

STANDING ORDERS FOR MEETINGS OF THE UNIVERSITY ACADEMIC BOARD

GENERAL

1. Subject to the *University of Canberra Act 1989 (the Act)* and the *University of Canberra Academic Board Rules 2011 (the Rules)*, these Standing Orders apply to Academic Board meetings.

PROCEDURE FOR ORDINARY MEETINGS OF ACADEMIC BOARD

2. There will normally be six ordinary meeting of Academic Board each calendar year and at such other times as Academic Board decides.
3. The Chairperson may cancel a meeting if there is insufficient business.

SPECIAL MEETINGS

4. The Secretary may convene a special meeting of Academic Board at the request of the Chairperson or the Vice-Chancellor or upon request of any five members of Academic Board. The meeting will be convened within 10 business days of receiving the request. The written request must specify the matters which the requestor or members wish the Academic Board to consider.
5. Not less than five business days' notice will be given to members of Academic Board in relation to the calling of a special meeting.

URGENT MEETINGS

6. The Secretary may convene an urgent meeting of Academic Board at the request of the Chairperson or the Vice-Chancellor where a matter is considered to be of such urgency that the other provisions of these Standing Orders in relation to the calling of meetings cannot be applied.
7. Not less than two business days' notice will be given to members of Academic Board in relation to the calling of an urgent meeting.

ATTENDANCE

8. Attendance at Academic Board meetings will generally be in person, but may also be held by teleconference, videoconference or other technology with the prior approval of the Chairperson.
9. Any member unable to attend a meeting should record an apology either by notifying the Chair or Secretary before the meeting.
10. A member who anticipates being unable to attend for two or more consecutive meetings should apply to the Academic Board for a leave of absence.

QUORUM

11. A quorum consists of a majority of the people for the time being holding office as members of the Academic Board.
12. If no quorum is present within 30 minutes of the scheduled start time, the meeting shall stand adjourned and all business will be held over until the next ordinary meeting of the Academic Board, and shall take precedence at that meeting unless a special meeting is called in the meantime for transacting that business.

MEETING CHAIR

13. The Chairperson will preside at all meetings of the Academic Board at which the Chairperson is present.
14. If the Chairperson is not present at a meeting of the Academic Board or declines to preside the Deputy Chair will preside at the meeting.

NOTICE OF MEETING

15. The Secretary will publish the meeting dates on the University website.
16. The Secretary will provide members with a notice of the time and place of a meeting of Academic Board not less than five business days prior to the date of the meeting, unless otherwise agreed.
17. Proceedings of the Academic Board will be valid notwithstanding non-receipt of a notice of meeting, agenda or business papers by a member.

MEETING AGENDA AND BUSINESS PAPERS

18. The Chairperson is delegated by Academic Board with the power to decide the contents of the agenda and business papers, subject to any express decisions of Academic Board and the annual Academic Board workplan.
19. Any member of staff or the student body may ask for an item to be included on the agenda. The Chairperson may exercise discretion as to whether or not an item should be included.
20. The Chairperson must include an agenda item if a minimum of three Academic Board members ask for it to be included.
21. Business papers must be provided to the Secretary at least ten business days before the date of the meeting or as otherwise agreed with the Secretary.
22. Business papers for the meeting will normally be made available to members seven days before the meeting and in any event no later than four business days before the meeting.
23. The inclusion of late agenda items after the agenda and business papers have been issued will be on the authority of the Chairperson. Late business papers will be made available to members at least two business days before the meeting.
24. An Acknowledgement of Country shall be included as a standing item at the beginning of all meetings of Academic Board.

CONDUCT OF MEETINGS

25. Standing Orders 28 to 37 only apply if either the Chair determines, or Academic Board resolves, to enter into "formal debate". In all other circumstances the Chair will lead the meeting and ensure that it is conducted in a collegial and consultative manner, where all members' views can be expressed and considered.
26. The Chair will determine whether any items of business not on the agenda may be discussed at the meeting.
27. Papers may be tabled at a meeting only with the Chair's approval. If approval is granted, and the paper supports the deliberative process of the agenda item, members will be given adequate reading time to consider the paper. If reading time is not available, the Chair may postpone the agenda item to a future meeting.
28. No member of Academic Board shall initiate debate or move a motion in respect of a matter not included in the agenda unless the Chair otherwise determines.
29. If a member has given prior notice of a motion, but is absent from the meeting, the motion must not proceed unless the member so consents in writing.
30. Except for motions of which prior notice has been given or motions from the Chair, all motions and amendments will be moved and seconded before being accepted for debate. Motions put to the meeting cannot be withdrawn without its consent. The withdrawal must be made before the motion is put to a vote and if there is a seconder to the motion his or her consent must be obtained for the withdrawal to be allowed.
31. The original motion is superseded once an amendment has been carried. The motion must then be put again in its amended form, which then becomes the substantive motion.
32. No more than one amendment can be before the meeting at the same time.

33. Any motion or amendment not seconded shall not be discussed nor recorded in the minutes.
34. The Chair determines the order in which intending speakers may address the meeting.
35. Unless the Chair determines otherwise, each member may speak once only to a motion or amendment except the mover who has the right of reply.
36. Members must raise a point of order to draw attention to an irregularity or impropriety in the proceedings or a lack of quorum.
37. Points of order must be made to the Chair whose decision is binding.

RECISSION MOTIONS

38. A resolution of Academic Board is binding. A decision to rescind a resolution must be approved by Academic Board.
39. When a resolution has been adopted, no motion to rescind that resolution may be made at the same meeting.
40. Notice of motion to rescind a resolution should be given in writing to the Secretary no less than seven days before the meeting at which it will be considered, signed by at least three members of Academic Board.
41. A rescission motion may not be accepted by the Chair if the relevant resolution has been materially put into effect.

DISCLOSURE OF INTERESTS

42. A member of Academic Board who has an interest, personal, business or otherwise, in a matter being considered or about to be considered by the Academic Board must, as soon as possible after the relevant facts have come to the member's knowledge, disclose the nature and extent of the interest at a meeting of the Academic Board.

A disclosure must be recorded in the minutes of the meeting and the member must not, unless the Academic Board otherwise decides, be present during any deliberation of the Academic Board in relation to the matter or take part in any decision of the Academic Board in relation to that matter.

43. Despite Standing Order 11, if a member is not present for consideration of an item under Standing Order 43 in relation to a matter, a quorum is present during the consideration of the matter if a majority less one of the people for the time being holding office as members of the Academic Board is present.

DECISION MAKING

44. Decisions will be determined by vote, unless the Chair determines that the matter should be determined by majority consensus.
45. In the event of a vote:
 - a) voting will be by show of hands or voice as determined by the Chair and may vary by member subject to their mode of attendance;
 - b) each member, including the Chair, shall have a deliberative vote;
 - c) a motion will be carried if the majority of votes are cast in favour of the motion; and
 - d) a motion will not be carried in the event of a tied vote.
46. The Chair may determine that urgent matters requiring Academic Board's approval between meetings may be conducted by circulating resolution.
47. Circulating resolutions require support from 2/3 of the Academic Board membership, evidenced by the members' signatures, which may include electronic signatures, or email confirmation sent from an authorised email account.

OBSERVERS

48. Academic Board meetings are generally open to staff and students of the University. Members of the public may only attend with the agreement of the Chair, which must not be unreasonably withheld.

49. Observers may attend an Academic Board meeting in person or by videoconference. The number of observers attending in person will be limited by available seating. Once all seating is filled further observers may not be admitted until a seat is vacated. The number of observers who can attend by videoconference will be limited to no more than ten at any one time or such other number as determined by the Chair. Observers who attend by videoconference must ensure that they can be identified by their on-line profile at all times during the meeting.
50. Observers are not permitted to be present in the meeting room or on videoconference for closed sessions of Academic Board.
51. Observers will be under the direction of the Chair in the meeting and may not speak or communicate with members of Academic Board during the meeting except with the prior approval of the Chair. Observers attending by videoconference must ensure that they remain muted at all times during the meeting.
52. While observers will be free to arrive and depart at any time, this should be done as unobtrusively as possible so as not to disrupt the meeting. Observers should not act in a way that distracts members or interferes with the conduct of Academic Board business.
53. Observers must not take photographs or electronically record proceedings except with the prior approval of the Chair.

CONFIDENTIALITY OF PROCEEDINGS

54. Each member shall treat as confidential all matters discussed in closed sessions of Academic Board including, but not limited to, details and content of discussions, details of voting and the points of view, opinions and positions of individual members, including himself or herself.
55. No person other than a member of Academic Board authorised by Academic Board, may issue on behalf of Academic Board any statement concerning the confidential business of the Academic Board or matters discussed in the closed session of Academic Board.

MINUTES

56. The Secretary shall keep a record of each meeting.
57. Meetings may be electronically recorded for the purposes of the minutes with the prior consent of the Chair. All recordings must be destroyed within five business days of the minutes being confirmed at the next meeting of Academic Board.
58. Unconfirmed minutes will be circulated to Academic Board members following the meeting.
59. At the next Academic Board meeting, the unconfirmed minutes will be taken as read and will either be confirmed or confirmed as amended.

REPORTS TO ACADEMIC BOARD

60. Academic Board will receive all reports necessary to enable it to exercise its responsibilities. Academic Board's annual workplan will list specific reporting requirements.
61. Where a Committee of Academic Board is to provide minutes or reports to Academic Board, they must first be circulated to the Chair of the Committee for comment.

CONDUCT IN MEETINGS

62. The Chair may call to order any member whose behaviour is offensive, disorderly or discourteous. The member called to order must remain silent unless permitted by the Chair to explain his or her conduct.
63. Any member or other person attending a meeting of Academic Board who behaves in an offensive, disorderly or discourteous manner may be requested by the Chair to leave the meeting for a period to be determined by the Chair.
64. In the event of a breach of these Standing Orders, Academic Board may censure or suspend from attendance for a fixed period, any member of the Academic Board responsible for such a breach.

DUTIES OF MEMBERS OF ACADEMIC BOARD

65. In exercising the functions of a member of the Academic Board, a member must:
- (a) act in the best interests of the University;
 - (b) exercise reasonable care and diligence, including ensuring appropriate preparation for meetings by reading the agenda and associated papers, offering their full attention during all proceedings, engaging in discussion, asking questions related to the responsibilities of Academic Board and providing constructive feedback;
 - (c) avoid conflicts of interest and disclose to the Academic Board any conflict between the members interests and the University's interests;
 - (d) not improperly use their position, or information obtained because of the their position, to gain an advantage for themselves or someone else; or cause detriment to the University or someone else;
 - (e) contribute to decision making through active participation, exchange of ideas, and provision of expert insights into topical discussions;
 - (f) be the point of contact between the area they represent and the Board; and
 - (g) share and feedback relevant information with the area they represent (e.g. report to faculty board, unit meetings).

REMOVAL OF MEMBERS

66. Academic Board may, by resolution passed by 2/3 of the members of the Academic Board, remove an elected Academic Board member from office if the member fails to comply with a duty under as identified in Standing Order 65.
67. Academic Board may, by resolution passed by 2/3 of the members of the Academic Board, remove an elected member from office if the member fails to attend more than three meetings of Academic Board without an approved leave of absence.
68. A notice of motion to remove a member from office must be submitted in writing and is to be distributed by the Secretary to members of Academic Board only.
69. A Special Meeting may be called to consider a notice of motion to remove a member from office.
70. Written notice to a member of Academic Board must be given not later than 14 days prior to the meeting at which the motion for removal of that member will be considered.
71. Motions for removal will be considered in closed session, with only members of Academic Board and the Secretary present. The Chairperson may require the attendance of specified University officers to assist Academic Board in dealing with the matter.

SUSPENSION OF STANDING ORDERS

72. Any Academic Board member may move the suspension of standing orders. The suspension of standing orders shall require a resolution passed by 2/3 of the members of the Academic Board present.

INTERPRETATION

73. If the Standing Orders are silent or unclear on any issue, the matter will be settled by reference to the latest published edition and published amendments of Horsley's Meetings Procedure: Law and Practice.

AMENDMENTS TO STANDING ORDERS

74. Amendments to these Standing Orders may only be made by resolution of the Academic Board of which at least seven days' notice has been given to the Secretary of Academic Board and the Chairperson.