

Standing Orders of the Academic Board

Preamble

This document sets out the Standing Orders for meetings of the Academic Board and its Committees. It also sets out the election procedures for various officers and discusses the roles of elected and ex-officio members of the Board and its Committees.

Standing Orders

1.0 Convening of Meetings

- 1.1 The Board shall meet
 - (a) at the times approved by the Board;
 - (b) when specially called by the Secretary at the direction of the Chair or the Vice-Chancellor;
 - (c) when specially called by the Secretary upon receipt from five members of the Board of a written requisition containing a description of the business to be discussed.
- 1.2 Notice of a meeting and a copy of the business papers shall be circulated by the Secretary to the normal university 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.
- 1.3 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.
- 1.4 If the Chair is of the opinion that there is not sufficient business to warrant the holding of a regular meeting of the Board, the Chair may direct that members be informed that the meeting has been cancelled.
- 1.5 If, after the expiration of fifteen minutes (or such extended period as the Chair may determine) from the time appointed for the meeting or any adjournment thereof, a quorum is not present, the meeting shall lapse.
- 1.6 Where a person who is a member *ex officio* of the Board is unable to attend, the person who is acting in that office may attend the Board meeting. The Secretary shall be advised of this substitution prior to the meeting. The member who will be absent is responsible for fully briefing the substitute about all relevant matters contained in the business papers.
- 1.7 For any elected or nominated member, who will be absent by virtue of taking an extended period of long service leave or study leave, the relevant body that they represent (e.g., Faculty) can nominate a replacement for the duration of their leave period. Such replacement shall fit the requirements of the original category of membership for the member on leave. The Secretary shall be advised of this replacement prior to the first meeting at which the replacement shall attend. The member who will be absent is responsible for fully briefing the replacement about their role as a Board member and about all relevant matters currently before the Board.
- 1.8 No member or observer (whether elected or nominated) who will be absent from a particular meeting may send a proxy to that meeting.
- 1.9 The provisions of these Standing Orders are to be applied to the Academic Board as well as to all Committees of the Academic Board.

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2.0 Quorum

- 2.1 A quorum is defined as 50% plus one of the voting membership.
- 2.2 If a quorum is present at the commencement of the meeting, the meeting may continue until attention is drawn to the lack of a quorum. When this occurs, the meeting shall be adjourned until such time as the Chair may determine.
- 2.3 Where a meeting is adjourned for lack of quorum, the reconvened meeting shall normally deal only with matters listed for the original meeting and not then dealt with.
- 2.4 Where notice of the intention to reconvene such a meeting clearly indicating an intention to deal with new business is sent to all members of the Academic Board, the Board may deal with such new business despite the provision in 2.3.

3.0 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) Report, if any, from the Vice-Chancellor with an opportunity for members to raise questions about that report and the Vice-Chancellor to respond if he/she so wishes;
 - (e) Report, if any, from the Chair with an opportunity for members to raise questions about that report and the Chair to respond if he/she so wishes;
 - (f) Discussion of any Matters Awaiting Report;
 - (g) Reports from the Standing and other Committees of the Board and of bodies reporting through those committees;
 - (h) More general items of business;
 - (i) Report on approved Honorary appointments;
 - (j) Discussion of any Ideas and Issues from the Floor;
 - (k) Questions arising without notice, addressed to the Chair or any member of the Senior Executive of the University; and
 - (l) Other Business.

The Chair may alter the normal order of business.
- 3.2 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. All items not starred shall be submitted *en bloc* to the Board for noting or formal approval without debate; provided always that, prior to the adoption of unstarred items, any member of the Board may request that an item which is not starred be considered by the Board, and upon such request being made, that item shall be starred. As soon as the Chair has determined that there are no further items to be starred, all unstarred items shall be moved for acceptance as read.
- 3.3 Any item on the business paper may be taken out of order by the Chair unless members present resolve by majority vote that the written order of business be retained. The order of business may be altered without consent of the Chair, by a vote of two-thirds of the members present at a meeting.
- 3.4 No business other than that specified in the business paper shall be considered at any meeting except:
 - (a) where a matter has been the subject of a notice of motion which has been circulated after the formation of the agenda;
 - (b) where the issue arises from an oral statement without notice; or

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- (c) where a resolution is passed of which no notice has been given, providing that resolution is presented for ratification at the immediately subsequent meeting where notice is duly given.

4.0 Rules of Debate

- 4.1 Unless the Chair or the Board by resolution otherwise requires, the Board will conduct its business in committee and, in particular,
 - (a) a member may speak more than once on any question but does not have the right to do so if the Chair considers that other members are being denied the right to speak or that the member is unduly repetitious;
 - (b) the sense of a motion must be expressed but the actual wording may be left to the Chair and Secretary;
 - (c) the Chair may "ask approval" and in the absence of dissent assume that the matter has been approved *nem. con.*;
 - (d) the Chair shall have the discretion to determine the extent to which and the cases in which more rigid rules of debate and the principles of the following Standing Orders relating to motions and amendments are to be observed.
- 4.2 If the Chair so rules or the Board by resolution determines, the provisions of Orders 4.3 to 6.3 inclusive shall be observed.
- 4.3 If the Chair rules, or the Board by resolution determines, that a matter before a meeting shall be conducted in accordance with the formal rules of debate, then the following procedures shall apply:
 - (a) debate shall occur only on a formal motion before the Chair or on an amendment to such a motion. Any such motion or amendment shall be submitted in writing to the Chair but may be seconded orally.
 - (b) any persons wishing to move a motion or an amendment or of taking part in any debate shall indicate by a show of hands to the Chair.
 - (c) The member first observed by the Chair shall be given priority in speaking.
 - (d) If the Chair rises during the debate, a member speaking or offering to speak shall cease speaking and the Chair shall be heard without interruption.
 - (e) Unless the consent of two-thirds of the members present is given, no member (except the mover of a motion) may speak twice to a matter before the Board except by explanation in reply to a question; a member who, without comment, seconded the motion or amendment, shall not be deemed to have spoken.
 - (f) A member may speak to an amendment even if that member has already spoken to the motion or a previous amendment.
 - (g) The mover of a motion, but not of an amendment, shall have the right to reply. The mover's reply closes the debate.
 - (h) A speaker shall keep to the particular matter before the meeting and shall not introduce irrelevant material.
 - (i) The mover of a motion may speak for a period not exceeding ten minutes and a subsequent speaker for a period not exceeding five minutes, unless an extension not exceeding five minutes is granted by a vote of two-thirds of those present.
 - (j) The Chair may participate in the debate from the Chair.
 - (k) No member may speak to a motion, after it has been put by the Chair and the show of hands or ballot has been taken.
 - (l) In the absence of a member who has given notice of motion, a motion shall lapse unless another member present is prepared to move it.

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- (m) A motion may be amended or withdrawn by the mover with the consent of the meeting.
- (n) Any motion or amendment not seconded shall not be debated.

5.0 Motions and Amendments

- 5.1 A motion or amendment shall be couched in definite and precise language and should usually be affirmative in form.
- 5.2 An amendment shall relate to the matter involved in the motion and not to some other matter.
- 5.3 An amendment which is a direct negative of the motion shall be disallowed.
- 5.4 Only one motion or amendment may normally be accepted at a time. However, a member may speak against a motion or amendment by drawing attention to a foreshadowed motion or amendment to be moved if the motion or amendment before the meeting is defeated.
- 5.5 The following constitute motions or amendments that are considered out of order:
 - (a) a motion or amendment which is substantially the same as a motion or amendment that has been previously carried at the meeting;
 - (b) a motion or amendment which is substantially the same as a motion or amendment that has been previously defeated at the meeting; or
 - (c) a motion or amendment which is inconsistent with a prior motion or amendment that has been previously passed at the meeting.
- 5.6 Debate on a motion or amendment shall be immediately suspended, even if a person is speaking, if any of the following motions is moved and seconded:
 - (a) that the speaker no longer be heard;
 - (b) that the matter be postponed;
 - (c) that the Board proceed to the next item of business;
 - (d) that the matter be referred back to the Committee which submitted the proposal;
 - (e) that the question not now be put;
 - (f) that the question now be put; or
 - (g) that the Board now adjourn.

No person who has already spoken to the motion or to an amendment may move in terms of (c) or (e). Motions (a), (c) and (g) are not debatable save that the Chair may express the view that the matter has not been adequately debated and suggest that the procedural motion should not be carried. Motions (a), (e), (f) and (g) are carried only if at least two-thirds of the members present vote in favour of the motion. If motion (f) is carried in relation to an original motion, the mover of that motion may exercise the right of reply to the substantive debate before the motion is put.
- 5.7 The Chair may refuse to grant the mover of the motion the right to reply until it is clear to the Chair that no other member desires to speak to the motion or to move an amendment.
- 5.8 The seconder of a motion may reserve the right to speak later, provided the seconder does not otherwise speak when seconding the motion.
- 5.9 The mover of an amendment has no right of reply.
- 5.10 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 shall not at the time speak to the motion or amendment which is foreshadowed.
- 5.11 As soon as the debate on a motion or amendment has concluded, the Chair shall put the motion or amendment.

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6.0 Voting and Elections

- 6.1 Voting on resolutions 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 five members. When the result of a vote taken on the voices cannot be clearly determined, the Chair shall automatically call for a show of hands. When a vote has been taken on the voices, any five members may, by raising their hands, require that the vote be confirmed by a show of hands. The outcome of any vote on the voices or vote by show of hands shall be determined by simple majority.
- 6.2 Voting in elections for the positions of Chair and Deputy Chairs and for elected Board representatives on specific Committees, apart from Faculty representatives, shall be taken by secret ballot at the meeting.
- (a) For each such election, a special ballot paper, signed and distributed by the Secretary to Academic Board, will be used to record all votes. Votes shall be counted by an ‘observer’ in attendance or by a member of the Secretariat (not the Secretary) and the result reported as soon as available at the meeting.
 - (b) If only one person stands for any position, that person shall be declared elected.
 - (c) The timing of the election for the Chair and Deputy Chairs is determined by paragraph 2.2 of the Academic Board Constitution.
 - (d) Procedures for electing the Chair:
 - (i) Nominations for position of Chair will be called for by the Secretary to Academic Board at least 4 weeks prior to the meeting at which the election will take place. Nominations must be received in writing, signed by the nominator and seconder (both of whom must be current voting members of the Board), and signed by the nominee giving consent to stand for the position. The deadline for lodging a written nomination with the Secretary of the Board will be 5 working days before the meeting at which the election will take place.
 - (ii) If only one nomination for Chair is received by the deadline, that nominee will be immediately declared elected by email communication to all members and observers of the Board.
 - (iii) If more than one nomination is received by the deadline, the Secretary will inform all voting members of the Board that a formal election will occur at the next meeting and indicate the names of those who have been nominated. The nominees will be listed on a specially prepared ballot paper.
 - (iv) Between the nomination deadline and the commencement of the Board meeting at which the election for Chair will occur, any voting member of the Board who lodges a formal apology for the meeting with the Secretary of the Board will be given a ballot paper to register their absentee vote. This vote will be sealed in an envelope and lodged with the Secretary, to be opened when vote counting commences. Proxy votes will not be permitted.
 - (v) Votes (including those properly lodged as absentee) will be made and counted according to a simple preferential system. The candidate attaining an absolute majority after distribution of preferences, will be declared elected.
 - (vi) If, once all preferences have been distributed, a tie has resulted, the Chair of the meeting shall exercise a casting vote in addition to his/her deliberative vote.
 - (e) Procedures for electing Deputy Chair(s):
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- (i) Nominations for position of Deputy Chair(s) will be called for by the Secretary to Academic Board at least 4 weeks prior to the meeting at which the election will take place. Nominations will be received in writing, signed by the nominator and seconder (both of whom must be current voting members of the Board), and signed by the nominee giving consent to stand for the position. However, nominations will also be accepted at the meeting, provided nominator, seconder and nominee are all in attendance.
- (ii) Voting members at the meeting will receive a specially-prepared ballot paper, on which they will write the nominees for Deputy Chair.
- (iii) Votes will be made and counted according to a simple preferential system.
- (iv) If one Deputy Chair is to be elected, the candidate attaining an absolute majority after distribution of preferences, will be declared elected.
- (v) If two Deputy Chairs of the same gender are to be elected, then the two candidates achieving an absolute majority after distribution of preferences, shall be declared elected.
- (vi) If two Deputy Chairs of different gender are to be elected, then preferences will be distributed on a gender basis (male to male; female to female), the two candidates of each gender achieving the largest number of votes, after distribution of preferences, shall be declared elected.
- (vii) If, once all preferences have been distributed, a tie has resulted, the Chair of the meeting shall exercise a casting vote in addition to his/her deliberative vote.
- (f) Procedures for electing a Board representative on a Committee:
 - (i) Nominations for position(s) of Board representative on a specific Committee will be called for in the agenda papers for the meeting and nominations will be made at the meeting, provided nominator, seconder and nominee are all in attendance.
 - (ii) Voting members at the meeting will receive a specially-prepared ballot paper, on which they will write the nominees for Board representative.
 - (iii) If only one position on the Committee is to be filled, the voting system will be preferential and will proceed in a manner similar to that for electing one Deputy Chair.
 - (iv) If more than one Board representative position on the Committee is to be filled, a quota proportional voting system will be used.

6.3 Election of School Representatives

The Head of each School is to appoint a Returning Officer who is not an academic staff member;

- (a) Nominations of candidates
 - (i) the Returning Officer publishes a Call for nominations by email to all academic staff members, allowing at least 14 days until the deadline for receipt of nominations;
 - (ii) a nomination must be endorsed by two academic staff members in the school and by the person nominated;
 - (iii) there must be a separate nomination for each person nominated.
 - (iv) the Returning Officer must reject a nomination paper if the Returning Officer is satisfied that it is not made in accordance with this clause.
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- (v) a candidate nominated for election may not withdraw nomination after the deadline for receipt of nominations.
- (b) election
 - (i) where the number of accepted nominations for the election does not exceed the number of vacancies to be filled, the Returning Officer must declare the person or persons nominated to be elected.
 - (ii) where the number of accepted nominations of the election exceeds the number of vacancies to be filled, the Returning Officer must provide voting papers or electronic voting access and notice to all Academic Staff members in the School
 - (iii) the notice must:
 - Specify the manner in which the voting paper (or electronic voting) is to be completed; and
 - State the date and time by which the completed voting paper/vote must be received by the Returning Officer.
- (c) manner of Voting
 - (i) a voter must place a cross in the square appearing opposite the name of each candidate for whom that voter intends to vote (not rank the candidates);
 - (ii) a voter must not vote for more or fewer candidates than there are vacancies to be filled at the election;
 - (iii) if a voter votes for more or fewer candidates than there are vacancies to be filled at the election, the vote is informal.
- (d) voting Security
 - (i) voting papers are to contain the names of candidates in random order determined by lot by the Returning Officer.
 - (ii) the process of voting must be secure, such that:
 - only persons eligible to vote do vote;
 - a voter is able to vote once and once only, and
 - after assessing the eligibility of the voter to vote, the identity of the voter is separated from their vote; and
 - the votes are stored securely to ensure an accurate count.
- (e) counting of Votes
 - (i) the result of the ballot is to be ascertained by the Returning Officer in accordance with the following provisions:
 - The Returning Officer must reject any votes that do not comply with the requirements of these Standing Orders;
 - If votes are not counted electronically, then the Returning Officer must count the total number of votes given to each candidate;
 - The candidate polling the highest number of votes is to be declared elected;
 - Where the number of candidates to be elected is more than one, the candidate polling the next highest number of votes after the first candidate declared elected is also to be declared elected.
 - (ii) if the total number of votes received by two or more candidates for any vacancy is equal and it is necessary to exclude one or more of them in respect of that vacancy, then the Returning Officer must write each name on a slip of paper, fold the slips, place them in a receptacle and draw out a slip at random. The candidate whose name appears on the slip drawn out is declared elected.

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6.4 Observers are not entitled to vote in any election.

7.0 Questions

7.1 Questions relating to the affairs of the University may be put through the Chair to any member present. The Chair may disallow any question. Subject to Order 3.4, answers to questions may not be debated or lead to a motion at that meeting.

8.0 The Chair

8.1 The Chair shall preside over the meeting and shall:

- (a) conduct the proceedings in the manner indicated by the Standing Orders 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) require a speaker who, in the Chair's opinion, is being unduly verbose or who is not keeping to the point under discussion to cease speaking;
- (e) refuse to accept motions and amendments which are not couched in clear terms;
- (f) require withdrawal of offensive statements or statements which impute improper motives;
- (g) preserve order and prevent interference to speakers by private talk or heckling remarks;
- (h) require a person who persists in being disorderly to withdraw from the meeting.

8.2 The Chair may not adjourn the meeting to prevent its coming to a decision. The Chair may not refuse to accept an amendment that is in proper form and relates to a motion under discussion.

8.3 Any member disagreeing with a ruling from the Chair may move as follows:

- (a) "That the Chair's ruling be dissented from". No seconder is required.
- (b) A dissent motion must be moved immediately after the ruling is given.
- (c) Upon such a motion being moved, a Deputy Chair shall take the Chair.
- (d) The question shall be put in the form: "That the Chair's ruling be upheld". (Those disagreeing with the ruling vote "No".)
- (e) The member disagreeing with the ruling may speak to the matter, and the Chair may reply. Both speakers are to conclude their remarks within five minutes. The motion shall then be put and decided, the Chair shall resume presiding over the meeting and proceedings shall be continued in accordance with the will of the meeting.

9.0 Records of Meetings

9.1 Minutes of all proceedings of the Board and its Committees shall be stored in electronic and hard copy form. The business paper and the approved minutes of each meeting shall be recorded in the University's TRIM records management system and shall be placed on the Office of the Secretariat website. Any properly formatted policy or procedure arising from a meeting, once approved by Council, shall also be recorded in the University's TRIM records management system and shall be placed on the UNE Policy website. [refer also to sections 13 and 14 of these Standing Orders, for how confidential matters will be handled in the recorded minutes.]

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- 9.2 The minutes shall record:
- (a) The nature of the meeting, whether ordinary, special, or adjourned
 - (b) The date, time and place of the meeting.
 - (c) The name of the person who held the chair and a record of the number of members and observers present and of persons present by invitation.
 - (d) A summary of the business conducted at the meeting including in the case of a motion which is carried
 - (i) a brief statement of the discussions surrounding the motion, followed by the motion as carried; and
 - (ii) a statement, if appropriate, that the motion was carried *nem. con.*; or
 - (iii) at the request of any member, a notation that he/she wished their dissent or abstention to be recorded.
- 9.3 Unless the Chair or the Board directs otherwise, a record of the following matters need not be included:
- (a) The names of the mover and seconder, if any, of a motion.
 - (b) Any motion which is lost or withdrawn.
 - (c) Any motion moved while the Board is conducting its business pursuant to Orders 4.1 and 4.2 which is not seconded.
 - (d) Except in the case where the Vice-Chancellor or the mover of a motion has made a formal statement for report to the Council or elsewhere, the views expressed by an individual member.
- A record of the matters set out in paragraphs (a) and (b) of this Order shall be kept in respect of any business of the Board conducted under the provisions of Orders 4.1 and 4.2.
- 9.4 A member may within two days after any meeting submit to the Chair through the Secretary a brief statement of the views expressed at the meeting upon any matter. Such statement may or may not be included in the minutes at the discretion of the Chair.
- 9.5 The minutes of each meeting shall be submitted to the following meeting for confirmation. Debate on a motion that the minutes be confirmed shall be limited to the accuracy and adequacy of the minutes as presented, and the only motion which may be submitted during such debate shall be a motion that the report be amended to correct mis-statements or to record more adequately the proceedings of the previous meeting. Except with the permission of the Chair or the meeting, a member may not request that a statement attributed to 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.
- 9.6 The minutes when confirmed shall constitute a true record of the proceedings of the previous meeting.

10.0 Release of Information

- 10.1 The Chair may make available for the information of such members of the University and in such manner as the Chair may direct such part of the minutes of the Board as the Chair considers not to be confidential to members of the Board.

11.0 Conduct of Members

- 11.1 A member shall:
- (a) be confined to speak only on the matter before the Board;
 - (b) not, before the Board, make offensive statements or impute improper motives to other members;
 - (c) when called to order by the Chair, cease speaking and sit down until the question of order is decided;
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- (d) not disclose how other members spoke or voted on matters coming before the Board;
 - (e) except with the permission of the Chair or the Board, 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.
- 11.2 No motion that a member of the Board be censured by the Board shall be debated by the Board unless written notice of that motion, including a brief statement of the matters alleged against the member, shall have been given to the member to be censured at least five clear working days in advance of the notice of the meeting being issued. The member must be informed that they have the right of reply, if they so desire. The written notice of the meeting must specify the intention to move the motion of censure and must include the member's written reply (not to exceed 1000 words) if such has been provided. If the member charged elects to answer the charges during oral debate, such reply shall be the final contribution to the debate.

12.0 Observers

- 12.1 Meetings of the Academic Board may be attended by people officially listed as observers as well as by any other person approved by the Chair to attend the meeting as an observer. Observers at an Academic Board meeting will be entitled to see and hear the proceedings of the Board and will have the right to contribute to debate at Board meetings.
- 12.2 Observers at Board meetings may be required to leave the meeting by the Chair, or by majority vote of Board members, or when the Board considers any confidential business.

13.0 Matters Considered as Confidential Business

- 13.1 The Board shall consider the following matters as *confidential business*:
- (a) any matter listed as confidential on the business papers or in the report of the Board;
 - (b) any personal matter affecting an individual staff member (*confidential student matters* are handled by the Standing Committee of Academic Board, as described in section 14);
 - (c) any business negotiation or other financial matter which the University would define as "commercial-in-confidence" or which might allow any person to profit;
 - (d) any matter determined by the Chair or Vice-Chancellor to be best dealt with as confidential business, or
 - (e) any other matter agreed by a majority of the Board members.
- 13.2 Any papers relating to a confidential matter will be placed in a separate agenda document, appropriately labelled, which will be circulated only to voting members of the Board (i.e., not to observers).
- 13.3 Discussion of confidential matters at a meeting of the Board shall occur after all non-confidential business has been concluded. Observers will depart the meeting prior to commencing discussion of the confidential matters. The Chair has discretion to ask that a specific observer remain for confidential matter discussion if he/she determines that their input would be directly pertinent to the discussion to be undertaken.
- 13.4 A member of the Board shall not, without the prior approval of the Chair, directly or indirectly disclose any information concerning the matters described under Order 13.1, received by virtue of membership of the Board, to any person who is not a voting member of the Board. Any breach of this rule constitutes a

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breach of confidence, which will be dealt with by the Chair in a manner deemed appropriate to the severity of the breach.

- 13.5 Disclosure or discussion of information concerning any Board-related matters, other than those described under Order 13.1, with a person who is not a member of the Board, does not constitute a breach of confidence.
- 13.6 The formal TRIM-recorded minutes of the meeting will summarise the outcomes for matters identified as confidential but the version of the minutes to be placed on the web will have all references to confidential matters removed.

14.0 Standing Committee of Academic Board

- 14.1 The chief committee of the Academic Board is the Standing Committee, which has a prescribed membership and terms of reference (see the Office of the Secretariat website(<http://www.une.edu.au/secretariat/Academic-Board/scab-tor.pdf>). The membership and terms of reference for the Standing Committee will be reviewed as and when all other committees of the Board are reviewed.
- 14.2 The Standing Committee shall exercise any of the powers of the Board in respect of all urgent matters which require determination before the next such meeting. The Standing Committee, on behalf of the Board, shall also take responsibility for all quality assurance and risk management related matters.
- 14.3 Any action taken by the Standing Committee of the Academic Board shall be reported to the Board at its next ordinary meeting.
- 14.4 The Standing Committee, rather than the full Academic Board, shall deal with all matters designated as *confidential student matters*. Confidential student matters will include any matter, which in the judgment of the Chair, relates to a potentially negative outcome for a student (e.g., invocation of a relaxing clause, termination of candidature).
- 14.5 The Standing Committee will:
 - (a) report any recommendations regarding confidential student matters directly to Council, for inclusion in the Council's Confidential Business Paper, and
 - (b) report to the Board only the relevant agenda Item title and recommendation without reference to the student's name or student number. (i.e. the minutes would refer to 'X confidential student matter was actioned by the Standing Committee.' The version of the minutes to be placed on the web will have all references to confidential student matters removed.

15.0 Amendment of Standing Orders

- 15.1 These Standing Orders may be amended only by a motion of which due notice of motion has been given by a member of the Board.

16.0 General

- 16.1 Any matter of procedure which is not dealt with in these Standing Orders shall be determined by decision of the Chair.
- 16.2 Any power conferred on the Chair by these Standing Orders may, in the Chair's absence, be exercised by a Deputy Chair or, in the absence of the Chair and both Deputy Chairs, by the person chairing the meeting.
- 16.3 These Standing Orders shall apply at every meeting of the Board unless the Board, 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.

17.0 Other Committees of Academic Board and the University

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- 17.1 The following comprise specifically constituted Committees of Academic Board with defined terms of reference and membership (consult the Office of the Secretariat website for specific details:<http://www.une.edu.au/secretariat/academic-board.php>):
- (a) Teaching & Learning Committee
 - (b) Research Committee
 - (c) Higher Degree Research Committee
- 17.2 The following comprise University Committees which are heavily involved in managing business relevant to the Board and/or implementing policies developed by the Board and approved by Council.
- (a) International Committee
 - (b) Study Leave Committee
 - (c) Undergraduate Scholarships Committee
 - (d) Academic Promotions Committees

18.0 Hierarchy of Work and Communication between Committees and the Board

- 18.1 Each of the Committees listed under Order 17.0 is expected to send periodic reports, proposed policies and procedures and recommendations to Academic Board.
- 18.2 For any recommendation arising from these Committees, the Board's expectation should be that most, if not all, of the hard development and deliberation work, including appropriate consultations, will have been undertaken by that Committee prior to being forwarding to the Board for endorsement. This means that debate about wording and detail will be minimised at Board meetings during discussion of the recommendations. Obvious errors can be pointed out, which the Chair shall be empowered to rectify if recommendations are subsequently adopted. However, discussions of larger scale alterations to meaning, scope and intent will generally not be entertained. The Chair shall have discretion in determining what constitutes a discussion about larger scale alterations to meaning, scope and intent and will then direct the discussion accordingly.

19.0 General Roles/Responsibilities of Elected and Ex-Officio Board/Committee Members

- 19.1 Elected and ex-officio members of the Academic Board have the following roles and responsibilities:
- (a) attend meetings, fully prepared having read all relevant documents, on a regular basis;
 - (b) actively contribute to discussions at meetings;
 - (c) serve as a communication conduit to their Faculty, Division or area, regarding actions, policies and new developments of the Board or Committee, as appropriate;
 - (d) organise for feedback to be provided on actions, policies and new developments, when requested;
 - (e) clearly distinguish between views/contributions/feedback they are providing as an individual and views/contributions/feedback they are providing with the intention to represent their Faculty/Division/area constituency; and
 - (f) declare, at the outset of a meeting, any conflict of interest they might have with any matter on the agenda.
- 19.2 Elected members of the following Committees have additional roles and responsibilities which are more fully spelled out in other supplementary documentation and induction materials.

Standing Orders of the Academic Board

- (a) Higher Degree Research Committee – additional roles and responsibilities
 - (i) be fully familiar with the PhD, Professional Doctorate and Higher Doctorate rules and procedures;
 - (ii) closely read examiners’ reports on PhD, Professional Doctorate or Higher Doctorate theses/portfolios arising from within their own Faculty;
 - (iii) summarise these reports at the Committee meeting; and
 - (iv) provide a preliminary recommended outcome.
 - (b) Study Leave Committee – additional roles and responsibilities
 - (i) be fully familiar with the Study Leave policy and procedures;
 - (ii) attend the information session offered each semester for intending applicants for study leave;
 - (iii) be a point of contact for all staff members in their Faculty to consult with during application preparation;
 - (iv) summarise each application from their Faculty at the Committee meeting; and
 - (v) provide a preliminary recommended outcome.
 - (c) Academic Promotions Committees – additional roles and responsibilities
 - (i) be fully familiar with the Promotions policy and procedures;
 - (ii) attend the briefing session offered each year for Committee members;
 - (iii) attend the Committee meeting fully prepared with all applications having been read and given a preliminary rating for each criterion area;
 - (iv) maintain an objective, impartial and unbiased attitude during all discussion and question sessions; and
 - (v) maintain their isolation from any applicant seeking promotion (as well as from their supervisor and any assessors) whose case will be considered by the elected member’s Committee.
- 19.3 Individual Committees may evolve new roles and responsibilities for elected members from time to time and these will be fully described in supplementary documentation and induction materials.