

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 2026 (the Rules)*, these Standing Orders apply to Academic Board meetings.

PROCEDURE FOR ORDINARY MEETINGS OF ACADEMIC BOARD

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

SPECIAL MEETINGS

4. The Secretary may convene a special meeting of Academic Board at the direction of the Chair.
5. The Vice-Chancellor may request that the Chair call for a special meeting of the Board.
6. The meeting will be convened within 10 business days of the Chair giving the Secretary the direction to call the meeting..
7. The written direction must specify the matters which the Chair wishes the Academic Board to consider.
8. No 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

9. The Secretary may convene an urgent meeting of Academic Board at the direction of the Chair 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.
10. No less than two business days notice will be given to members of Academic Board in relation to the calling of an urgent meeting.

ATTENDANCE

11. Attendance at Academic Board meetings will predominantly be in person, but may also be held by teleconference, videoconference or other technology with the prior approval of the Chair, in which case cameras must be on.
12. Any member unable to attend a meeting must record an apology by notifying the Secretary before the meeting.
13. An ex-officio or student member must nominate someone to attend the meeting on their behalf as a member, who has the same voting rights as the member.
14. An elected member may choose to nominate someone to attend on their behalf as proxy.
15. A member who anticipates being unable to attend for two or more consecutive meetings must apply to the Academic Board for a leave of absence via the Chair.

QUORUM

16. A quorum consists of a majority of the people holding office as members of the Academic Board.
17. 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

18. The Chair will preside at all meetings of the Academic Board.
19. If the Chair is not present at a meeting of the Academic Board or declines to preside the Deputy Chair will preside at the meeting.
20. If neither the Chair or the Deputy Chair are available, the meeting will adjourn 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.

NOTICE OF MEETING

21. The Secretary will publish the meeting dates on the University website.
22. 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.
23. 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

24. The Chair 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.
25. Any member of staff or the student body may ask for an item to be included on the agenda. The Chair may exercise discretion as to whether or not an item should be included.
26. 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.
27. Business papers for the meeting will be made available to members five business days before the meeting and in any event no later than four business days before the meeting.
28. The inclusion of late agenda items after the agenda and business papers have been issued will be on the authority of the Chair.
29. Late business papers will be made available to members at least two business days before the meeting.
30. An Acknowledgement of Country shall be included as a standing item at the beginning of all meetings of Academic Board.

CONDUCT OF MEETINGS

31. Standing Orders 35 to 44 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.
32. The Chair will determine whether any items of business not on the agenda may be discussed at the meeting.
33. 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.
34. 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.
35. If a member has given prior notice of a motion, but is absent from the meeting and has not appointed a proxy, the motion must not proceed unless the member so consents in writing.

36. 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 the mover's consent. The withdrawal must be made before the motion is put to a vote and if there is a seconder to the motion their consent must be obtained for the withdrawal to be allowed.
37. 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.
38. No more than one amendment can be before the meeting at the same time.
39. Any motion or amendment not seconded shall not be discussed nor recorded in the minutes.
40. The Chair determines the order in which intending speakers may address the meeting.
41. 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.
42. Members must raise a point of order to draw attention to an irregularity or impropriety in the proceedings or a lack of quorum.
43. Points of order must be made to the Chair whose decision is binding.

RECISSION MOTIONS

44. A resolution of Academic Board is binding. A decision to rescind a resolution must be approved by a majority consensus of the Academic Board.
45. When a resolution has been adopted, no motion to rescind that resolution may be made at the same meeting.
46. Notice of motion to rescind a resolution must be given in writing to the Secretary no less than five business days before the meeting at which it will be considered.
47. The Chair may reject a rescission motion if the relevant resolution has been materially put into effect.

DISCLOSURE OF INTERESTS

48. 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.

49. Despite Standing Order 16, if a member is not present for consideration of an item under Standing Order 50 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

50. Decisions will be determined by vote, unless the Chair determines that the matter should be determined by majority consensus.
51. 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 favor of the motion; and
 - d) a motion will not be carried in the event of a tied vote.
52. The Chair may determine that urgent matters requiring Academic Board's approval between meetings may be conducted by circulating resolution (flying minute). The Chair of a committee of Academic Board may also determine that a circulating resolution is required for an urgent matter.

53. 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 authorized email account. The timeframe for members to respond will be three business days unless an earlier response is requested.

OBSERVERS

54. Academic Board meetings are generally open to staff and students at the University. Members of the public may only attend with the agreement of the Chair, which must not be unreasonably withheld.
55. Observers may attend an Academic Board meeting in person or by videoconference, if confirmed by the Chair. 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 having their cameras on at all times during the meeting.
56. Observers are not permitted to be present in the meeting room or on videoconference for closed sessions of Academic Board.
57. 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.
58. 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.
59. Observers must not take photographs or electronically record proceedings except with the prior approval of the Chair.

CONFIDENTIALITY OF PROCEEDINGS

60. 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.
61. No person other than a member of Academic Board authorized 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

62. The Secretary shall keep a record of each meeting.
63. 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.
64. At the next Academic Board meeting, the unconfirmed minutes will be taken as read and will either be confirmed or confirmed as amended.
65. A summary of the minutes, in the form of a communique, will be posted to the external facing governance website after each meeting. A copy of the agenda will also be posted here.

REPORTS TO ACADEMIC BOARD

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

CONDUCT IN MEETINGS

68. 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 their conduct.
69. 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.
70. 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.

REMOVAL OF MEMBERS

71. The University of Canberra Academic Board Rules 2026 provide Academic Board with the power to remove an elected member, by resolution passed by 2/3 of the members of the Academic Board if the member fails to comply with a duty identified in the Rules or fails to attend more than three Board meetings in a 12-month period without an approved leave of absence and notwithstanding whether the member has provided the Board with apologies.
72. Motions for removal will be considered in closed session, with only members of Academic Board and the Secretary present. The Chair may require the attendance of specified University officers to assist Academic Board in dealing with the matter.

SUSPENSION OF STANDING ORDERS

73. 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.

AMENDMENTS TO STANDING ORDERS

74. Amendments to these Standing Orders may only be made by resolution of the Academic Board of which at least five business days notice has been given to the Secretary of Academic Board and the Chair.
75. The Academic Board will review these Standing Orders on a biennial basis as documented in the workplan