

THE UNIVERSITY OF NEWCASTLE STANDING ORDERS OF ACADEMIC SENATE ¹

Introduction

'*Standing orders* are the permanent rules for the regulation of the business and proceedings at an organisation's meetings.' (Renton, N. (2005). *Guide for Meetings and Organisations* (8 ed. Vol. 2). Sydney: Lawbook Co. p137)

Academic Senate Standing Orders will apply in all meetings of Academic Senate and its committees, including Faculty Boards. In committees other than Academic Senate, the Chair will take the role described for the President of Academic Senate (PAS). Similarly, references to 'the Academic Senate' should be read as to the relevant Faculty Board or other standing committee of Academic Senate, except for clauses describing functions of the Executive Committee of Academic Senate and amendments to Standing Orders (17.0).

Contents

1.0	Convening of Meetings	1
2.0	Placing Items of Business on the Agenda	1
3.0	Quorum	1
4.0	Attendance of Members	2
5.0	Business at Meetings	2
6.0	Issues of Privacy and Release of Information	3
7.0	The Chair	3
8.0	Conduct of Members	4
9.0	Regular Rules of Debate	4
10.0	Formal Rules of Debate	5
11.0	Items In Camera	6
12.0	Motions and Amendments	6
13.0	Voting	7
14.0	Questions	8
15.0	Flying Minute	8
16.0	Minutes	8
17.0	Amendment of Standing Orders	9
18.0	General	9

¹ Based upon the University of Queensland Standing Orders of the Academic Board, 1991.
<http://www.uq.edu.au/academic-board/docs/standing.orders.A4.pdf>

1.0 Convening of Meetings

- 1.1. Academic Senate will meet
 - (i) as stated in the Constitution; or
 - (ii) when specially called by the Secretary to Academic Senate (herein referred to as the Secretary) at the direction of the President of Academic Senate (PAS) or the Vice-Chancellor; or
 - (iii) when specially called by the Secretary upon receipt of a written requisition, from at least 25% of all members of Academic Senate, containing a description of the business to be discussed.
- 1.2. Notice of a meeting including a copy of the Agenda will be circulated by the Secretary to the normal university email address of each member at least seven days before the meeting and be available on the relevant website.
- 1.3. If the Academic Senate Executive Committee is of the opinion that there is not sufficient business to warrant holding a scheduled meeting of Academic Senate, the PAS may direct that members are informed that the meeting has been cancelled. Consecutive scheduled meetings of Academic Senate may not be cancelled.
- 1.4. Meetings of Academic Senate will not exceed two hours in duration unless there is a specific motion for an extension beyond two hours.

2.0 Placing Items of Business on the Agenda

- 2.1. Items of business for the Agenda should reach the Secretary no later than fourteen (14) days prior to the meeting unless previously arranged with the PAS.
- 2.2. Any notice of motion, must be submitted in writing to the Secretary fourteen (14) days prior to the meeting. If submitted after this time it may be accepted only at the discretion of the PAS.
- 2.3. Tabled items will only be accepted in exceptional circumstances and by prior arrangement with the PAS (see Order 5.3).

3.0 Quorum

- 3.1. For meetings of Academic Senate and Faculty Boards the quorum will be at least half of the total number of members, with the majority being elected members.
 - (i) The Vice-Chancellor and the President of Academic Senate are not to be counted in the quorum for Faculty Boards unless they are an active part of the membership for that Committee.
- 3.2. For meetings of the other committees of Academic Senate and the Academic Senate Executive Committee the quorum will be at least half of the total number of members.
 - (i) The Vice-Chancellor and the President of Academic Senate are not to be counted in the quorum for Committees unless they are an active part of the membership for that Committee.

- 3.3. If a quorum is not present fifteen minutes from the stated commencement time of the meeting, or such greater period as the PAS may determine, subject to Order 3.4, the meeting will lapse. All business on the Agenda will be included in the Agenda for the next scheduled ordinary meeting.
- 3.4. When a meeting is not quorate or ceases to be quorate but there are items of urgent business to transact, the PAS may authorise that the inquorate meeting proceeds to consider the matters listed for the original meeting or, specific item(s).
- 3.5. Decisions made by an inquorate meeting will be ratified by the next quorate meeting of Academic Senate.

4.0 Attendance of Members

- 4.1. Any member unable to attend a meeting should record her or his apology by advising the Secretary prior to the meeting.
- 4.2. An elected member who is unable to a meeting is able to nominate an alternate from the same electorate as themselves to attend in their stead, for a maximum of three consecutive meetings per member.
- 4.3. Members are responsible for notifying the Secretary of Academic Senate of their alternate at least 24 hours prior to the meeting and for ensuring the alternate is briefed on the matters which will be considered at the meeting.
- 4.4. Alternates will have full voting rights at the meeting for which they have been nominated and will count as part of the quorum for that meeting.
- 4.5. Where a member anticipates being absent for more than three consecutive meetings, she or he should apply to PAS for leave of absence. Leave of absence may be granted for travel commitments, illness, bereavement (or similar compassionate grounds), or for any other reason the PAS considers appropriate.
- 4.6. The position of any elected or co-opted member of Academic Senate who is absent without leave of absence for two consecutive meetings may be declared vacant. The PAS may appoint a replacement member for the remaining period following appropriate consultation and consideration.
- 4.7. Members cannot assign their voting rights to another member as a proxy, except through the use of an alternate member officially notified to the Secretary; no member can exercise more than one vote.
- 4.8. In exceptional circumstances, and with the consent of the PAS, a member may participate in a meeting by teleconference, videoconference or other electronic means, if available.

5.0 Business at Meetings

- 5.1. The normal order of business at regular meetings will be as follows:
 - (i) Apologies;
 - (ii) Conflict of Interest (automatically starred);
 - (iii) Confirmation of the Minutes of the previous meeting;
 - (iv) Outstanding Items;

- (v) Membership;
 - (vi) Business Arising out of the Minutes;
 - (vii) Report from the President of Academic Senate;
 - (viii) Report from the Vice-Chancellor;
 - (ix) Issues for Discussion (automatically starred);
 - (x) Priority Items (automatically starred);
 - (xi) Reports of the Standing Committees and other Committees reporting through them;
 - (xii) Reports from Faculty Boards;
 - (xiii) General Business; and
 - (xiv) Any Other Business (automatically starred);
 - (xv) Notice of the Next Meeting.
- 5.2. Any member of Academic Senate may request that an unstarred item in the Agenda is starred for discussion. Members are encouraged to do this in a timely manner to promote debate and discussion.
- 5.3. All tabled material will be starred for discussion (see Order 2.3).
- 5.4. All unstarred items will be submitted in a single motion to Academic Senate for noting or formal approval without debate.
- 5.5. The PAS may alter the normal order of business unless members present resolve by majority vote that the written order of business be retained.
- 5.6. The PAS may grant rights of audience and debate for a specific meeting or item(s) in a meeting to such a person, persons or categories of person as deemed appropriate.

6.0 Issues of Privacy and Release of Information

- 6.1. When an item may identify an individual student they must be referred to by their student number, unless the relevant information is already in the public domain.
- 6.2. A member of Academic Senate ought not, without the approval of the PAS, discuss with or directly or indirectly disclose to a person not a member of Academic Senate any matter listed as confidential on the business papers or in the minutes of Academic Senate.

7.0 The Chair

- 7.1. The PAS will take the Chair and will:
- (i) conduct the proceedings in the manner indicated by the Standing Orders and give all members present an opportunity for speaking;
 - (ii) take care that the views of the meeting on any matter before it, are properly ascertained with regard to that matter;

- (iii) put motions and amendments to the vote and report the result of the vote to the meeting;
 - (iv) require a speaker who is being unduly verbose or is not keeping to the point under discussion to stop speaking;
 - (v) require the withdrawal of offensive statements or the imputation of improper motives;
 - (vi) preserve order and prevent interference to speakers by private talk or heckling remarks;
 - (vii) require a member who persists in being disorderly to leave the meeting; and
 - (viii) ensure compliance with these standing orders.
- 7.2. The PAS may not adjourn a meeting to prevent it coming to a decision. The PAS may not refuse to accept an amendment that is in proper form and relates to a motion under discussion.
- 7.3. Any member disagreeing with a ruling from the Chair may move as follows - "That the President's ruling be dissented from". No seconder is required.
- 7.4. A dissent motion must be moved immediately after the ruling is given.
- 7.5. Upon such a motion being moved, a Deputy PAS will take the Chair.
- 7.6. The member disagreeing with the ruling may speak to the matter for not more than two minutes. The PAS may reply for not more than two minutes. The motion will then be put and proceedings will be resumed.

8.0 Conduct of Members

- 8.1. Within any meeting of Academic Senate members will
- (i) speak only on the matter then before Academic Senate;
 - (ii) not make offensive statements or impute improper motives to other members;
 - (iii) when called to order by the PAS, cease speaking until the question of order is decided;
 - (iv) except with the permission of the PAS or by resolution of Academic Senate, 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.

9.0 Regular Rules of Debate

- 9.1. Unless the PAS or Academic Senate otherwise resolves, Academic Senate will conduct its business 'in committee' using regular rules of debate and, in particular,
- (i) a member may speak more than once on any matter unless PAS considers that other members are being denied the right to speak or that the member is unduly repetitious;
 - (ii) the mover of a motion from the floor will put the motion in writing to be read aloud, by the PAS, prior to the vote taking place; and

- (iii) the PAS may “ask approval” and in the absence of dissent assume that the matter has been approved without objection.

10.0 Formal Rules of Debate

- 10.1. If the PAS so rules or Academic Senate by resolution determines, the provisions of Orders 10.0 to 14.0 inclusive will be observed.
- 10.2. If the meeting or part of the meeting, is conducted in accordance with the formal rules of debate, then the following procedures will apply:
 - (i) debate will only occur on a formal motion before the Chair or on an amendment to such a motion. Any such motion or amendment must be submitted in writing to the PAS but may be seconded orally;
 - (ii) any member wishing to move a motion or an amendment or to take part in the debate will indicate this to the PAS by raising their hand;
 - (iii) the member first observed by the PAS to raise their hand, will be given priority in speaking;
 - (iv) no member (except the mover of a motion) may speak twice to a matter before Academic Senate except by explanation in reply to a question, by raising a point of order, or with the consent of two-thirds of the members present. A member who, without comment, seconded the motion or amendment, will not be deemed to have spoken;
 - (v) a member may speak to an amendment even if that member has already spoken to the motion or a previous amendment;
 - (vi) the mover of a motion, but not an amendment, will have the right to reply. The mover’s reply closes the debate;
 - (vii) a speaker will keep to the particular matter before the meeting and will not introduce irrelevant material;
 - (viii) the mover of a motion may speak for no more than five minutes and subsequent speakers for a period no more than two minutes, unless an extension not exceeding five minutes is granted by a vote of two-thirds of those present;
 - (ix) the PAS may participate in the debate from the Chair, or in order to speak from the floor call upon any member to take the Chair whilst the PAS speaks;
 - (x) no member may speak to a motion, except to raise a point of order, after it has been put by the PAS and the show of hands or ballot has been completed;
 - (xi) in the absence of a member who has given notice of motion, the motion will lapse unless another member present is prepared to move it;
 - (xii) a motion may be amended or withdrawn by the mover with the consent of the meeting; and
 - (xiii) any motion or amendment not seconded will not be debated.

11.0 Items In Camera

- 11.1. A motion to close the meeting to all but members is called 'raising a question of privilege' and the meeting would then be 'in camera'. The motion is moved by the PAS and requires the support of a majority of members present by a show of hands when convened for formal meetings (Order 10.0). If 'in committee', it is by dissent (Order 9.1 (iii)).
- 11.2. The PAS may invite selected officers of the University to be present during items dealt with 'in camera'.
- 11.3. Amending an Agenda to declare an item be dealt with 'in camera' is dealt with as above. Where an item is listed as 'in camera', to have it dealt with in General Business requires an amendment to the Agenda.

12.0 Motions and Amendments

- 12.1. The PAS, as Chair, may only move a motion from the Chair to receive or adopt an official report submitted by the PAS or, to conduct an item 'in camera'.
- 12.2. A motion or amendment will be presented in definite and precise language and should usually be affirmative in form.
- 12.3. An amendment:
 - (i) will relate to the matter involved in the motion and not to some other matter;
 - (ii) which is a direct negative of the motions will be disallowed;
 - (iii) if carried and determined by the PAS as substantially the same as the original motion, that motion will be declared as out of order; and
 - (iv) if an amendment has been defeated, the PAS may determine that an amendment which is substantially the same as that amendment is out of order.
- 12.4. The PAS may refuse to grant the mover of a motion the right to reply until it is clear to the PAS that no other member wishes to speak or to move an amendment.
- 12.5. The seconder of a motion may reserve the right to speak later, provided the seconder does not otherwise speak when seconding the motion.
- 12.6. The mover of an amendment has no right of reply.
- 12.7. 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 will not speak to the motion or amendment at the time it is foreshadowed.
- 12.8. As soon as the debate on a motion or amendment has concluded, the PAS will put the motion or amendment.
- 12.9. Debate on a motion or amendment will be immediately suspended, even if a member is speaking, if any of the following procedural motions are moved:
 - (i) "that Academic Senate proceeds to the next business";
 - (ii) "that Academic Senate does now adjourn";
 - (iii) "that the question is now put";

- (iv) “that the speaker is no longer heard”;
- (v) “that the matter be referred back to the Committee which originally submitted the proposal”; and
- (vi) “that the motion be referred to a Committee designated by the President of Academic Senate”.

Any such motion may not be moved or seconded by a member who has already spoken to the motion or to an amendment.

Any of the above motions, except (v), will immediately be put without amendment or debate, unless, the PAS expresses a view that the matter has not been adequately debated and that the procedural motion should not be carried. To carry any of the above motions requires at least two-thirds of the members present to 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 originating Committee’s attention should be drawn.

12.10. A censure motion, formally reprimanding an office bearing member of Academic Senate, for their actions in that capacity, may be moved. Any motion that a member of Academic Senate be censured by Academic Senate will be debated only if the member has been given:

- (i) written notice of that motion at least seven days previously;
- (ii) a brief statement of the matters alleged against the member;
- (iii) a notice that the charge may, if so desired, be answered at the meeting; and
- (iv) the PAS will ensure that the named member has a reasonable opportunity to answer the charge during the debate on the motion. Only one amendment may normally be accepted at a time. However, a member may speak against an amendment by drawing attention to a foreshadowed amendment to be moved if the amendment before the meeting is defeated.

13.0 Voting

13.1. Formal voting is only required when called for under Order 10.0.

13.2. Voting will be decided by show of hands unless a ballot is directed by the PAS or is demanded by at least five members. When a vote has been taken by a show of hands any five members may, by a subsequent show of hands, require that the vote be confirmed by a ballot which will take place without any further debate.

13.3. Where a ballot is taken, it will be conducted in such a manner as the PAS will decide, provided that secrecy is ensured.

13.4. Subject to the provision of Order 18.3, all questions which come before Academic Senate will be decided by the majority of the members present and voting at the meeting.

13.5. As the member presiding at a meeting of Academic Senate, the PAS will have the casting vote in the event that a vote results in a tie.

14.0 Questions

14.1. Questions may be asked through the PAS of any member present during 'Any Other Business'. The PAS may disallow any question or take 'a question on notice'. Answers to questions may not be debated or lead to a motion at the meeting.

15.0 Flying Minute

15.1. When, in the opinion of the PAS, a matter requires the urgent consideration of Academic Senate and no meeting of Academic Senate is scheduled within fourteen (14) days, members may be consulted in writing by a flying minute.

15.2. A draft motion put before members by way of a flying minute will become a resolution of Academic Senate as at the date set for return of responses, provided at least two-thirds of all members vote in favour of the motion.

15.3. A resolution passed by way of a flying minute will be reported to the next ordinary meeting of Academic Senate.

16.0 Minutes

16.1. The confirmed minutes of the meeting are the official record of the meeting.

16.2. The minutes will record

- (i) the nature of the meeting, whether ordinary, special or adjourned.
- (ii) the date, time and place of the meeting.
- (iii) the name of the member who held the chair and a record of the members present and of any persons present by invitation.
- (iv) a summary of the business conducted at the meeting including any motion carried:
 - (a) a brief statement of the reasons advanced in support of the motion, followed by the motion as carried;
 - (b) the figures where a vote is taken or, where there was a clear majority, the number voting against or a statement that the motion was carried without objection; and
 - (c) at the request of any member, a record that that member voted against the motion or abstained from voting.

16.3. Unless the PAS or Academic Senate directs otherwise, a record of the following matters need not be included:

- (i) any motion which is lost or withdrawn.
- (ii) any motion moved, but not seconded, while Academic Senate is conducting its business pursuant to Order 13.4.
- (iii) except in the case where the Vice-Chancellor or the mover of a motion has made a formal statement for report to Academic Senate or elsewhere, the views expressed by an individual member.

- 16.4. A member may, within two days after any meeting, submit to the PAS through the Secretary a brief statement of their views expressed at the meeting on any matter. Such statements may or may not be included in the minutes, at the discretion of the PAS.
- 16.5. The unconfirmed minutes of each meeting will normally be available 14 days after the meeting. Any questions relating to the unconfirmed minutes should be directed to the Secretary of the committee.
- 16.6. The minutes of each meeting will be submitted to the following meeting for confirmation. Debate on a motion that the 'minutes be confirmed' will be limited to their accuracy and adequacy as presented. The only motion which may be submitted during such debate will be a motion that the minutes be amended to correct miss-statements or to record more adequately the proceedings of the previous meeting. Except with the permission of the PAS, or by resolution of Academic Senate, a member may not request that a statement attributed to her/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. These matters may be raised from the members during Business Arising out of the Minutes under Order 5.0.
- 16.7. The minutes, when confirmed, will be signed by the PAS as a true record of the proceedings of the previous meeting.
- 16.8. Lengthy amendments to the minutes of a previous meeting will be included in the minutes of the succeeding meeting. Other amendments will be initialled by the PAS.

17.0 Amendment of Standing Orders

- 17.1. These Standing Orders may be amended by Academic Senate only by a motion of which due notice has been given in accordance with Order 2.0.

18.0 General

- 18.1. Any matter of procedure which is not dealt with in these Standing Orders will be determined by decision by the PAS.
- 18.2. Where a matter before a Committee of Academic Senate, is unable to be resolved by that Committee, the Chair will refer the matter to the Academic Senate Executive Committee for resolution.
- 18.3. Any power conferred on the PAS by these Standing Orders may, in the absence of the PAS, be exercised by a Deputy PAS or, in the absence of both the PAS and both Deputy PAS, by the member chairing the meeting.
- 18.4. These Standing Orders will apply at every meeting of Academic Senate unless Academic Senate, by an absolute majority of its members present at the meeting, resolves that any part (excluding Orders 3.0, 4.0, 6.0 and 8.0) of these Orders be suspended for the whole or any part of a meeting.
- 18.5. Any staff member of the University may attend a scheduled meeting of Academic Senate provided:
 - (i) attendance is not contrary to Order 11.0; and
 - (ii) there is no verbal or physical interruption, or attempt to interrupt or contribute to, any part of the proceedings of Academic Senate by an attendee, without an invitation from the PAS.

Approval Authority	Academic Senate
Date Approved	Endorsed by Academic Senate 2 December 2009
Date for Review	2012
Standing Orders Sponsor	University Secretary
Standing Orders Owner	President of Academic Senate
Standing Orders Contact	Secretary, Academic Senate
Amendment History	<p>Academic Senate approved inclusion of new Clause 18.2 (dispute resolution) on 28 September 2011 (AS11:169)</p> <p>Amendments to section 4, approved by Academic Senate 8 June 2011 (AS11:066).</p> <p>Academic Senate approved the following amendments at its 16 June 2010 meeting (AS10:0070): Insertion of clauses 3.1.1, 3.2.1. and 16.5; Amended wording in clause 16.1; and Re-numbering of Clause 16.5, 16.6, 16.7 following the insertion of a new clause 16.5.</p>