



STANDING ORDERS OF THE SENATE

Approved by Senate on 19 October 2020

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Note: The Senate Regulations includes information regarding the following matters relevant to these Standing Orders:

- (a) Senate committees
- (b) Schedule of Senate meetings
- (c) Calling of special meetings
- (d) Notice of meetings
- (e) Adjourning and cancelling meetings
- (f) Minutes
- (g) End of year arrangements

1 The application of these Standing Orders

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

2 Definitions

In these Standing Orders, unless the contrary intention appears —

Act means the *University of Western Australia Act 1911 (WA)*.

Closed Senate has the meaning given in clause 9(1)(b) below.

Electronic Attendees means people who attend a Senate meeting by electronic means.

An **Invitee** is a person who is not a Member and who attends a Senate meeting in accordance with section 7(3) below. **Invitees** means more than one Invitee.

Member means a member of the Senate.

An **Observer** is an interested person who is not a Member and who attends a Senate meeting in accordance with section 7(4) below. **Observers** means more than one Observer.

Open Senate has the meaning given in clause 9(1)(a) below.

Statute means the University of Western Australia Statute.

Capitalised words and phrases which are used in these Standing Orders and which are not defined above will have the meaning which is given to them in the Act and in the Statute, unless the context in which those words and phrases have been used in these Standing Orders indicates otherwise.

If there is an inconsistency between the meaning given to a capitalised word or phrase in the Act and the meaning given to it in the Statute, then the meaning given to it in the Act will prevail over the meaning given to it in the Statute to the extent of that inconsistency.

If the context in which a capitalised word or phrase is used in these Standing Orders indicates that it should be given a meaning which is inconsistent with its meaning in the Act or in the Statute (subject to the rules above), then it must be given its natural meaning in these Standing Orders.

3 Executive Officer of the Senate

The University Secretary is the Executive Officer of the Senate.

4 Agenda items

- (1) Subject to (2), an item for decision or discussion by the Senate, report or other business to be considered at a Senate meeting must be submitted in writing to the Executive Officer ten (10) University Working Days before the meeting (**Agenda Cut-off Date**).
- (2) Matters submitted after the time period specified in subsection (1) may only be considered if the Chair considers it to be urgent.

5 Items for Senate from Senate Committees

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

6 Order of Senate Business

- (1) The order of business for an ordinary meeting of the Senate 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.
- (1) 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 should be dealt with earlier.
- (2) The agendas for ordinary meetings include any or all of the following, allocated appropriately to Part 1, 2 and 3, in an order to be determined by the Chair:
 - (a) amendment and confirmation and signature by the Chair of the minutes of the previous meeting;
 - (b) matters arising out of the minutes of the previous meeting;
 - (c) reporting of appointments and promotions;
 - (d) conferring of degrees, diplomas and certificates;
 - (e) reports of the Vice-Chancellor;
 - (f) reports of the Academic Board and Academic Council;
 - (g) reports of the Senate's committees;
 - (h) business brought forward by officers of the University; and
 - (i) notices of motion, adjourned business and other business raised by Members.

7 Attendance at meetings

- (1) Members are expected to attend as many meetings of the Senate as possible, and —
 - (a) must submit a formal apology to the Executive Officer if they will be unable to attend a meeting; and
 - (b) must seek leave of absence from the Senate if they will be absent for more than three consecutive meetings.
- (2) The Executive Officer must report formally to Senate if a Member is absent for more than —
 - (a) three (3) consecutive meetings without Senate's approval of the leave of absence; or
 - (b) fifty per cent (50%) of the meetings held in any year.
- (3) People who are not Members may attend a Senate meeting if invited by the Chair to report on, discuss or answer questions with respect to particular items on the agenda. People who are not Members and who are invited to attend a Senate meeting in this manner are known as **'Invitees'**.
- (4) Any interested member of the University Community may attend Senate meetings for items of business taken in Open Senate, provided that they have notified the Executive Officer at least two (2) University Working Days before the meeting and provided that there is seating capacity for them to do so. Interested members of the University Community who are not Members and who attend a Senate meeting on that basis are known as **'Observers'**.

8 Electronic attendance

- (1) Members and those invited to attend a Senate meeting are normally expected to be in physical attendance at meetings.
- (2) In exceptional circumstances:

- a. a Member; or
- b. an Invitee,

who is not able to physically attend a Senate meeting may participate in that meeting by electronic means where —

- (a) that Member or Invitee submits a written request to attend the meeting by electronic means, to the Executive Officer at least two (2) University Working Days before the meeting and their request is approved by the Chair; or
 - (b) in circumstances where the Chair considers it is not possible to give at least two (2) University Working Days' notice, it is approved at the discretion of the Chair.
- (3) Where a Member is permitted to participate in the meeting for specific items by electronic means, it is subject to the following conditions —
- (a) the means of electronic communication to be used is at the discretion of the Chair;
 - (b) Electronic Attendees are expected to have read the agenda papers and to have access to suitable electronic means for receiving tabled documents;
 - (c) the Chair must acknowledge the arrival and departure of Electronic Attendees; and
 - (d) attendance at the meeting by electronic means must be recorded as such in the minutes.
- (4) Observers are not permitted to attend by electronic means.

9 Conduct of business

- (1) Senate business is conducted in the following modes:
- (a) **'Open Senate'** during which the following may attend —
 - (i) Members;
 - (ii) the University Secretary;
 - (iii) Invitees; and
 - (iv) Observers; and
 - (b) **'Closed Senate'** during which —
 - (i) Observers are not permitted to attend;
 - (ii) Invitees are only permitted to attend if they were invited to attend the Senate meeting in respect of particular item(s) that are being discussed in Closed Senate, and they may only attend Closed Senate while those particular item(s) are discussed ; and
 - (iii) the Chair otherwise determines which Members should remain in attendance.
- (2) The Senate may move into or out of 'Closed Senate' at any stage of a meeting at the discretion of the Chair.
- (3) The Senate will consider matters in the order as specified in the agenda unless the Chair determines otherwise.
- (4) A Member or Invitee may take any incidental question that is directed to them at a Senate meeting on notice if they believe they are unable to reply adequately at short notice.
- (5) Subject to (6) below, a Member is not permitted to introduce a subject for discussion at a Senate meeting which is not on the agenda for that meeting, unless two-thirds ($\frac{2}{3}$) of the Members present at that meeting (note: subject to section 10(2) below, 'Members present' includes Members attending the meeting by electronic means) agree to permit this.
- (6) At a special meeting, only the business specified in the agenda may be considered.

10 Decision making

- (1) At a meeting of Senate, all questions are to be decided by the majority of the Members present and voting on the voices or by a show of hands, unless —
 - (a) the matter is otherwise required to be conducted by ballot; or
 - (b) a ballot is requested at the meeting by at least five Members.
- (2) If a question is to be decided by a ballot, any Member permitted to attend by electronic means in accordance with section 8 (above) may only vote if they have available a suitable mechanism for casting their vote which is approved by the Chair.
- (3) The Chair has a vote, and in the case of an equality of votes, a casting vote.
- (4) Unless the question is decided by ballot, Members may require the votes on a question be recorded in the minutes and/or that their opposition to a motion which is carried be recorded by name in the minutes.

11 Operation of electronic equipment during meetings

- (1) Members and Invitees may use a laptop/notebook computer or tablet to access and view the agenda for a Senate meeting and/or to take notes during a Senate meeting, but such equipment must not be used during the meeting for any other purpose.
- (2) Members and Invitees must not operate any other electronic equipment (including mobile phones) during a meeting of the Senate unless they have obtained the prior permission of the Chair.
- (3) The Chair must advise the Senate of any approvals which have been given under sub-section (2) above.

12 Decisions by circular

The Chair may authorise for matters to be considered and decided by the Senate between meetings by way of circular, provided that —

- (1) the Chair 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).

13 Issues not dealt with by these Standing Orders

Matters regarding the proceedings of the Senate which are not dealt with in these Standing Orders, are to be resolved by the Chair in their absolute discretion and the Chair's decisions on such matters is final.

14 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 Senate present at the time (note: subject to section 10(2) above, 'Members of the Senate present at the time' includes Members attending the meeting by electronic means).

15 Amendments to Standing Orders

Amendments to these Standing Orders must be approved by an absolute majority of the Senate.

Schedule 1 – Formal rules of debate

16 Application of formal rules of debate

- (1) The business of Senate is normally conducted through informal discussion based on the principles set out in the Senate Code and at the discretion of the Chair.
- (2) The Senate may however resolve to apply the formal rules of debate set out in section 17 below to an item of business.
- (3) Unless the Senate resolves for the formal rules of debate to apply, section 17 has no application.

17 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) If the Chair wishes to take part in a debate, then 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 and may speak when called upon by the Chair.
- (4) When two or more Members indicate that they wish to speak, then 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) No Member may speak to any question after it has been voted on.

Absence of Member moving motion

- (7) A Member may move a motion on behalf of an absent Member where the absent Member —
 - (a) has given prior notice of the motion in accordance with section 4 of these Standing Orders; or
 - (b) has authorised the Member in writing to move the motion on their behalf.

Amending and withdrawing motions

- (8) A motion may be amended or withdrawn by the Member who moves that motion with the leave of the Senate.
- (9) When an amendment of a motion is proposed, then that motion to amend must be treated as though it were an original motion.
- (10) When amendments have been proposed and defeated or withdrawn, then 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 immediately allowed to explain.

Motions

- (13) A motion or amendment must not be discussed other than by the Member who proposed that motion or amendment, 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 Senate proceed to the next business' and such motion is seconded; or
 - (b) a motion 'that the Senate 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 Senate
V1	Approved Standing Orders of the Senate	<i>9 December 2019</i> Senate Resolution [S R62/19]
V2	Amended	<i>19 October 2020</i> Senate Resolution [S R81/20]