

# STANDING ORDERS OF THE ACADEMIC BOARD

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Note: The [Academic Board Regulations](#) include information regarding the following matters relevant to these Standing Orders:

- (a) Chairing of meetings
- (b) Schedule of meetings
- (c) Calling of special meetings
- (d) Notice of meetings and agendas
- (e) Adjourning and cancelling meetings
- (f) Quorum for meetings
- (g) Decision making
- (h) Minutes

## 1 General

- (1) These Standing Orders govern the procedures of the Academic Board.
- (2) Unless otherwise provided, these Standing Orders apply to the Academic Board and all committees and sub-committees of the Academic Board, and shall be construed subject to the *University of Western Australia Act 1911 (WA)*, the University of Western Australia Statute and the Regulations.
- (3) In applying these Standing Orders to a committee or sub-committee of the Academic Board, references in these Standing Orders to the Academic Board are instead to be construed as references to the relevant committee or sub-committee.

## 2 Quorum

- (1) As prescribed in the Academic Board Regulations, the quorum for a meeting of Academic Board is [50] members.
- (2) If a quorum is not present within 15 minutes after the time appointed for the meeting, the business to be transacted must either be (as decided by the Chair) —
  - (a) deferred until the next ordinary meeting, at which it must take precedence; or
  - (b) dealt with by circular in accordance with section 8; or
  - (c) referred to the next meeting of Academic Council.
- (3) At the Chair's discretion, the inquorate meeting may proceed, subject to seeking confirmation of any decision via a circular in accordance with section 8

## 3 Agenda items and notice of motions

- (1) Subject to (2), an item for decision or discussion by the Academic Board, report or other business to be considered at a meeting of the Academic Board must be submitted in writing to the [Academic Secretary / Executive Officer] ten University Working Days before the meeting (**Agenda Cut-off Date**).
- (2) Matters submitted after the time period specified in (1) may only be considered if the Chair considers it to be urgent.

## 4 Items for Academic Board from committees and Faculty Boards

Any items from Academic Board Committees or Faculty Boards which are for the information of Academic Board, contain recommendations to the Academic Board or require discussion or approval by the Academic Board must be forwarded to the Academic Secretary as soon as possible.

## 5 Order of Business

- (1) The order of business for an ordinary meeting of the Academic Board must be set out in the agenda in the following three parts —
  - (a) Part 1: Items for communication to be taken en bloc;
  - (b) Part 2: Items for decision to be taken en bloc; and
  - (c) Part 3: Items for discussion and decision.
- (2) Any member may ask, either before or at the beginning of the meeting, that an item in Part 1 or Part 2 be transferred to Part 3 of the agenda for discussion. Any item transferred to Part 3 for discussion must be considered after the existing business in Part 3 has been completed, unless the Chair determines that it may be dealt with earlier.
- (3) A committee of the Academic Board may include agenda items in Part 4 only in circumstances where they relate to confidential matters or individual student matters.

## **6 Attendance at meetings**

- (1) Members are expected to attend as many meetings of the Academic Board as possible.
- (2) Elected staff members and nominated student members must —
  - (a) submit a formal apology to the Academic secretary/Executive Officer if they will be unable to attend a meeting; and
  - (b) must seek leave of absence from the Academic Board if they will be absent for more than three consecutive meetings.
- (3) The Academic Secretary must report at a meeting of Academic Board if an elected staff member or nominated student member is absent for more than —
  - (a) three consecutive meetings without the Academic Board's approval of the leave of absence; or
  - (b) 50 per cent of the meetings held in any year.
- (4) The Academic Secretary must provide a report on the attendance of Academic Board members in the previous year at the first meeting of the Board each year.
- (5) Non-members of the Academic Board, who do not have voting rights, may only attend a meeting of Academic Board if invited by the Chair / Academic Secretary —
  - (a) to report on, discuss or answer questions with respect to particular items on the agenda; or
  - (b) as an observer, who must not participate in any discussion.

## **7 Operation of electronic equipment during meetings**

- (1) Members and invitees are permitted to operate a laptop or notebook computer or tablet to access and view the agenda for the meeting.
- (2) Members and invitees must not operate any other electronic equipment (including mobile phones) during a meeting of the Academic Board unless they have obtained the prior permission of the Chair.
- (3) The Chair must advise the Academic Board of any approvals which have been given under sub-section (2) above.

## **8 Decisions by circular**

The Academic Board Steering Committee may authorise for matters to be considered and decided by the Academic Board between meetings by way of circular, provided that —

- (1) the Steering Committee is satisfied that there is a clear reason for dealing with the matter before the next meeting;
- (2) the materials contain a clear recommendation from the Chair on what decision should be taken; and
- (3) members are given the option of requesting that the matter(s) concerned be deferred for discussion and decision at the next meeting (which must be requested by the date specified in the circular unless there are exceptional circumstances justifying a shorter period of notice).

## **9 Issues not dealt with by these Standing Orders**

Matters which arise regarding the proceedings of the Academic Board which are not dealt with in these Standing Orders are to be resolved by the Chair in their absolute discretion and whose decision is final.

## 10 Suspension of Standing Orders

Any of these Standing Orders may be temporarily suspended during a meeting by motion by a member with or without notice, if agreed to by the majority of members of the Academic Board present at the time.

### Division 1 – Formal rules of debate

## 11 Application of formal rules of debate

- (1) The business of Academic Board is normally conducted through informal discussion and at the discretion of the Chair.
- (2) The Academic Board may however resolve to apply the formal rules of debate set out in section 12 below to an item of business.
- (3) Unless the Academic Board resolves for the formal rules of debate to apply, section 12 has no application.

## 12 Formal rules of debate

### Priority of motions from committees

- (1) A motion which has been brought forward as part of a committee report has precedence over any other motion on the issue under consideration and must be dealt with first.

### Speaking during debates

- (2) The Chair is entitled to express his/her own views, but if the Chair wishes to take part in a debate, they may temporarily vacate the role of Chair and ask another member to act as Chair.
- (3) A member wishing to speak must address the Chair when called upon by the Chair.
- (4) When two or more members indicate that they wish to speak, the Chair must invite them to do so in the order in which, in the Chair's opinion, they first indicated their wish to speak.
- (5) A member may generally only speak once during a debate, and is only permitted to speak more than once during a debate where the member —
  - (a) is exercising their right of reply;
  - (b) asserts they have been misrepresented or misunderstood;
  - (c) proposes a further amendment following the defeat of an amendment; or
  - (d) is permitted by the Chair.
- (6) The Chair may adopt any method to observe rule (5).
- (7) No member may speak to any question after it has been voted on.

### Amending and withdrawing motions

- (8) A motion may be amended or withdrawn by the mover with the leave of the Academic Board.
- (9) When an amendment becomes the question it must be open to discussion as though it were an original motion.
- (10) When amendments have been proposed and defeated or withdrawn, the motion must be put as originally proposed.

**Right of reply**

- (11) A member who has made a substantive motion has a right of reply. A member who has moved an amendment does not have a right of reply.
- (12) A member who asserts that they have been misrepresented or misunderstood must be allowed to explain.

**Motions**

- (13) A motion or amendment must not be discussed other than by the proposer, nor put to the vote, unless it has been seconded by another member.
- (14) A motion may be superseded by either —
  - (a) a motion 'that the Academic Board proceed to the next business' and such motion is seconded; or
  - (b) a motion 'that the Academic Board now adjourn' and such motion is seconded.

**Close of debate**

- (15) A debate may be closed by the motion 'that the question be now put', being proposed, seconded, and carried, in which case the question must be put immediately to a vote without amendment or debate.

**Version History**

Version	Approved / Amended	Approved by Academic Board
V1	Approved Standing Orders of the Academic Board	<i>Day month year</i> Academic Board Resolution [number]