

## **Southern Cross University**

### **STANDING ORDERS OF THE ACADEMIC BOARD AND ITS COMMITTEES as at 20 June 2013**

#### **1. Preamble**

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 Appendix A.

#### **2. Membership of the Academic Board**

##### **2.1 Chair of the Academic Board**

- (a) In accordance with Rule 2.4 of the *Rules for the Academic Board and its Committees*, where the Academic Board elects a Chair:
  - (i) the Chair shall be elected by the Academic Board from among the full-time Professors and Associate Professors of the University;
  - (ii) 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;
  - (iii) 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;
  - (iv) if necessary, an election shall be conducted by secret ballot using an optional preferential voting system;
  - (v) 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;
  - (vi) the term of office of the Chair shall be three (3) years, commencing from the 1st January of the year following election;
  - (vii) a Chair shall hold office for no more than two (2) consecutive terms.
- (b) 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.

## **2.2 Deputy-Chairs of the Academic Board**

- (a) In accordance with Rule 2.5 of the *Rules for Academic Board*, where the Academic Board elects two Deputy-Chairs, the provisions specified in Standing Order 2.1(a) 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 two-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.
- (b) Where the Academic Board elects Deputy-Chairs other than in accordance with Rule 2.5 of the *Rules for Academic Board*:
  - (i) the Deputy-Chairs shall be elected by the Academic Board from the full time academic staff of the University;
  - (ii) 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;
  - (iv) 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;
  - (v) the term of office of the Deputy-Chairs shall be three (3) years, commencing upon election;
  - (vi) 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.

## **2.3 Equity Provision**

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.

## **2.4 Academic Staff Representatives**

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 Rule 2.1).
- (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.

## **2.5 Students**

Membership as per the Rules of Academic Board and its Committees

### **3 Membership of the Strategic Standing Committee of Academic Board**

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

### **4 Membership of the Accreditation Committee of Academic Board**

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

#### **4.1 Academic Staff Representatives**

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.

### **5 Membership of the Academic Board Appeals Committee**

#### **5.1 Membership**

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

### **6 Membership of the Academic Standards and Quality Committee**

#### **6.1 Membership**

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

### **7 Higher Degrees Research Committee**

#### **7.1 Membership**

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

### **8 Research Committee**

#### **8.1 Membership**

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

### **9 School or College Boards**

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

### **10 Boards of Assessors**

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

### **11 Student Elections for Sub Committees**

- (a) 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.
- (b) Nominations shall be called no later than two (2) weeks after finalisation of the student membership of Academic Board.
- (c) If necessary, an election shall be conducted by secret ballot, using an optional preferential voting system.
- (d) A student representative may not be on more than one sub-committee of Academic Board.

## **12. Casual Vacancies**

- (a) If from any cause, other than the expiry of the term of appointment, a vacancy occurs, that vacancy shall be a casual vacancy.
- (b) 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.
- (c) 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.
- (d) 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.
- (e) The Secretary of Academic Board shall call for nominations for a casual vacancy as soon as possible after the vacancy arises.

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

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.

## **14. Nominees**

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

- (b) 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.
- (c) 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.

## **15. Meetings**

- (a) The Chair of the Academic Board or a Committee shall convene the ordinary meetings.
- (b) 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.
- (c) 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.
- (d) 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.

## 16. Schedule of Meetings

The schedule of meetings shall be as follows:

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

## 17. Lack of Business

Notwithstanding Standing Order 14, 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.

## 18. Quorum

The quorum for meetings of the Academic Board and for each of its Committees shall 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.	5
(g) Academic Board Appeals Committee	The Chair plus 3 other members.
(h) School/College Boards	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.
(i) Boards of Assessors	6 The quorum for a meeting of the Board of Assessors will be six (6), consisting of the Chair and five (5) other members.

## **19. Inquorate Meetings**

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.

## **20. Notice of Meeting**

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

## **21. Chair**

- (a) 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.

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

## **22. Adjournments**

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.

## **23. Adjourned Meetings**

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.

## **24. Order of Business**

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

## **25. Motions**

- (a) The Chair has discretion regarding the acceptance of motions, except for the procedural motions covered in Standing Order 26. The Chair's discretionary ruling may be reversed if a majority of the members present support a motion to this effect.
- (b) 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.
- (c) Except for a motion from the Chair, a motion must be seconded before there may be any discussion or vote on the motion.
- (d) 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.
- (e) A point of order accepted by the Chair takes preference over all other discussion.



- (f) Amendments shall be considered prior to a vote on the substantive motion.
- (g) All amendments must be relevant to the original motion and no amendment may directly negate the substantive motion or the original motion.
- (h) Motions or amendments may be withdrawn by the proposer with the approval of the seconder.
- (i) The Chair may request the proposer of a motion to submit the motion in writing.

## **26. Suspension of Debate**

- (a) 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:
  - (i) that the Academic Board (or the Committee) proceed to the next item of business;
  - (ii) that the Academic Board (or the Committee) do now adjourn;
  - (iii) that the question be now put;
  - (iv) that the speaker be no longer heard;
  - (v) that the matter be referred back to the person or body which submitted the proposal.
- (b) Any such motion except (v) 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 (iii) above is carried in relation to an original motion, the mover of that motion may reply before the motion is put. If (v) above is moved, debate may continue on matters to which the attention of the person or body should be drawn.

## **27. Procedure on Conclusion of Debate**

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

## **28. Method of Voting**

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.

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

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.

**30. Reference to a Committee or Working Party**

- (a) 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.
- (b) 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.

**31. Matters not Dealt with in Standing Orders**

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.

**32. Amendment to Standing Orders and Rules**

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.

**33. Suspension of Standing Orders**

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.

**34. Observers at Meetings**

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.

Approved by Council on 22<sup>nd</sup> November, 2002  
Amended by Academic Board, 4 September, 2003  
Amended by Academic Board, 30 October, 2003  
Amended by Academic Board, 18 March, 2004  
Amended by Academic Board, 22 July, 2004  
Amended by Academic Board, 1 September 2005

Amended by Academic Board, 27 October, 2005  
Amended by Academic Board, 16 February 2006  
Amended by Academic Board 22 March 2007  
Amended by Academic Board 19 July 2007  
Amended by Academic Board 15 October 2009  
Amended by Academic Board 16 August 2012

## **APPENDIX A Southern Cross University School/College Board Standing Orders**

### **Preamble**

The (*name of School or College*) School/College Board (hereinafter referred to as “the Board”) shall conduct its meetings in accordance with these Standing Orders and the customary practice of the Board, subject to the University By-laws and Council resolutions. Customary practice here refers to the process by which the Board’s business is conducted through a presiding member (normally the person referred to here as the Chair) and proceeds on the basis of resolution. More formal rules or standing orders, such as those described in Joske *Law and Procedure at Meetings in Australia*, 8th edition, Law Book Co, 1994, and other such publications, may be used as a general guide to the Chair. Members should note that in the conduct of Board meetings, all reasonable discretion is allowed to the presiding member.

### **Standing Orders of Meetings of the School/College Board and its Committees**

The following Standing Orders shall be implemented by the Board and its Committees to facilitate the conduct of its business and, subject to the *Rules of Academic Board and its Committees*, may be varied by the Board from time to time, as appropriate.

Variations to School/College Standing Orders will be notified to the Secretary of Academic Board for ratification by the Academic Board.

#### **1. Members of the Board**

- (a) A Board shall have the following membership:
  - i. All full-time and fractional (50% and above) academic staff of the School/College at the rank of Lecturer A or above, who are currently employed;
  - ii. Minimum of one student representative;
  - iii. The full-time academic staff of the School/College may, by resolution, appoint or co-opt other persons to the Board as members, and may invite another School/College to elect a representative as a member to Board.
- (b) Student representatives will normally be appointed through an electoral process determined by the Board.
- (c) As per Rule 3.21 of the *Rules for Academic Board and its Committees* two or more School/College Boards may choose to meet or merge as a collective School/College Board. Where this occurs the membership in (a) above will include all full time and fractional (50% and above) academic staff of the respective School/College and at least one student representative per School/College Board.

## **2. Elected positions**

### **2.1 established by *Rules of Academic Board and its Committees***

The elected positions include:

- Chair of the Board
- Deputy Chair of the Board
- Members of Academic Board
- Member of Academic Board Appeals Committee
- Such other positions as may be created from time to time.

### **2.2 established by the School/College**

The School/College may establish other elected positions from time to time. These could include chairs and members of Board sub-committees, such as a curriculum committee, standing committee, teaching and learning advisory committee or planning committee.

## **Nominations**

- (a) Nominations shall be called by email and/or other appropriate publication from the full-time and fractional (50% and above) academic staff in the School/College at Lecturer A level or above, who are currently employed.
- (b) 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 Head of School/College.
- (c) Nominations shall close two (2) weeks prior to the first meeting of the Board in alternate years.

The term of office of elected positions shall be as per the *Rules of Academic Board and its Committees*.

## **3. Appointed Positions:**

The Head of School/College, after appropriate consultation with members of the School/College, will appoint a Director of Research and a Director of Teaching and Learning.

## **4. Returning Officer**

The Secretary of the Board will act as returning officer in elections.

## **5. Casual Vacancies on the Board**

- (a) If from any cause, other than the expiration of the term of appointment, a vacancy occurs, that vacancy shall be a casual vacancy.
- (b) A casual vacancy shall be filled by a person elected from the constituency in which the vacancy occurred.
- (c) A person appointed to fill a casual vacancy shall hold office for the remainder of the term of office of the person's predecessor.

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

Where membership of the Board 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 for the period so appointed.

## **7. Equity Representation**

The Board shall, through its procedures, composition and sub-committees strive to ensure effective equity of representation for all target groups under the University's Equal Employment Opportunity Management Plan.

## **8. Meetings of the Board**

The Chair of the Board shall convene the ordinary meetings of the Board. The Chair may convene a special meeting when the Chair considers it necessary in the interests of the School/College that the Board should meet, and shall convene a special meeting upon the written request of no less than twenty-five percent of members of the Board stating the business which they wish the Board to consider at such a meeting.

## **9. Schedule of Meetings of the Board**

The Board shall meet not less than five times a year on dates determined by the Academic Board.

## **10. Lack of Business**

If the Chair is of the opinion that there is not sufficient business to justify a meeting of the Board, the Chair may cancel the meeting.

## **11. Quorum**

As per Clause 18 of the Standing Orders of Academic Board and its Committees.

## **12. Postponement of Meetings**

- a) Any meeting of the Board shall be postponed if ten minutes after the time set for a meeting, insufficient members are present to constitute a quorum. A time and place for the postponed meeting shall be set, at which meeting if a quorum is not present within twenty minutes after the time set for the meeting, 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 Board shall be placed on the agenda of the next normal meeting of the Board for ratification.
- b) The exception to Rule 12(a) shall be where there are insufficient members present to constitute a quorum for a Board of Assessors meeting. In this instance, a Board of Assessors may be declared inquorate if ten 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 grades

approved, or decision or resolution arrived at by an inquorate meeting of a Board of Assessors. Shall be ratified at the next normal School Board meeting with reference to Rule 3.18(b) of the *Rules for the Academic Board and its Committees*.

### **13. Notice of Meeting**

- (a) 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 Board shall be circulated by the Secretary to each member at least four working days prior to the date of that meeting.
- (b) In exceptional circumstances, the Chair may allow additional business to be circulated with no less than 24 hours notice, and materials may only be tabled at the discretion of the Chair. The Board shall normally not resolve on any tabled business except by authorisation of a two-thirds resolution of members present.

### **14. Chair and Voting Rights of Chair and Members**

- (a) The elected Chair of the Board, or in that person's absence, the elected Deputy Chair shall take the chair at all meetings.
- (b) If neither the elected Chair nor the elected Deputy Chair shall be present at any meeting, the meeting may elect a member to chair the meeting, such chair to be elected from amongst those members present.
- (c) The Chair shall have a vote and, in the case of an equality of votes, a second or a casting vote. All members of the Board shall have full voting rights.

### **15. Adjournments**

The Chair may adjourn an ordinary, an adjourned or a special meeting of the Board 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.

### **16. Adjourned Meetings**

If a meeting of the Board is adjourned, the Chair shall reconvene the meeting at the same time on the same day in the week following the adjourned meeting, or at some other date approved by two-thirds of the members present.

### **17. Order of Business**

The business of the meeting shall be considered in the order determined by the Chair of the meeting. The meeting may nevertheless determine to take the business in some order other than that in the agenda.

## **18. Motions**

- (a) The Chair has discretion regarding the acceptance of motions, except for the procedural motions covered in section 19. The Chair's discretionary ruling may be reversed if a majority of the members present support a motion to this effect.
- (b) 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, and shall contain the signature of the proposer.
- (c) A motion which is ruled by the Chair to have the effect of amending or rescinding a previous resolution of the School/College Board, or altering policy shall only be accepted as a notice for a subsequent meeting.
- (d) Except for a motion from the Chair, a motion must be seconded before there may be any discussion or vote on the motion.
- (e) A point of order accepted by the Chair takes preference over all other discussion.
- (f) Amendments shall be considered prior to a vote on the substantive motion.
- (g) All amendments must be relevant to the original motion and no amendment may directly negate the substantive motion or the original motion.
- (h) Motions or amendments may be withdrawn by the proposer with the approval of the seconder.
- (i) The Chair may request the proposer of a motion to submit the motion in writing.

## **19. Suspension of Debate**

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:

- (i) 'that the Board (or the Committee) proceed to the next item of business';
- (ii) 'that the Board (or the Committee) do now adjourn';
- (iii) 'that the question be now put';
- (iv) 'that the speaker be no longer heard';
- (v) 'that the matter be referred back to the person or body which submitted the proposal'.

Any such motion except (v) 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 (iii) above is carried in relation to an original motion, the mover of that motion may reply before the motion is put. If (v) above is moved, debate may continue on matters to which the attention of the person or body should be drawn.

## **20. Procedure on Conclusion of Debate**



As soon as debate upon a question is concluded, the Chair shall put the question to the School/College Board.

## **21. Method of Voting**

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 percent of the members present.

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

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.

## **23. Reference to Committee**

The Board may refer any matter arising from the business of the Board to a Committee, or may establish a Working Party or sub-committee to consider any such matter.

## **24. The Conduct of Meetings**

Sufficient opportunity to speak should be given to those present so that opposing views are presented to the meeting.

With the consent of the majority of those present, debate may be terminated after reasonable discussion has taken place.

The preservation of order during the meeting includes prevention of interference with speakers by private talk or heckling remarks, the prohibition of offensive statements or the imputation of improper motives.

The chair can require speakers to “resume their seats” in the case of speakers who are unduly longwinded or who do not keep to the point under discussion.

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

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

## **26. Amendment to Standing Orders**

A motion for making, rescinding or amending a standing order shall not be made except in pursuance of notice given at the previous meeting of the Board, or conveyed to the Secretary, in writing, seven clear days before the meeting. A resolution for any such purpose shall require a two-thirds majority of the members present.

## **27. Suspension of Standing Orders**

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 Board.

## **28. Observers at Meetings**

Any member of the University may, at the discretion of the Chair, attend meetings of the Board, but may not 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.