



STANDING ORDERS OF THE ACADEMIC BOARD

(amendments to be approved by Academic Board and Council)

1 ORDINARY MEETINGS

Ordinary meetings of the Academic Board will be held at such times and places as the Board determines.

2 SPECIAL MEETINGS

Special meetings of the Board:

- 2.1 may be called at any time by:
 - (a) the University Council, or
 - (b) the Vice-Chancellor/Convener of the Board
- 2.2 shall be called by the Convener of the Board on the requisition in writing of six members specifying the business to be transacted.

3 MEMBERSHIP AND QUORUM

- 3.1 The members of the Board are the persons designated or appointed as such under section 4.1 of the Academic Board Statute.
- 3.2 Where a Dean, Pro Vice-Chancellor or Head of School referred to under sections 4.1(a)(v) - 4.1(a)(vii) of the Academic Board Statute will be absent from any meeting of the Board, the Convener of the Board may, where a request is made before the meeting, permit another to attend as a substitute member for that meeting.
- 3.3 At every meeting of the Board **25 members shall form a quorum.** [Section 4.7(c) Academic Board Statute]
- 3.4 No question shall be decided at any meeting of the Board unless a quorum is present. [Section 4.7(c) Academic Board Statute]

4 NOTICE OF MEETING

Notice of every meeting of the Board, specifying the business to be transacted, shall be sent by the Secretary to the Board to each member **at least five business days before the meeting.**

5 ATTENDANCE AT BOARD OF NON-MEMBERS

- 5.1 Members of Te Hiwa who are not members of the Academic Board are permitted to attend both public and non-public sections of the Academic Board.
- 5.2 Any member of the University staff may apply to the Convener of the Academic Board to receive agenda papers for the public section of any meeting of the Board. The receipt of papers and attendance of staff for any other item of business from which the public

has been excluded will be decided by the Convener (Section 48(5) Local Government Official Information and Meetings Act 1987).

- 5.3 Any attendee who is not a member of the Board may seek leave of the Convenor to speak at the meeting. However, they will not have the right to move or second a motion or any amendment or vote on any matter before the Board.

6 CONVENER

- 6.1 The Vice-Chancellor is the Convener of the Academic Board and shall, if present, preside at every meeting of the Board. [Section 4.7(a) Academic Board Statute]
- 6.2 In the absence from a meeting of the Board of the Convener, the members present shall elect one of their number to be the Convener for the purposes of that meeting. [Section 4.7(b) Academic Board Statute]
- 6.3 At any time during a meeting any member may, at the request of the Convener, take the chair temporarily as Acting Convener.

7 COMMITTEES AND DELEGATIONS

- 7.1 The Board may appoint advisory committees in accordance with section 4.6(b) of the Academic Board Statute, or delegate power to a group of staff members.
- 7.2 The quorum for an advisory committee of the Board or of a group of persons to whom the Board has delegated power shall be a majority of the members of the committee then holding office or a majority of the persons in the group as the case may be.
- 7.3 Every question before a meeting of a committee or group shall be decided by a majority of the votes cast on it by the members of the committee or group.

8 VOTING

- 8.1 Every question before the Board shall be decided by a majority of the votes recorded. [Section 4.7(d) Academic Board Statute]
- 8.2 At every meeting of the Board the Convener has a deliberative vote and, in the case of an equality of votes, also has a casting vote. [Section 4.7(e) of the Academic Board Statute]
- 8.3 (a) Voting shall be by voices and the Convener shall declare the result of the voting.
(b) Unless a division is called for, the declaration of the vote by the Convener is final.
- 8.4 (a) If any member calls for a division the Convener shall call for a show of hands and declare the result.
(b) If, instead of a show of hands, any member requests a secret ballot, the question before the meeting shall be determined by secret ballot conducted by the Secretary to the Board who shall declare the result of the ballot. The Board shall appoint a scrutineer, who is not a member of the Board, on the recommendation of the Convener.

- 8.5 If a member so requests, immediately after a vote has been taken on any question, the minutes shall record how that member voted or the fact that he or she abstained from voting.

9 BUSINESS

- 9.1 (a) Committees or members of the Board wishing to have items discussed should provide relevant papers to the Secretary to the Board **at least eight business days before the meeting**.
- (b) Subject to any directions given by the Convener of the Board, the Secretary to the Board shall determine the order of business.
- (c) The Board may at any time during a meeting vary the order of its business.
- 9.2 (a) Unless objection is raised by at least three members present, a member may introduce a subject for discussion or decision at any ordinary meeting without previous notice and without express mention in the agenda for the meeting.
- (b) This order shall be read subject to orders 10.5 and 13.
- 9.3 At any special meeting of the Board no business shall be transacted other than the business specified in the notice of the meeting and the matters reasonably incidental to it.

10 MOTIONS AND AMENDMENTS

- 10.1 (a) A member may bring a matter before the Board in the form of a subject for discussion or as a proposal in the form of a motion or amendment.
- (b) If so required by the Convener, the mover of a motion or amendment shall put it in writing.
- 10.2 The mover of a motion may speak in support of the motion before or after it has been seconded.
- 10.3 (a) A motion moved on the recommendation of a committee of the Board or of a person to whom the Board has delegated power in respect of that matter need not be seconded.
- (b) All other motions shall, if not seconded, lapse and not be discussed further.
- 10.4 (a) After a motion has been accepted by the Convener and seconded, it may be withdrawn with the agreement of the mover and seconder.
- (b) If a motion is withdrawn, a similar motion may be moved later at the same meeting.
- 10.5 A motion to rescind a resolution passed at an earlier meeting of the Board may not be proposed unless notice of intention to do so has been given in the notice convening the meeting.
- 10.6 (a) A question that has been determined by the meeting may be recommitted by a majority vote later in the same meeting.

- (b) Unless the question is so recommitted, no motion or amendment may be proposed which is the same in substance as any question that has already been determined during the meeting.
- 10.7 No amendment shall be proposed which is in direct negation of the proposal before the meeting.
- 10.8 Any member other than the mover or seconder of a motion may propose an amendment to the motion, but the mover may, with the concurrence of the seconder and the consent of the Convener, modify the original motion, or accept an amendment without a vote being taken.
- 10.9 While any amendment is before the meeting no further amendment shall be proposed.
- 10.10 If an amendment is carried the amendment (or the motion as amended as the case may require) shall be stated from the chair as the substantive motion before the meeting, and a further amendment may then be proposed.
- 10.11 The mover of a motion (but not the mover of an amendment) shall have the right of reply before the question is put to the vote.

11 DEBATE

- 11.1 Members who speak shall address their remarks to the Convener.
- 11.2 When two or more members wish to speak, the Convener shall call upon the member who, in the opinion of the Convener, first indicated the desire to speak.
- 11.3 The Convener may at any stage of a meeting:
 - (a) impose a time limit of not less than five minutes on each member who speaks to any motion or amendment before the meeting then or later;
 - (b) rule that no member shall speak more than once on a motion or amendment apart from the right of reply or in accordance with order 10.4.
- 11.4
 - (a) By permission of the Convener, a member who has already spoken and who claims to have been misunderstood or misrepresented on a material point or whose conduct has been criticised may make an explanation.
 - (b) The member must state concisely the point to be explained and must keep to that point.
 - (c) The member may not interrupt other speakers in order to explain nor may additional arguments be introduced.
- 11.5
 - (a) Members may at any time raise a point of order.
 - (b) A member who raises a point of order must state at once that a point of order is being raised and must confine remarks to the point of order raised.
 - (c) A point of order shall be considered immediately.
 - (d) Before ruling any member out of order when a point of order has been raised, the Convener shall give the member the opportunity to speak and may give other

members the opportunity to speak briefly, but new matters may not be introduced.

- (e) The ruling of the Convener on a point of order shall not be discussed unless it is moved that the ruling of the Convener be disagreed with.

12 MINUTES

Accurate minutes of the proceedings shall be kept at every meeting of the Board, and at the next ordinary meeting the Convener shall sign the minutes after they have been accepted as a true and correct record of the proceedings.

13 SUSPENSION OF STANDING ORDERS

Standing Orders relating to motions, amendments and debates may, with the unanimous consent of the meeting, be suspended in regard to any item of business.

14 MATTERS NOT PROVIDED FOR

Any question of order or procedure not fully provided for in these Standing Orders shall be determined by the Convener.

15 ALTERATION OF STANDING ORDERS

Except where they embody statutory provisions, these Standing Orders may be altered by addition, amendment or deletion, by ordinary resolution at any meeting of the Board, if notice of intention to propose an alteration of Standing Orders and of the terms of the proposed alteration has been included in the notice of the meeting.