Adjunct Appointments Committee Standing Orders

Preamble

This document sets out the Standing Orders for meetings of the Adjunct Appointments Committee. It also sets out the election procedures for various officers and discusses the roles of elected and ex-officio members of the Committee. Where applicable, the Standing Orders of the UNE Academic Board will apply unless inconsistent with the specific provisions provided in this document.

Standing Orders

1. Convening of Meetings

1.1 The Committee shall consider nominations

(a) By Flying Minute at regular intervals - If a Committee member raises any concern regarding a nomination, then that nomination will be placed on the Agenda for discussion at the next gazetted meeting of the Committee;

(b) At the times approved by the Committee;

(c) When specially called by the Secretary at the direction of the Chair or the Vice-Chancellor.

1.2 The Secretary will email nominations on a regular basis to the Committee for consideration by Flying Minute.

1.3 Notice of a meeting and a copy of the business paper shall be circulated electronically by the Secretary to the normal university email address of each member at least five clear working days before the meeting. The Chair may allow additional business to be circulated with less notice or to be tabled at the meeting. Such additional business shall not be considered if one-third of those present vote that it be held over to a subsequent meeting.

1.4 Any notice of motion, report, or other business must be submitted in writing to the Secretary seven clear 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 Committee, the Chair may direct that members be informed that the meeting has been cancelled.

1.6 Any member who will be absent from a particular meeting may send a proxy to that meeting. The member who will be absent is responsible for fully briefing the replacement about all relevant matters currently before the Committee.

1.7 The provisions of these Standing Orders are to be applied to the Adjunct Appointments Committee.
2. **Quorum**
   
   2.1 A quorum shall be four members consisting of: the Chair or nominated representative; a representative of each of the Faculties; and a representative from the Academic Board.

3. **Order of Business**
   
   3.1 The normal order of business at each regular meeting shall be as follows:
   
   (a) Adoption of Unstarred Items
   
   (b) Confirmation with or without amendment of the minutes of the previous meeting;
   
   (c) Business arising out of the minutes;
   
   (d) Adjunct Professor Nominations;
   
   (e) Adjunct Associate Professor Nominations; and
   
   (f) Other Business.

   3.2 The Chair may alter the normal order of business.

   3.3 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.

4. **Voting on Nominations**
   
   4.1 The Chair will facilitate the voting process, and may exercise a casting vote but will not have a deliberative vote.

   4.2 Pro Vice-Chancellor and Deans will introduce the nominations from their Faculty, but will be ineligible to vote on these nominations.

   4.3 In the case of nominations from research centres outside the Faculties, the Deputy Vice-Chancellor (Research) or nominee may attend the meeting and introduce the nomination, but will be ineligible to vote on the nomination.

   4.4 The final vote shall be decided on the voices by the Chair calling for those in favour (“Aye”) and calling for those opposed (“No”) unless a show of hands is directed by the Chair or is requested by at least two members.

   4.5 Nominations will then be put to the Chair for final approval/non approval.

5. **Elections and Nomination of Members**
   
   5.1 The Secretary will notify the Secretary to the Academic Board at least eight weeks prior to the end of the term of office for the Academic Board elected representative so that a new representative can be elected.

   5.2 In the event that an elected member vacates office prior to the conclusion of their term, then an election will be conducted by the Academic Board for a replacement to serve the remainder of the term.

   5.3 The Secretary will notify the office of the Pro Vice-Chancellor and Deans at least eight weeks prior to the end of term of office of the Faculty nominated representatives so that a new representative can be nominated.
5.4 In the event that a nominated member vacates office prior to the conclusion of their term, then a replacement will be nominated by the Pro Vice-Chancellor and Dean of the Faculty.

6. The Chair

The Chair shall preside over the meeting and shall:

(a) conduct the proceedings in the manner indicated by these orders and the Standing Orders of the UNE Academic Board 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) Make final decision on any nomination, taking into consideration the vote recommended by the Committee.

7. Records of Meetings

The meeting shall be recorded as detailed in the Standing Orders of the UNE Academic Board.

8. General

8.1 Any matter of procedure which is not dealt with in these Standing Orders or the Standing Orders of the UNE Academic Board shall be determined by decision of the Chair.

8.2 Any power conferred on the Chair by these Standing Orders may, in the Chair's absence, be exercised by the person chairing the meeting.

8.3 These Standing Orders shall apply at every meeting of the Committee unless the Committee, by an absolute majority of its members, resolves that any part of these Orders be suspended for the whole or any part of a meeting.