

Standing Orders for the University of New England Council

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1. Holding of Meetings

- 1.1 An ordinary meeting of the Council is to be held not fewer than 5 times in each calendar year.
- 1.2 A special meeting of the Council may be convened for the consideration of any urgent business by:
 - 1.2.1 the Chancellor or, in the absence of the Chancellor, the Deputy Chancellor; or
 - 1.2.2 the Vice-Chancellor
- 1.3 In addition to 1.2 above, a special meeting of the Council
 - 1.3.1 shall be convened by the Chief Governance and Planning Officer upon the written request by 5 or more members of the Council made to the Chief Governance and Planning Officer stating the purpose for which the meeting is required to be convened; and
 - 1.3.2 shall be held within 14 days after the receipt of the request for that special meeting.
- 1.4 Notice of the time and place of a meeting of the Council, and a copy of the business papers, are to be put in the post or delivered by the Chief Governance and Planning Officer to each member of the Council at least 7 days prior to the meeting.
- 1.5 By a further notice so posted or delivered by the Chief Governance and Planning Officer not less than 4 days prior to a meeting the Chief Governance

and Planning Officer may advise of supplementary business to be put to the meeting.

- 1.6 A member of the Council must not initiate any matter for discussion, or move any motion in respect of that matter, at a meeting of the Council unless:
 - 1.6.1 notice in writing has been given to the Chief Governance and Planning Officer that the matter will be so initiated or a motion moved in respect of that matter:
 - (i) in the case of an ordinary meeting, not less than 14 days before the date of the meeting; or
 - (ii) in the case of a special meeting, not less than 10 days before the date of the meeting; or
 - 1.6.2 the Council, by resolution of a majority of the members present and voting, otherwise permits.
- 1.7 Where a special meeting is convened for the consideration of business which is so urgent that at least 7 days notice of the meeting cannot be given, as much notice of the time, place and business of the meeting shall be given as is practicable.
- 1.8 Proceedings of a meeting of the Council are to be taken to have been validly transacted notwithstanding the inadvertent failure by the Chief Governance and Planning Officer to comply with this sub-clause in any respect or the non-receipt by any person of a notice or business papers and supporting statements required by sub-clauses 1.4 and 1.5.

2. Decisions

Decisions of the Council shall be made on the result of a vote on:

- 2.1 a motion prior notice of which has been given on the business paper' or
- 2.2 a formally proposed and seconded motion arising from the business of the meeting.

3. Voting

- 3.1 Voting will normally be on the voices except that any member may request a show of hands.
- 3.2 A motion shall be declared carried if it receives a simple majority of votes cast. The presiding member shall have a deliberative vote and, in the event of

a tie, the right of a casting vote. If the presiding member declines to exercise a casting vote, the motion lapses.

- 3.3 Elections for office bearers shall be by secret ballot and the voting shall be by preferential voting. Where more than one position is to be filled, the positions will be voted on seriatim.

4. Motions

- 4.1 The Chair has discretion regarding the acceptance of a motion. The Chair's discretionary ruling may be reversed if the majority of the members present support a motion to this effect.
- 4.2 All notices of motion accepted by the Chair shall appear on the business paper for the meeting concerned.
- 4.3 A motion which is ruled by the Chair to have the effect of amending or rescinding a previous resolution of the Council or altering policy shall not be accepted except as a notice of motion for a subsequent meeting.
- 4.4 Except for a motion from the Chair or a motion of which notice has been given a motion must be seconded before there can be any discussion.
- 4.5 A point of order accepted by the Chair takes precedence over all other discussion.
- 4.6 Amendments shall be considered prior to a vote on the substantive motion.
- 4.7 All amendments must be relevant to the original motion and no amendment may directly negate the substantive motion or the original motion.
- 4.8 Whenever an amendment is moved upon the original proposal, no further amendment shall be voted on until the first amendment has been disposed of.
- 4.9 Motions or amendments may be withdrawn by the proposer with the approval of the seconder and with the consent of the members.
- 4.10 Though there is a motion before the Council and whether or not there is an amendment to the motion before the Council, persons who have not hitherto participated in the discussion of the motion or amendment may move or second:
- 4.10.1 'That the Council does now adjourn';

4.10.2 'That the Council proceed to the next business';

4.10.3 'That the question now be put'.

Such a motion shall not be moved while a member is speaking. It shall be put to the vote without discussion.

If 4.10.1 is carried the Council shall forthwith determine the time and place for the meeting to be resumed.

If 4.10.2 is carried the matter may not be raised again except as a formal item of business at a subsequent meeting. If it is lost, discussion may continue and the same procedural motion shall not be proposed again during the discussion until a period of 15 minutes has elapsed.

If 4.10.3 is carried the question shall be put forthwith.

4.11 The Chair may request the mover of a motion to submit the motion in writing.

4.12 A motion for making, rescinding or amending a standing order shall not be made except in pursuance of notice given at the previous meeting of the Council, or conveyed to the Chief Governance and Planning Officer in writing 14 clear days before the meeting, and a resolution for any such purpose shall require a simple majority of the members present.

5. Right to Address the Chair

5.1 Prior to the closure of a debate a right of reply shall be allowed only to a mover of a substantive motion or amendment and such reply shall close the relevant debate.

5.2 Except at the discretion of the Chair a member other than the mover of a substantive motion or amendment may not speak more than once to a question before the meeting.

5.3 At the discretion of the Chair a speaker may be asked to yield the floor on a point of information.

6. Observers

Council meetings are open to the University community by prior arrangement with one working day's notice to the Chief Governance and Planning Officer, except when matters are considered in Committees of Council or in the Confidential session of Council. In cases where the number of persons who

advise that they wish to attend the meeting exceeds the seating capacity of the nominated meeting room, the meeting is to be relocated to an alternate venue which is capable of seating all the observers. Observers are expected to be seated in the meeting room by the commencement of the meeting, and are expected to remain seated for the duration of the open section of the meeting. Observers are not permitted to speak unless invited to do so by the Chair.

7. Contributions by Non-Council Members

At a meeting of the Council, a person who is not a member of the Council may contribute to an item on the Agenda only if invited to do so by the Chair or by a resolution of the majority of the members present at that meeting. The contribution may be oral, written or both.

8. Quorum

8.1 The Act provides that a majority of the total number of members for the time being of the Council constitute a quorum.

8.2 If, at any meeting of the Council, a quorum is not present:

8.2.1 within half an hour of the time appointed for the meeting; or

8.2.2 within such further time as the Chair (or, in the absence of the Chair, as the members present) may reasonably allow,

all business that should have been transacted at the meeting shall be stood over until the next ordinary meeting, and shall take precedence at that meeting, unless a special meeting is convened in the meantime for the transaction of that business.

9. Confidential Matters

Distribution of the Confidential Agenda and Confidential Business Paper shall be restricted to members of the Council. The Council may permit whoever else it considers necessary to be present at meetings during the consideration of confidential matters.

10. Agenda Items

The Agenda for each meeting shall include an item "Other Business". Under this item Council members may direct questions with or without notice through the Chair to the Vice-Chancellor or the Chairs of Council Committees. The Chair shall have absolute discretion in determining whether or not the questions will be accepted.

If the member of Council to whom a question-without-notice is directed is unable to provide an answer either at the meeting or before the next meeting the question shall be included as a question-with-notice in the business papers for the next meeting.

11. Disclosure of Pecuniary Interest

11.1 At the beginning of each Council meeting, Council members will be asked to disclose any conflict of interest, consistent with Schedule 2A Clause 5 of the *University of New England Act 1993*, which states:

(i) If:

(a) a member of the Council has a pecuniary interest in a matter being considered or about to be considered at a meeting of Council, and

(b) the interest appears to raise a conflict with the proper performance of the member's duties in relation to the consideration of the matter,

the member must, as soon as possible after the relevant facts have come to the member's knowledge, disclose the nature of the interest at a meeting of the Council.

(2) A disclosure by a member of the Council at a meeting of the Council that the member:

(a) is a member, or is in the employment, of a specified company or other body, or

(b) is a partner, or is in the employment, of a specified person, or

(c) has some other specified interest relating to a specified company or other body or to a specified person.

(3) Particulars of this disclosure made under this clause must be recorded by the Council in a book kept for the purpose and that book must be open at all reasonable hours for inspection by any person on payment of a reasonable fee determined by the Council.

(4) After a member of the Council has disclosed the nature of an interest in any matter, the member must not, unless the Council otherwise determines:

(a) be present during any deliberation of the Council with respect to the matter; or

(b) take part in any decision of the Council with respect to the matter.

(5) For the purposes of the making of a determination by the Council under subclause (4), a member of the Council who has a pecuniary interest in a matter to which the disclosure relates must not:

(a) be present during any deliberation of the Council for the purpose of making the determination; or

(b) take part in the making by the Council of the determination.

In addition to paragraphs (4)(a) and (b) above, following a declaration by a Council member of a conflict of interest with respect to a particular matter, papers relating to that particular matter are not to be provided to that member.

11.2 In addition to Clause 11.1 above, Council members shall on at least an annual basis disclose interests on a Register of Interests Disclosure Statement and shall make any updates or changes as they arise. This Register of Interests will be maintained by the Legal Office of the University of New England and will be present at each meeting of Council to allow members to undertake any updates or changes. The Register will be able to be inspected by any member of Council, the Auditor General of New South Wales and any representative of the New South Wales Minister for Education or the New South Wales Treasurer.

12. Suspension of Standing Orders

In exceptional circumstances the Chair may move the suspension of standing orders. A resolution for the suspension of a standing order shall require a two-thirds majority of the members present.

13. Use of Technology in the Conduct of Meetings

In accordance with Schedule 1 Clause 6A of the *University of New England Act 1993*:

- 13.1 A meeting of the [Council](#) may be called or held using any technology consented to by all the members of the [Council](#).
- 13.2 The consent may be a standing one.
- 13.3 A member may only withdraw his or her consent a reasonable period before the meeting.
- 13.4 If the members are not all in attendance at one place and are holding a meeting using technology that permits each member to communicate with other members:
 - 13.4.1 the members are taken to be present at that meeting, and
 - 13.4.2 all proceedings of those members conducted in that manner are as valid and effective as if conducted at a meeting at which all of them were present.
- 13.5 For the purposes of Clause 13.1 and Clause 13.2 above, and without limiting Clause 13.3, technology may include teleconference, videoconference, Voice Over Internet Protocol services, or any other such technology as may from time to time be consented to by all members of Council.

Approval signature

A handwritten signature in black ink, appearing to read 'Richard Torbay', written in a cursive style.

The Hon Richard Torbay MP

Chancellor

*Based on Standing Orders approved by Council on 17 August 1994. Amended 10 January 1995, 13 December 1996, 20 June 1997, 10 October 2003, 26 July 2004
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