Standing Orders of Academic Board

STANDING ORDERS

The Standing Orders for meetings of Academic Board and its Committees are in accordance with Statute 2.2 – Academic Board (pdf. 32kb). They detail:

- Meeting procedures
- Membership of Academic Board
- Election and appointment procedures
- Committees of Academic Board

These Standing Orders shall apply at every meeting of the Board and its Committees unless the Board resolves that any part of these Orders be suspended for the whole, or any part, of a meeting. Meetings of Academic Board and its Committees will be conducted in accordance with The Schedule (pdf.12kb) under Statute 1.3 – Meetings (pdf.10kb).

Amendment of Standing Orders

- These Standing Orders may be amended only by a motion of which due notice has been given by a member of the Board and a vote of at least two-thirds of the members present at the meeting.
- Any matter of procedure which is not dealt with in these Standing Orders shall be determined by decision of the Chair.
- Any power conferred on the Chair by these Standing Orders may, in the Chair's absence, be exercised by the Deputy Chair or, in the absence of the Chair and Deputy Chair, by the person chairing the meeting.

MEETING PROCEDURES

1.0 Convening Meetings

1.1 The Board shall meet
   (a) at the times approved by the Board;
   (b) when specially called by the Executive Officer at the direction of the Chair or the Vice-Chancellor;
   (c) when specially called by the Executive Officer upon receipt from at least eight members of the Board of a written requisition containing a description of the business to be discussed;
   (d) eight times each year with two of those meeting allocated as provisional.

1.2 Meetings of the Board shall not exceed two hours in duration unless there is a specific motion for an extension beyond two hours.

1.3 Notice of a meeting and an electronic copy of the agenda papers shall be circulated by the Executive Officer to each member at least five working days before the meeting. The Chair may allow additional agenda papers to be circulated with less notice or to be tabled at the
1.4 Any notice of motion, report, or other business must be submitted in writing to the Executive Officer ten working days before the day of the meeting. Matters submitted after this time may be accepted at the discretion of the Chair.

1.5 If the Chair is of the opinion that there is not sufficient business to warrant the holding of a regular meeting of the Board, the Chair may direct that members be informed that the meeting has been cancelled.

1.6 If, after the expiration of thirty minutes (or such extended period as the Chair may determine) from the time appointed for the meeting or any adjournment thereof, a quorum is not present, the meeting shall lapse.

1.7 The provisions of these Standing Orders are to be applied to the Academic Board as well as to all Committees of the Academic Board.

2.0 Quorum

2.1 A quorum is defined as 50% of the total membership, in accordance with Statute 1.3 (3) – Meeting (pdf.10 kb).

2.2 A meeting may not commence without quorum. If lack of a quorum occurs during the meeting, the meeting shall be adjourned until such time as the Chair may determine.

2.3 Where a meeting is adjourned for lack of quorum, the reconvened meeting shall normally deal only with matters listed for the original meeting and which were not dealt with.

3.0 Order of Business

3.1 The normal order of business at each regular meeting shall be as follows:

Formal matters:
- Apologies and welcome
- Preliminary matters
- Strategic matters
- Confirm minutes from the previous meeting, with or without amendment.
- Starring items and adopting/noting unstarred items.
- Business arising from the minutes of the previous meeting.
- Vice-Chancellor’s report with an opportunity for questions to be raised about the Report, and for the Vice-Chancellor to respond.
- Chair’s report with an opportunity for questions to be raised about the Report, and for the Vice-Chancellor to respond.
- Schedule of business
- Compliance and quality update.
- Items of new business

Reports from Standing Committees of the Board:
- Academic Board Executive Committee
3.2 The Chair shall determine the items of business to be included in the agenda and determine which items call for consideration and debate. Such items shall be starred in the agenda. All items not starred shall be submitted en bloc to the Board for noting or formal approval without debate; provided always that, prior to the adoption of unstarred items, any member of the Board may request that an item which is not starred be considered by the Board. Upon such request being made, that item shall be starred. As soon as the Chair has determined that there are no further items to be starred, all unstarred items shall be moved for acceptance as read.

3.3 Any item on the agenda may be taken out of order by the Chair unless members present resolve by majority vote that the written order of business be retained. The order of business may be altered without consent of the Chair, by a vote of two-thirds of the members present at a meeting.

3.4 No business other than that specified in the agenda shall be considered at any meeting except:
   (a) where a matter has been the subject of a notice of motion which has been circulated after the formation of the agenda;
   (b) where the issue arises from an oral statement without notice; or
   (c) where a resolution is passed of which no notice has been given, providing that resolution is presented for ratification at the immediately subsequent meeting where notice is duly given.

4.0 Rules of Debate

4.1 Unless the Chair or the Board by resolution otherwise requires, the Board will conduct its business as follows,
   (a) a member may speak more than once on any question but does not have the right to do so if the Chair considers that other members are being denied the right to speak or that the member is unduly repetitious;
   (b) the sense of a motion must be expressed but the actual wording may be left to the Chair and Executive Officer;
   (c) the Chair may "ask approval" and in the absence of dissent assume that the matter has been approved without dissent (nem. con.); and
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(d) the Chair shall have the discretion to determine the extent to which and the cases in which more rigid rules of debate and the principles of the following Standing Orders relating to motions and amendments are to be observed.

4.2 If the Chair rules, or the Board by resolution determines, that a matter before a meeting shall be conducted in accordance with the formal rules of debate, then the following procedures shall apply:

(a) Debate shall occur only on a formal motion before the Chair or on an amendment to such a motion. Any such motion or amendment shall be submitted in writing to the Chair but may be seconded orally.

(b) Any persons wishing to move a motion or an amendment or of taking part in any debate shall indicate by a show of hands to the Chair.

(c) The member first observed by the Chair shall be given priority in speaking.

(d) If the Chair rises during the debate, a member speaking or offering to speak shall cease speaking and the Chair shall be heard without interruption.

(e) Unless the consent of two-thirds of the members present is given, no member (except the mover of a motion) may speak twice to a matter before the Board except by explanation in reply to a question; a member who, without comment, seconded the motion or amendment, shall not be deemed to have spoken.

(f) A member may speak to an amendment even if that member has already spoken to the motion or a previous amendment.

(g) The mover of a motion, but not of an amendment, shall have the right to reply. The mover's reply closes the debate.

(h) A speaker shall keep to the particular matter before the meeting and shall not introduce irrelevant material.

(i) The mover of a motion may speak for a period not exceeding ten minutes and a subsequent speaker for a period not exceeding five minutes, unless an extension not exceeding five minutes is granted by a vote of two-thirds of those present.

(j) The Chair may participate in the debate from the Chair.

(k) No member may speak to a motion, after it has been put by the Chair and the show of hands or ballot has been taken.

(l) In the absence of a member who has given notice of motion, a motion shall lapse unless another member present is prepared to move it.

(m) A motion may be amended or withdrawn by the mover with the consent of the meeting.

(n) Any motion or amendment not seconded shall not be debated.

5.0 Motions and Amendments

5.1 A motion or amendment shall be couched in definite and precise language and should usually be affirmative in form.

5.2 An amendment shall relate to the matter involved in the motion and not to some other matter.

5.3 An amendment which is a direct negative of the motion shall be disallowed.

5.4 Only one motion or amendment may normally be accepted at a time. However, a member may speak against a motion or amendment by drawing attention to a foreshadowed motion or amendment to be moved if the motion or amendment before the meeting is defeated.

5.5 The following constitute motions or amendments that are considered out of order:
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(a) a motion or amendment which is substantially the same as a motion or amendment that has been previously carried at the meeting;
(b) a motion or amendment which is substantially the same as a motion or amendment that has been previously defeated at the meeting; or
(c) a motion or amendment which is inconsistent with a prior motion or amendment that has been previously passed at the meeting.

5.6 Debate on a motion or amendment shall be immediately suspended, even if a person is speaking, if any of the following motions is moved and seconded:
(a) that the speaker no longer be heard;
(b) that the matter be postponed;
(c) that the Board proceed to the next item of business;
(d) that the matter be referred back to the Committee which submitted the proposal;
(e) that the question not now be put;
(f) that the question now be put; or
(g) that the Board now adjourn.

5.7 No person who has already spoken to the motion or to an amendment may move in terms of (c) or (e). Motions (a), (c) and (g) are not debatable save that the Chair may express the view that the matter has not been adequately debated and suggest that the procedural motion should not be carried. Motions (a), (e), (f) and (g) are carried only if at least two-thirds of the members present vote in favour of the motion. If motion (f) is carried in relation to an original motion, the mover of that motion may exercise the right of reply to the substantive debate before the motion is put.

5.8 The Chair may refuse to grant the mover of the motion the right to reply until it is clear to the Chair that no other member desires to speak to the motion or to move an amendment.

5.9 The seconder of a motion may reserve the right to speak later, provided the seconder does not otherwise speak when seconding the motion.

5.10 The mover of an amendment has no right of reply.

5.11 Notwithstanding any other provision of these Standing Orders, at any time during a debate a member may foreshadow a motion or amendment provided that the member shall not at the time speak to the motion or amendment which is foreshadowed.

5.12 As soon as the debate on a motion or amendment has concluded, the Chair shall put the motion or amendment.

6.0 Voting in meetings

6.1 Voting on resolutions shall be decided by a show of hands requested by the Chair. The outcome of any vote by show of hands shall be determined by simple majority.

6.2 In the case of an equal vote the Chair has a casting vote as well as a deliberate vote, in accordance with Statute 1.3 (3) – Meetings (pdf. 10kb).

7 Questions

7.1 Questions relating to the affairs of the University may be put through the Chair to any member present. The Chair may disallow any question. Subject to Order 3.4, answers to questions may not be debated or lead to a motion at that meeting.
8. **Conduct of Members**

8.1 A member shall:

(a) be confined to speak only on the matter before the Board;

(b) not, before the Board, make offensive statements or impute improper motives to other members;

(c) when called to order by the Chair, cease speaking and sit down until the question of order is decided;

(d) not disclose how other members spoke or voted on matters coming before the Board; and

(e) except with the permission of the Chair or the Board, not remain in a meeting when any matter relating to that member personally (other than a motion that the member be censured) is under consideration.

(f) be given notice of at least five working days before the meeting if they are to be the subject of a censure motion. Notice must be in writing and include a brief statement of the matters alleged against the member, to be debated by the Board. The member must be informed that they have the right of reply. The meeting agenda must specify the intention to move the motion of censure, and must include the member’s written reply (not to exceed 1000 words) if one has been provided. If the member charged elects to answer the charges during oral debate, such reply shall be the final contribution to the debate.

9 **Matters Considered as Confidential Business – In-Camera**

9.1 The Board shall consider the following matters as In Camera items:

(a) any matter listed as in-camera on the agenda papers or in the report of the Board;

(b) any personal matter affecting an individual staff member or student;

(c) any business negotiation or other financial matter which the University would define as “commercial-in-confidence” or which might allow any person to profit;

(d) any matter determined by the Chair or Vice-Chancellor to be best dealt with as in-camera, or

(e) any other matter agreed by a majority of the Board members.

9.2 Any papers relating to an in-camera matter will be placed in a separate agenda document, appropriately labelled, which will be circulated only to voting members of the Board (i.e., not to observers) or displayed electronically at a meeting.

9.3 Discussion of in-camera matters at a meeting of the Board shall occur after all non-confidential business has been concluded. Observers will depart the meeting prior to commencing discussion of the in-camera matters. The Chair has discretion to ask that a specific observer remain for an in-camera matter discussion if they determine that their input would be directly pertinent to the discussion to be undertaken.

9.4 A member of the Board shall not, without the prior approval of the Chair, directly or indirectly disclose any information concerning the matters described under Order 9.1, received by virtue of membership of the Board, to any person who is not a voting member of the Board.

9.5 Disclosure or discussion of information concerning any Board-related matters, other than those described under Order 9.1, with a person who is not a member of the Board, does not
constitute a breach of confidence.

9.6 The formal recorded minutes of the meeting will summarise the outcomes for matters identified as confidential but the version of the minutes to be placed on the web will have all references to confidential matters removed.

10. Records of Meetings

10.1 Minutes of all proceedings of the Board and its Committees shall be stored in digital form. The minutes, when approved by the Chair, will be uploaded to the University website for the Board and its Committee members to access.

10.2 The agenda papers and the confirmed minutes of each meeting shall be recorded in the University's records management system in accordance with Statute 1.3 (5, (1)) and constitute a true record of the proceedings of the meeting.

10.3 Any properly formatted policy or procedure arising from a meeting, once approved by Council, shall also be recorded in the University's Policy and Procedures records and website. [refer also to sections 8 and 9 of these Standing Orders, for how confidential matters will be handled in the recorded minutes.]

10.4 The minutes shall record:

a) The nature of the meeting, whether ordinary, special, or adjourned.

b) The date, time and place of the meeting.

c) The name of the person who held the chair and a record of the number of members and observers present and of persons present by invitation.

d) A summary of the business conducted at the meeting including in the case of a motion which is carried
   i. a brief statement of the discussions surrounding the motion, followed by the motion as carried; and
   ii. at the request of any member, a notation that they wished their dissent or abstention to be recorded.

10.5 Unless the Chair or the Board directs otherwise, a record of the following matters need not be included:

a) The names of the mover and seconder, if any, of a motion.

b) Any motion which is lost or withdrawn.

c) Except in the case where the Vice-Chancellor or the mover of a motion has made a formal statement for report to the Council or elsewhere, the views expressed by an individual member.

10.6 A member may, within two working days after any meeting, submit to the Chair through the Executive Officer a brief statement of the views expressed at the meeting upon any matter. Such statement may or may not be included in the minutes at the discretion of the Chair.

10.7 The minutes of each meeting shall be submitted to the following meeting for confirmation. Debate on a motion that the minutes be confirmed shall be limited to the accuracy and adequacy of the minutes as presented, and the only motion which may be submitted during such debate shall be a motion that the report be amended to correct mis-statements or to record more adequately the proceedings of the previous meeting. Except with the permission of the Chair or the meeting, a member may not request that a statement attributed to himself be included. A matter decided at a previous meeting cannot be reopened during debate on a
motion to confirm the minutes of that meeting.

MEMBERSHIP OF ACADEMIC BOARD

11. The Chair

11.1 The Chair may, at the invitation of the Vice-Chancellor, be invited to attend the Vice-Chancellor’s Senior Team.

11.2 The Chair shall preside over the meeting and shall:
   (a) conduct the proceedings in the manner indicated by the Standing Orders and give all members present an opportunity of speaking and of voting;
   (b) take care that the sense of the meeting is properly ascertained with regard to any matter before it;
   (c) put motions and amendments to the vote and report the result of the vote;
   (d) require a speaker who, in the Chair’s opinion, is being unduly verbose or who is not keeping to the point under discussion to cease speaking;
   (e) refuse to accept motions and amendments which are not couched in clear terms;
   (f) require withdrawal of offensive statements or statements which impute improper motives;
   (g) preserve order and prevent interference to speakers by private talk or heckling remarks; and
   (h) require a person who persists in being disorderly to withdraw from the meeting.

11.3 The Chair may not adjourn the meeting to prevent its coming to a decision. The Chair may not refuse to accept an amendment that is in proper form and relates to a motion under discussion.

11.4 Any member disagreeing with a ruling from the Chair may move as follows:
   a) “That the Chair’s ruling be dissented from”. No seconder is required.
   b) A dissent motion must be moved immediately after the ruling is given.
   c) Upon such a motion being moved, a Deputy Chair shall take the Chair.
   d) The question shall be put in the form: “That the Chair’s ruling be upheld”. (Those disagreeing with the ruling vote “No”.)
   e) The member disagreeing with the ruling may speak to the matter, and the Chair may reply. Both speakers are to conclude their remarks within five minutes. The motion shall then be put and decided, the Chair shall resume presiding over the meeting and proceedings shall be continued in accordance with the will of the meeting.

12. Deputy Chairs

12.1 Where at a meeting of Academic Board the Chair
   (a) is absent;
   (b) elects not to preside; or
   (c) is unable to preside
   a Deputy Chair shall preside unless unwilling to do so.

12.2 In the absence of the Chair and both Deputy Chairs from a meeting of the Board, or if the
Deputy Chair has elected not to preside at the meeting:

a) normally the Vice-Chancellor, if the Vice-Chancellor is present and wishes to preside, is to preside at the meeting; or

b) if the Vice-Chancellor is not present or does not wish to preside, the Board is to elect one of its members to preside at the meeting.

13. Ex-officio members

13.1 Ex-officio members hold office by right of the position they hold in the University as specified in Regulation 2.2.2 – Academic Board.

14. Co-opted Members

14.1 Members may be co-opted by the Academic Board following nomination by the Academic Board Executive, and approved by the Board for the purpose of achieving an informed perspective on the powers and duties of the Board as defined in Statute 2.2 paragraph 2(2).

15. Attendance by Observers

15.1 Members of the University or the public with an academic association with the University may attend meetings of the Academic Board, following confirmation by the Chair. Such persons must make application to the Chair, or to the member of Academic Board who shall Chair that meeting, for permission to attend the meeting. Permission must be sought through the Executive Officer to Academic Board before 5 pm on the day before the meeting.

15.2 Observers attending a meeting of the Academic Board shall not speak on any motion or upon any matter before the Academic Board unless invited by the Chair to do so.

15.3 The Chair may limit the number of observers able to attend a meeting of the Academic Board.

15.4 An observer may be asked by the Chair to leave for in-camera items and for any other such items the Board deems fit.

16 General Roles/Responsibilities of Elected and Ex-Officio Board/Committee Members

16.1 Elected and ex-officio members of the Academic Board have the following roles and responsibilities:

(a) attend meetings, be fully prepared having read all relevant documents, on a regular basis;

(b) actively contribute to discussions at meetings;

(c) serve as a communication conduit to their Faculty, School or Portfolio, regarding actions, policies and new developments of the Board or Committee, as appropriate;

(d) organise for feedback to be provided on actions, policies and new developments, when requested;

(e) clearly distinguish between views/contributions/feedback they are providing as an individual and views/contributions/feedback they are providing with the intention to represent their School or Portfolio; and

(f) declare, at the outset of a meeting, any conflict of interest they might have with any matter
ELECTION PROCEDURES

17. Election of Chair and Deputy Chairs

17.1 The Academic Board shall elect from its members a Chair and two Deputy Chairs, in accordance with Regulation 2.2.2 – Academic Board and Statute 7.2 – Election by Members of Boards (pdf. 59kb).

17.2 Nominations for the position of Chair will be called for by the Executive Officer to Academic Board at least 4 weeks prior to the last Board meeting every second year. Nominations for one of the Deputy Chair positions will be called for by the Executive Officer at least four weeks prior to the last Board meeting every year.

18. Elections for Other Members

18.1 Elections for other elected Board representatives shall be conducted in accordance with Regulation 2.2.2 – Academic Board and Statute 7.1 – Elections and Procedures (pdf.54kb).

19 Voting Rights

19.1 Ex-officio members have full voting rights. The Chair has full voting rights, plus in the case of an equal vote, an additional casting vote.

19.2 Elected members have full voting rights, but are not permitted to appoint a proxy to vote in their absence.

19.3 Co-opted members and observers do not have voting rights.

20 Absences, Removal and Resignation of Academic Board Members

20.1 Where an ex officio member of the Board is unable to attend, the person who is acting in that office may attend the Board meeting. The Executive Officer shall be advised of this substitution prior to the meeting. The member who will be absent is responsible for fully briefing the substitute about all relevant matters contained in the business papers.

20.2 For any elected member who will be absent by virtue of taking an extended period of long service leave or study leave, the relevant body from which they are elected or represent can nominate a replacement for the duration of their leave period for the approval of the Chair. Such replacement shall fit the requirements of the original category of membership for the member on leave. The Executive Officer shall be advised of this replacement prior to the first meeting at which the replacement shall attend. The member who will be absent is responsible for fully briefing the replacement about their role as a Board member and about all relevant matters currently before the Board.

20.3 Where an elected or co-opted member expects to be absent for up to three consecutive Academic Board meetings in a calendar year, the member must seek a leave of absence in writing from the Chair of Academic Board from the first meeting of the Board after it becomes
known to the member that the absence is likely.

20.4 Where an elected or co-opted member expects to be absent from more than three Academic Board meetings in any calendar year, the member must resign their position from the Board by writing delivered to the Chair at the first meeting of the Board after it becomes known to the member that the absence is likely.

20.5 An elected member or co-opted member who will be absent from a particular meeting cannot send a proxy to that meeting.

20.6 The Academic Board may remove an elected or co-opted member from office if:
   (a) the member, without the approval of the Academic Board, fails to attend three consecutive meetings;
   (b) in the opinion of the Academic Board the performance by the member of their duties has been found to be unsatisfactory; or
   (c) in the opinion of the Academic Board the member has engaged in misconduct of a serious or recurrent nature.

20.7 An elected or co-opted member of the Academic Board other than the Chair may resign by writing delivered to the Chair.

20.8 Any member’s office which becomes vacant under this paragraph 20.1-20.6 shall be filled in the manner prescribed for filling of casual vacancies, with the exception of co-opted members, whose appointment will cease.

21. **Vacancies arising**

21.1 If an elected member of the Academic Board becomes entitled to become an ex-officio member:
   (a) that member is deemed to hold office by appointment; and
   (b) the vacated office of that member shall be filled in the manner prescribed for filling of casual vacancies.

21.2 If a member of the Academic Board
   (a) elected by staff, ceases to be a member of staff employed at a time fraction of 0.5 or above by the University; or
   (b) elected by enrolled students, ceases to be an enrolled student at a time fraction of 0.5 or above, that member’s office becomes vacant and shall be filled in the manner prescribed for the filling of casual vacancies.

22. **Filling of vacancies arising casually or on retirement**

22.1 If the office of a member of the Academic Board becomes vacant, otherwise than by reason of expiry of the member’s term of office, a person shall be elected to fill the vacancy and to hold office.

22.2 If the vacancy occurs within three months before the expiry of a member’s term of office the office may be left vacant for the remainder of the term.

22.3 The election of a person as a member of the Academic Board, to fill a vacancy caused by retirement of a member upon the expiration of term of office, will be conducted within three months before the date of expiration of the term of office of the retiring member.

22.4 Members elected under paragraph 18.1 will assume office at the first meeting of the year
following the election, or as soon as practicable after that date.

COMMITTEES OF ACADEMIC BOARD

23. Academic Board Executive Committee

23.1 Serves as the executive of the Board and has delegated authority to consider items of urgency between Academic Board meetings.

23.2 Assists with the management of the Board’s agenda and develops the Board’s schedule of business.

23.3 Initiates discussion and commissions papers as requested by the Board on major issues of educational importance arising from:
   (a) the work of Board Committees; and
   (b) the University’s Statement of Strategic Intent, Learning and Teaching and Research Plans and annual priorities and quality assurance requirements beyond the University.

23.4 Bring to the Board’s attention University-wide matters that are within the Board’s remit.

23.5 Makes decisions on behalf of the Board as delegated by the Board.

24 Other Committees of Academic Board

24.1 The following comprise specifically constituted Standing Committees of Academic Board with defined terms of reference and membership. http://federation.edu.au/staff/governance/academic-board:

   (a) Appeals Committee
   (b) Higher Education Curriculum Committee
   (c) Learning & Teaching Committee
   (d) Research Committee
   (e) Research by Higher Degrees Committee
   (f) VET Curriculum and Quality Committee

24.2 The Standing Committees may establish their own ad-hoc committees and working parties as necessary.

25 Hierarchy of Work and Communication between Faculties, Committees and the Board

25.1 Faculties and Committees listed under Order 25.1.1 are expected to send periodic reports, proposed policies and procedures and recommendations to Academic Board. The minutes of Standing Committee meetings will be tabled for discussion and/or action at the subsequent meeting of Academic Board.

25.2 For any recommendation arising from the Faculty or Committee reports, the Board’s expectation should be that most, if not all, of the hard development and deliberation work, including appropriate consultations, will have been undertaken by that Committee prior to being forwarding to the Board for endorsement. This means that debate about wording and detail will be minimised at Board meetings during discussion of the
recommendations. Obvious errors can be pointed out, which the Chair shall be empowered to rectify if recommendations are subsequently adopted. However, discussions of larger scale alterations to meaning, scope and intent will generally not be entertained. The Chair shall have discretion in determining what constitutes a discussion about larger scale alterations to meaning, scope and intent and will then direct the discussion accordingly.

DELEGATIONS OF ACADEMIC BOARD

26 Academic delegations and procedure in the areas of awards, assessment, policies and procedure, programs and courses, appeals and changes to statutes and regulations are available for reference on the Academic Board website.