



## ACADEMIC BOARD

### GUIDELINES FOR SUBMISSION OF QUESTIONS ON NOTICE BY ACADEMIC BOARD MEMBERS

1. Board members will be given the opportunity to submit a question on notice via an email from the Academic Secretary. Members will need to respond with their questions by the notified cut-off date.
2. The Chair of the Board and/or the Academic Secretary will consider questions submitted. Any questions which are deemed to be more appropriate to other areas of the University will be forwarded to those areas and the member asking the question will be notified. Notwithstanding the fact that the question may be directed elsewhere, if the matter is one that would be of interest to the Board, it will be included as for questions under 3 below.
3. The decision as to the appropriateness of any question will be made by the Chair of the Board who may seek the advice of the Steering Committee.
4. Appropriate questions are:
  - (i) those that fall within the compass of the Board's functions and responsibilities;
  - (ii) not questions of a personal nature (questions could be asked about a role or about actions taken by a person in a particular role, but not about the individual personally); and
  - (iii) not trivial, in the sense that the answer is obvious.
5. Questions deemed to be appropriate for the Board will be set out in the agenda and the Chair of the Board and the Academic Secretary will make all reasonable efforts to secure an answer in time for the Board meeting.
6. Where it is not possible to come up with an answer for the Board meeting, this fact will be noted and the question will be carried over to the next meeting.
7. Members posing questions will be expected to attend the meeting in order that they may clarify any issues arising and/or have input into any ensuing discussion.