Standards and Quality Committee
 - i. not less than six (6) times a year on dates determined by the Board;
- e. Higher Degrees Research Committee
 - i. not less than six (6) times a year on dates determined by the Board;
- f. Research Committee
 - i. not less than six (6) times a year on dates determined by the Board;
- g. Academic Board Appeals Committee
 - i. as necessary to hear appeals;
- h. School/College Boards
 - i. not less than six (6) times in the academic year and at least three (3) weeks prior to the meetings of Accreditation Committee;
- i. Committees of Examiners (subcommittee of School/College Board)
 - i. at least once per study period.

Section 17 - Lack of Business

(36) Notwithstanding Section 15 - , 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.

Section 18 - Quorum

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

- a. Academic Board
 - i. 12;
- b. Academic Board Executive Committee
 - i. 3;
- c. Accreditation Committee
 - i. 5;
- d. Academic Standards and Quality Committee
 - i. 5;
- e. Higher Degrees Research Committee

- i. 5;
- f. Research Committee
 - i. 5;
- g. Academic Board Appeals Committee
 - i. the Chair plus 3 other members;
- h. School/College Boards
 - i. 6;
 - the quorum for a meeting of the School/College Boards (the Board) will be six (6), consisting of the Chair and five (5) other members; and
- i. Committees of Examiners (subcommittee of School/College Board)
 - i. the Chair, and
 - ii. Head of School or nominee

Section 19 - Inquorate Meetings

(38) Any meeting of the Academic Board or its Committees may be declared inquorate if ten (10) minutes after the time set for a meeting insufficient members are present to constitute a quorum. After the meeting is declared inquorate, the Chair may proceed with the business of the meeting without the necessary quorum. Any decision or resolution arrived at by an inquorate meeting of the Academic Board or one of its Committees shall be ratified by flying minute, or at the next normal meeting, or at a Special Meeting of Academic Board or that Committee at the discretion of the Chair.

Section 20 - Notice of Meeting

(39) A notice of meeting, together with a copy of the business papers and a copy of all minutes of regular or special meetings held since the last regular meeting of the Academic Board or the Committee, shall be circulated by the Secretary to each member at least four (4) working days prior to the date of that meeting.

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

Section 21 - Chair

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

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

(43) Where the structure of a Committee does not include the position of Deputy-Chair, the meeting may elect a member to chair the meeting, such chair to be elected from those members present.

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

Section 22 - Adjournments

(45) The Chair may adjourn an ordinary, an adjourned or a special meeting of the Academic Board or a Committee in appropriate circumstances. The Chair shall not adjourn a meeting to prevent a motion or amendment being put, save with the approval of a majority of the members present. This discretion shall not limit any other powers of the Chair to adjourn a meeting.

Section 23 - Adjourned Meetings

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

Section 24 - Order of Business

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

Section 25 - Motions

(48) The Chair has discretion regarding the acceptance of motions, except for the procedural motions covered in Section 26 - . The Chair's discretionary ruling may be reversed if a majority of the members present support a motion to this effect.

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

(50) Except for a motion from the Chair, a motion must be seconded before there may be any discussion or vote on the motion.

(51) 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.

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

(53) Amendments shall be considered prior to a vote on the substantive motion.

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

(55) Motions or amendments may be withdrawn by the proposer with the approval of the seconder.

(56) The Chair may request the proposer of a motion to submit the motion in writing.

Section 26 - Suspension of Debate

(57) Debate on a motion or amendment shall 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.

(58) Any such motion except clause (57)e may not be moved or seconded by a person who has already spoken to the motion or to an amendment, and shall immediately be put without amendment or debate. Any of the above motions is carried only if a majority of the members present vote in favour. If clause (57)c above is carried in relation to an original motion, the mover of that motion may reply before the motion is put. If (57)e above is moved, debate may continue on matters to which the attention of the person or body should be drawn.

Section 27 - Procedure on Conclusion of Debate

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

Section 28 - Method of Voting

(60) A question shall be decided on the voices except that any member present may request a show of hands, and a secret ballot shall be held at the discretion of the Chair or if requested by at least twenty-five (25) per cent of the members present.

Section 29 - Procedure After Question Put and Vote Taken

(61) 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 thereon.

Section 30 - Reference to a Committee or Working Party

(62) 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.

(63) 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.

Section 31 - Matters not Dealt with in Standing Orders

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

Section 32 - Amendment to Standing Orders and Rules

(65) A motion for making, rescinding or amending a Standing Order shall not be made except in pursuance of notice conveyed to the Secretary in writing five (5) working days before the meeting. A resolution for any such purpose shall require a two-thirds majority of the members present.

Section 33 - Suspension of Standing Orders

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

Section 34 - Observers at Meetings

(67) 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

Status	Historic
Effective Date	11th March 2014
Review Date	11th November 2016
Approval Authority	Academic Board
Approval Date	11th March 2014
Expiry Date	20th August 2015
Head of Work Unit	Andrew Rose Chair, Academic Board +61 2 66203189
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