

**STANDING ORDERS OF THE SENATE**

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**1. Chair and Secretary**

- (a) The Vice-Chancellor and President shall be Chair of Senate. In the absence of the Vice-Chancellor and President, his/her nominee shall take the Chair.
- (b) The Secretary of the Senate must keep the minutes of all business transacted by the Senate. At every ordinary meeting of the Senate minutes of previous meetings not hitherto approved shall be submitted for approval as a correct record before any other business is transacted.

**2. Notice of Meetings**

The agenda for all meetings shall be given to each member of the Senate entitled thereto not less than five working days before the assigned date of meeting. Business to be transacted at any meeting shall be specified in the agenda and except with the leave of the Senate, no other business shall be transacted.

**3. Ordinary Meetings**

Ordinary meetings of the Senate shall be held no less than four times a year on such dates as agreed to by the Senate and published in the University Handbook and Calendar.

**4. Special Meetings**

- (a) The Vice-Chancellor and President may at his/her own discretion or upon receipt of a requisition in writing stating the business to be transacted addressed to the Secretary (of the Senate) by any six members of the Senate, call a special meeting of the Senate.
- (b) All members of the Senate may attend a special meeting. The Vice-Chancellor and President may, however, require the attendance of other members of the staff who, because of the nature of the business, have in his/her opinion, some special interest in the matter to be discussed or some special knowledge of advantage to the Senate.

**5. Quorum**

A quorum for all meetings of the Senate shall be half the full members of Senate and meetings shall be conducted in accordance with Statute 33 (Procedure).

- (c) The Chair shall be taken by the person entitled to do so at the hour specified or as soon thereafter as a quorum (including the Chair) is present. If after 15 minutes from the hour specified fewer than a quorum are present, the Chair shall declare

the meeting adjourned to such day and time as may be agreed by the members then present or as arranged by the Secretary to Senate

- (d) At any time in the course of a meeting a member may inform the Chair that a quorum (including the Chair) does not appear to be present and the Chair shall forthwith direct a count of members. If fewer than the quorum are then found to be present, the Chair shall declare the meeting adjourned to such day and time as may be agreed by the members then present or as arranged by the Secretary to Senate.

## **6. Committees**

- (e) The Senate may from time to time establish standing, special or joint committees, which may include persons who are not members of the Senate.
- (f) The Senate may delegate any of its powers, duties and functions to any committee established under (a) above or any other body or person and any such committee or person may, without confirmation by the Senate, exercise those powers or perform those duties or functions in like manner and with the same effect as the Senate could itself have exercised or performed them: provided that the Council may prohibit, or impose conditions in respect of, the delegation by the Senate of any power, duty or function that is delegated to the Senate by the Council.
- (g) For all Senate committees and sub-committees, the quorum shall be the same proportion as that of the Senate.
- (h) The list of all such Committees and their delegated powers shall be placed before the Senate every two years for approval.
- (i) These Standing Orders, in particular Standing Orders 8 to 18, shall in so far as they are applicable be applied in the procedure of meetings of all committees of the Senate.

## **7. Organisation of Business**

- (j) Subject to the provisions of these Standing Orders, a member wishing to initiate any matter for discussion arising from the agenda must give notice of his or her motion in writing to the Secretary of the Senate not less than five full working days before the meeting at which he or she wishes the matter to be considered.
- (k) The agenda shall be drawn up by the Chair and the Secretary of the Senate.
- (l) The agenda shall be arranged in the following order, but the Chair with the leave of the Senate, may take the business in any other order:

Adoption of the Agenda  
Conflict of interest declaration  
Minutes  
Chair's Report  
Academic & Quality Matters

Student Matters  
General Matters

*Note: The last item under General Matters should be "Brainstorming on Current Issues and Trends." Members will be given the opportunity to brainstorm on current issues and trends.*

- (m) In order to facilitate the work of the Senate, as many of the academic processes as possible should be automated and business conducted electronically where possible.

## **8. Procedure at Meetings**

- (n) Subject to the provisions of these Orders, all business of the Senate shall be decided by resolution moved and seconded by members of the Senate and a simple majority of the members present and voting at any meeting shall be sufficient to carry any resolution or amendment.
- (o) The following motions or resolutions shall not require to be seconded:
  - (i) Motions of which due notice has been given;
  - (ii) Resolutions to the Senate of any Committee of the Senate;
  - (iii) Motions moved from the Chair;
  - (iv) Motions relating to the order of business.
- (p) Notice shall not be required of amendments to motions but all amendments must be seconded.
- (q) Any motion (other than a motion not required to be seconded by virtue of these Orders) and any amendment which is not seconded shall not be discussed and shall not be entered in the minutes unless the Senate specifically so resolves.
- (r) The debate on any motion may be interrupted by the raising of a question of order or by a motion for the reading of any document relevant to the matter. Such question or motion shall not be required to be seconded.
- (s) The debate on any motion may be superseded by a motion
  - (i) that the Senate adjourn; or
  - (ii) that the question be put; or
  - (iii) that the Senate proceed to the next business;provided that if such motion be not carried the previous business shall be resumed forthwith.
- (t) If any question or order be raised it shall be dealt with by the Chair before any further consideration of the motion before the Senate.
- (u) If an amendment to a motion under consideration is proposed and seconded, the debate thenceforth shall be addressed to the amendment and not to the original motion. No amendment may be proposed to an amendment motion, but a member may give notice of his intention to move a further amendment to the

original motion at the conclusion of the debate on the first amendment. If an amendment on being put to the vote is carried, any further debate shall be on the original motion as amended which shall be deemed to be the original motion for the purposes of Standing Order 8(j) unless a further amendment is moved and seconded.

- (v) Every member when speaking shall address the Chair.
  - (w) The proposer of the original motion shall be at liberty to reply to the debate before the motion is put to the vote.
  - (k)
    - (i) No motion or amendment shall be proposed except with the leave of the Senate if it is the same in substance as any question which during the same meeting has already been resolved by the Senate.
    - (ii) After a motion or amendment has been moved and seconded it shall not be withdrawn without the leave of the Senate.
- 9.**
- (a) Every question before the Senate shall be decided by a majority of the valid votes recorded thereon.
  - (b) At every meeting of the Senate the Chair shall have a deliberative vote, and in the case of an equality of votes shall also have a casting vote.
  - (c) Voting shall be by voices and the Chair shall declare the result of the voting. Unless a division is called for, the declaration of result shall be final.
  - (d) If a division is called for by any member, the Chair shall call for a show of hands and shall declare the result thereof, provided however that if any member requests a secret ballot instead of a show of hands, the question before the meeting shall be determined by secret ballot. This shall be conducted by the Secretary, who shall declare the result of the ballot.
  - (e) If a member who has voted against a resolution or has abstained from voting thereon requests that this fact be recorded in the minutes it shall be recorded accordingly.
  - (f) When a question is decided by a show of hands the division list shall be recorded in the minutes if any member so requests before or immediately after the vote is taken.
- 10.**
- (a) Except with the approval of the meeting, no member shall speak on a motion in which he/she has an interest that is personal to him or herself; and the Chair may request a member with such an interest to leave the meeting during the discussion of that motion. If the Chair has an interest that is personal to him or herself, the Chair shall leave the meeting during the discussion on that matter.
  - (b) No student member of Senate elected under the provisions of Statute 27 (b) (v) shall be present during any discussion of the grades for any programme or course.

- (c) Unsuccessful motions or amendments shall not be recorded in the Minutes unless desired by some members present.
- (d) No resolution of the Senate shall be rescinded or varied until 12 months have elapsed since it was passed except with the consent of two-thirds of those present and voting.
- (e) The Chair may, with the consent of any meeting at which a quorum is present (and shall if so directed by the meeting), adjourn the meeting from time to time, but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.
- (f) These Orders or any part of them may be suspended by resolution supported by not less than three quarters of the members present.
- (g) These Orders shall be read subject to and in accordance with the University Charter and Statutes.
- (h) If at any meeting of the Senate any question shall arise as to whether any of the following Standing Orders has or have been complied with, the decision of the Chair of such meeting shall be final. Any question of order or procedure not fully provided for in these Standing Orders shall be determined by the Chair by a ruling.
- (i) The Chair of Senate shall determine which items on the Senate agenda shall be included in Part A (i.e. which items shall be discussed) and which placed in Part B (i.e. items for information). At the beginning of each meeting, members of Senate shall be given the opportunity of moving items from Part B to Part A.

## **11 Induction**

- (a) There shall be a formal induction for all new Senate members including the provision of an induction kit.
- (b) No new member shall attend the Senate until after the member has attended the induction.

## **12 Review and monitoring**

The Senate will carry out an internal review every two (2) years and an external review every five (5) years.

Approved by the Senate (Meeting 1/14), 09 April 2014  
Reviewed by the Senate Working Group (SWG) 6 & 26 March 2014  
22 April 2009