



# STANDING ORDERS OF THE ACADEMIC BOARD

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Dates Previously Amended: 4 MARCH 1991

## **THE UNIVERSITY OF QUEENSLAND**

### **STANDING ORDERS OF THE ACADEMIC BOARD**

#### **Convening of Meetings**

1. The Board shall meet
  - (a) at the times indicated in the University Calendar;
  - (b) when specially called by the Registrar at the direction of the President or the Vice-Chancellor;
  - (c) when specially called by the Registrar upon receipt from five members of the Board of a written requisition containing a description of the business to be discussed.
2. Notice of a meeting and a copy of the business papers shall be circulated by the Registrar to the normal university address of each member at least two clear working days before the meeting. The President may allow additional business to be circulated with less notice or to be tabled at the meeting. Such business shall not be considered if one-third of those present vote that it be held over to a subsequent meeting.
3. Provided the President or Vice-Chancellor rules that a matter is urgent, a special meeting may be called by telephone or otherwise provided four hours' notice is given. The first business of a meeting so called shall be to resolve whether the matter is urgent. If the Board so resolves by an absolute majority of its members, other than members absent from the State on study leave or other leave of absence, the meeting shall continue to consider the business arising out of such matter, but otherwise shall lapse.
4. Any notice of motion, report, or other business must be submitted in writing to the Registrar seven clear working days before the day of the meeting. Matters submitted after this time may be accepted at the discretion of the President.
5. If the President is of the opinion that there is not sufficient business to warrant the holding of a regular meeting of the Board, the President may direct that members be informed that the meeting has been cancelled.
6. If, after the expiration of fifteen minutes (or such extended period as the President may determine) from the time appointed for the meeting or any adjournment thereof, a quorum is not present, the meeting shall lapse.

#### **Order of Business**

7. The normal order of business at each regular meeting shall be as follows:
  - (a) Confirmation with or without amendment of the minutes of the previous meeting.
  - (b) Business arising out of the minutes.
  - (c) Matters for noting or formal approval.
  - (d) Report, if any, from Vice-Chancellor.

- (e) Questions without notice directed to the Vice-Chancellor or arising out of his report.
- (f) Report from the President, Academic Board
- (g) Questions without notice directed to the President arising out of the report
- (h) Motions of which notice has been given.
- (i) Reports of the Standing Committee and other Committees and of bodies reporting through those Committees.
- (j) Correspondence and other matters placed before the Board for consideration.
- (k) Notices of motion for a later meeting.
- (l) Questions without notice and oral statements by members

The President may alter the normal order of business.

8. There shall be an Agenda Committee consisting of the President, Deputy President, one other member elected by the Board from time to time, and the Registrar. It shall be the function of the Agenda Committee to examine the draft agenda and determine which items in the Committee's judgment call for consideration and debate. Such items shall be starred in the agenda.

All items not starred shall be submitted *en bloc* to the Board for noting or formal approval without debate; provided always that any member of the Board may request that an item which is not starred be considered by the Board, and upon such request being made, that item shall be starred.

As soon as the President has determined that there are no further items to be starred, all unstarred items shall be put to the vote.

9. Any item on the business paper may be taken out of order by the President unless members present resolve by majority vote that the written order of business be retained. The order of business may be altered by a vote of two-thirds of the members present at a meeting.
10. No business other than that specified in the notice paper shall be considered at any meeting unless the President with the approval of the meeting permits debate on a matter arising from a question without notice or an oral statement.

### **Rules of Debate**

11. (1) Unless the President or the Board by resolution otherwise requires, the Board will conduct its business in committee and, in particular,
  - (a) a member may speak more than once on any question but does not have the right to do so if the President considers that other members are being denied the right to speak or that the member is unduly repetitious;
  - (b) the sense of a motion may be expressed but the actual wording may be left to the President and Secretary;

- (c) the President may “ask approval” and in the absence of dissent assume that the matter has been approved *nem. con.*;
    - (d) the President shall have a general discretion as to the extent to which and the cases in which more rigid rules of debate and the principles of the following Standing Orders relating to motions and amendments are to be observed.
  - (2) If the President so rules or the Board by resolution determines, the provisions of Orders 12 to 27 inclusive shall be observed.
12. If the President rules, or the Board by resolution determines, that a matter before meeting shall be conducted in accordance with the formal rules of debate, then the following procedures shall apply;
- (a) Debate shall occur only on a formal motion before the Chair on an amendment to such a motion. Any such motion or amendment shall be submitted in writing to the President but may be seconded orally.
  - (b) Any person desirous of moving a motion or an amendment or of taking part in any debate shall rise to address the Chair.
  - (c) The member first observed to rise by the President shall be given priority in speaking.
  - (d) If the President rises during the debate, a member speaking or offering to speak shall sit down and the President shall be heard without interruption.
  - (e) Unless the consent of two-thirds of the members present is given, no member (except the mover of a motion) may speak twice to a matter before the Board except by explanation in reply to a question or by raising a point of order. A member who, without comment, seconded the motion or amendment, shall not be deemed to have spoken.
  - (f) A member may speak to an amendment even if that member has already spoken to the motion or a previous amendment.
  - (g) The mover of a motion, but not an amendment, shall have the right to reply. The mover’s reply closes the debate.
  - (h) A speaker shall keep to the particular matter before the meeting and shall not introduce irrelevant material.
  - (i) The mover of a motion may speak for a period of not exceeding ten minutes and a subsequent speaker for a period not exceeding five minutes, unless an extension not exceeding five minutes is granted by a vote of two-thirds of those present.
  - (j) The President may participate in the debate from the Chair, or in order to speak from the floor call upon any member to take the Chair whilst the President speaks.
  - (k) No member may speak to a motion, except to raise a point of order, after it has been put by the President and the show of hands or ballot has been taken.

- (l) In the absence of a member who has given notice of motion, a motion shall lapse unless another member present is prepared to move it.
- (m) A motion may be amended or withdrawn by the mover with the consent of the meeting.
- (n) Any motion or amendment not seconded shall not be debated.

### **Motions and Amendments**

- 13. A motion or amendment shall be couched in definite and precise language and should usually be affirmative in form.
- 14. An amendment shall relate to the matter involved in the motion and not to some other matter.
- 15. An amendment which is a direct negative of the motions shall be disallowed.
- 16. Only one amendment may normally be accepted at a time. However, a member may speak against an amendment by drawing attention to a foreshadowed amendment to be moved if the amendment before the meeting is defeated.
- 17.
  - (1) If an amendment has been carried, an amendment which is substantially the same as the original motion is out of order.
  - (2) If an amendment has been defeated an amendment which is substantially the same as that amendment is out of order.
- 18. Debate on a motion or amendment shall be immediately suspended, even if a person is speaking, if any of the following motions is moved:
  - (a) "that the Board proceed to the next business";
  - (b) "that the Board do now adjourn";
  - (c) "that the question be now put";
  - (d) "that the speaker be no longer heard";
  - (e) "that the matter be referred back to the Committee which submitted the proposal";
  - (f) "that the motion be referred to a Committee designated by the President".

Any such motion may *not* be moved or seconded by a person who has already spoken to the motion or to an amendment.

Any of the above motions except (e) shall immediately be put without amendment or debate. Except that the President may express the view that the matter has *not* been adequately debated and that the procedural motion should not be carried. Any of the above motions is carried only if at least two-thirds of the members present vote in favour. If (c) above is carried in relation to an original motion, the mover of that motion may reply before the motion is put. If (e) above is moved, debate may continue on matters to which the Committee's attention should be drawn.

19. The President may refuse to grant the mover of the motion the right to reply until it is clear to the President that no other member desires to speak or to move an amendment.
20. The seconder of a motion may reserve the right to speak later, provided the seconder does not otherwise speak when seconding the motion.
21. The mover of an amendment has no right of reply.
22. Notwithstanding any other provision of these Standing Orders, at any time during a debate a member may foreshadow a motion or amendment provided that the member shall not at the time speak to the motion or amendment which is foreshadowed.
23. As soon as the debate on a motion or amendment has concluded, the President shall put the motion or amendment.

### **Voting**

24. Voting shall be decided by show of hands unless a ballot is directed by the President or is demanded by at least five members. When a vote has been taken by a show of hands, any five members may, by rising in their seats, require that the vote be confirmed by a ballot.
25. Where the ballot is taken, it shall be conducted in such manner as the President shall decide, provided that secrecy be ensured.
26.
  - (1) At the conclusion of the debate on any motion a member may move that the motion be decided by postal ballot. Such a motion shall be put forthwith without debate and shall be resolved in the affirmative if and only if a two-thirds majority of those present is in favour.
  - (2) If the motion is so resolved in the affirmative the original motion shall be decided by a postal ballot conducted by and in such manner as the Registrar may decide. The President shall take such action as may be necessary to implement the results of the ballot upon advice thereof from the Registrar.
  - (3) If it be duly moved and seconded that a motion carried by postal ballot be rescinded, that motion shall be submitted to postal ballot without debate.

### **Questions**

27. Questions relating to the affairs of the University may be put through the President to any member present. The President may disallow any question. Subject to Order 10 answers to questions may not be debated or lead to a motion at the meeting.
  - (1) Questions without notice must be confined to a single issue.
  - (2) No questions may be permitted on matters on the agenda papers that will be brought before the Board.

## **The Chair**

28. The President shall take the Chair and shall:
  - (a) conduct the proceedings in the manner indicated by the Standing Orders and give all persons present an opportunity of speaking and of voting;
  - (b) take care that the sense of the meeting is properly ascertained with regard to any matter before it;
  - (c) put motions and amendments to the vote and report the result of the vote;
  - (d) require a speaker who, in the President's opinion, is being unduly verbose or who is not keeping to the point under discussion to sit down;
  - (e) refuse to accept motions and amendments which are not couched in clear terms;
  - (f) require withdrawal of offensive statements or the imputation of improper motives;
  - (g) preserve order and prevent interference to speakers by private talk or heckling remarks;
  - (h) require a person who persists in being disorderly to withdraw from the meeting.
29. The President may not adjourn the meeting to prevent its coming to a decision. The President may not refuse to accept an amendment that is in proper form and relates to a motion under discussion.
30.
  - (i) Any member disagreeing with a ruling from the Chair may move as follows -  
"That the President's ruling be dissented from". No seconder is required.
  - (ii) A dissent motion must be moved immediately after the ruling is given.
  - (iii) Upon such a motion being moved, the Secretary shall take the Chair.
  - (iv) The question shall be put in the form:  
"That the President's ruling be upheld".  
(Those disagreeing with the ruling vote "No").
  - (v) The member disagreeing with the ruling may speak to the matter for not more than five minutes. The President may reply for not more than five minutes. The motion shall then be put and proceedings shall then be resumed.

## **Loss of Quorum**

31. When attention is drawn to the lack of a quorum, the meeting shall be adjourned until such time as the President may determine. Except by special vote of two-thirds of those present at the adjourned meeting or except by an addition to the notice calling the adjourned meeting, it shall deal only with matters listed for the original meeting but not then dealt with.

## Minutes

32. Minutes of all proceedings of the Board shall be entered in books (which may be of the loose-leaf type) kept for that purpose.
33. The minutes shall record
  - (a) The nature of the meeting, whether ordinary, special or adjourned.
  - (b) The date, time and place of the meeting.
  - (c) The name of the person who held the chair and a record of the number of members present and of persons present by invitation.
  - (d) A summary of the business conducted at the meeting including in the case of a motion which is carried.
    - (i) A brief statement of the reasons advanced in support of the motion, followed by the motion as carried;
    - (ii) the figures where a vote is taken or, in a case where there is a clear majority, the number voting against or a statement that the motion was carried *nem. Con.*;
    - (iii) at the request of any member, a noting that that member voted against the motion.
34. Unless the President or the Board directs otherwise, a record of the following matters need not be included:
  - (a) The names of the mover and seconder, if any, of a motion.
  - (b) Any motion which is lost or withdrawn.
  - (c) Any motion moved while the Board is conducting its business pursuant to Order 12 which is not seconded.
  - (d) Except in the case where the Vice-Chancellor or the mover of a motion has made a formal statement for report to Senate or elsewhere, the views expressed by an individual member.

A record of the matters set out in paragraphs (a) and (b) of this Order shall be kept in respect of any business of the Board conducted under the provisions of Order 12.
35. A member may within two days after any meeting submit to the President through the Registrar a brief statement of the view expressed at the meeting upon any matter. Such statement may or may not be included in the minutes at the discretion of the President.
36. The minutes of each meeting shall be submitted to the following meeting for confirmation. Debate on a motion that the minutes be confirmed shall be limited to their accuracy and adequacy of the minutes as presented, and the only motion which may be submitted during such debate shall be a motion that the minutes be amended to correct mis-statements or to record more adequately the proceedings of the previous meeting. Except with the permission of the President or the meeting, a member may not request that a statement attributed to himself be included. A matter decided at a previous meeting cannot be reopened during debate on a motion to confirm the minutes of that meeting.



37. The minutes when confirmed shall be signed by the President as a true record of the proceedings of the previous meeting.
38. Lengthy amendments to the minutes of a previous meeting shall be included in the minutes of the succeeding meeting. Other amendments shall be initialed by the President.

#### **Release of Information**

39. The President, but subject to Order 45 no person other than the President may release information concerning the business of the Board to the general public or to the mass media.
40. The President may make available for the information of such members of the University and in such manner as the President may direct such part of the minutes of the Board as the President considers not to be confidential to members of the Board, provided that no member of the University shall thereby be authorised to permit publication, copying or circulation of any information contained therein to any other person.

#### **Conduct of Members**

41. A member shall
  - (a) be confined to speak only on the matter before the Board;
  - (b) not before the Board make offensive statements of impute improper motives to other members;
  - (c) when called to order by the Chair, cease speaking and sit down until the question of order is decided;
  - (d) not disclose how other members spoke or voted on matters coming before the Board;
  - (e) except with the permission of the President or the Board, not remain in a meeting when any matter relating to that member personally (other than a motion that the member be censured) is under consideration.
42. No motion that a member of the Board be censured by the Board shall be debated by the Board unless at least five clear working days' written notice of that motion, including a brief statement of the matters alleged against the member, shall have been given to the member named therein, together with a notice that the charge may, if is so desired be answered at the meeting. If the member charged so desires, the member shall be given a reasonable opportunity to answer the charge during the debate on the motion.

#### **Amendment of Standing Orders**

43. These Standing Orders may be amended only by a motion of which due notice of motion has been given.

## **General**

44. Any matter of procedure which is not dealt with in these Standing Orders shall be determined by decision of the President.
45. Any power conferred on the President by these Standing Orders may, in the President's absence, be exercised by the Deputy President or, in the absence of both, by the person chairing the meeting.
46. These Standing Orders shall apply at every meeting of the Board unless the Board, by an absolute majority of its members, other than members absent from the State on study leave or other leave of absence, resolves that any part of these Orders be suspended for the whole or any part of a meeting.

## **STATEMENT OF PRINCIPLES WHICH THE BOARD CONSIDERS ITS MEMBERS SHOULD OBSERVE IN RELATION TO DISCUSSIONS OUTSIDE THE BOARD**

- (i) A member of the Board ought not, without the approval of the President, to discuss with or directly or indirectly disclose to a person not a member of the Board information received by virtue of membership of the Board concerning
  - (a) any matter listed as confidential on the business papers or in the minutes of the Board;
  - (b) any personal matter affecting the individual;
  - (c) any business negotiation or other financial matter which might allow any person to profit;
  - (d) any matter concerning the promotion of any member of the staff of the University;
  - (e) any proposal that any person should be granted an honorary degree.
- (ii) Discussion with or making information available to a member of the University not a member of the Board concerning other matters dealt with by the Board does not constitute a breach of confidence.