

ORDINANCE 3

COLLEGIATE COUNCIL PROCEDURES

DEFINITIONS

'the Chair' shall be the Chancellor, in accordance with the Statutes. For the purposes of this Ordinance the 'Chair' shall include the Deputy Chair should the Chair be absent from a meeting or be otherwise unavailable.

'the Deputy Chair' shall be the Deputy Chancellor.

'the Secretary' means the Secretary to the Collegiate Council.

'clear working days' a period of time prior to the meeting excluding the day on which a specified action takes place e.g. dispatch of notice or agenda, and the actual day of the meeting. A 'clear working day' excludes Saturday, Sunday, public holidays and other days on which the University is closed for business.

CHAIR

1. The Chair will preside at all meetings of the Collegiate Council. In the absence of the Chair, the Deputy Chair will preside. If both the Chair and Deputy Chair are absent, the longest-serving Head of College shall chair the meeting.

ALTERNATES

2. Heads of Colleges and the Pro Chancellor (Research) and Dean and Chief Executive of the School of Advanced Study (PVC (Research)) shall normally be expected to attend meetings of the Collegiate Council. In circumstances when his/her absence is unavoidable, a Head of College and the PVC (Research) will be permitted to send an alternate in his/her place, with the approval of the Collegiate Council.

ORDINARY MEETINGS

3. The Collegiate Council shall meet no fewer than five times per year, the dates of those meetings to be approved by the Collegiate Council.

4. Meetings of the Collegiate Council may be varied or cancelled by the Secretary but only at the request of the Chair of the Collegiate Council.

EXTRAORDINARY MEETINGS

5. The Secretary, at the request of the Chair, or at the written request of at least five members of the Collegiate Council, shall summon an extraordinary meeting of the Collegiate Council.

6. Notice shall be sent to members of the Collegiate Council no less than four clear working days before the meeting, stating the time, place and the agenda of the meeting. Notice of the meeting shall be sent electronically to an email address and/or by post to each member. The email and postal addresses used for any member shall be those notified by him/her to the Secretary. Where notice of meetings is sent electronically it shall be deemed to be a written notice.

7. The accidental omission to notify any member of the Collegiate Council or the nonreceipt of notification by any member shall not invalidate the meeting.

URGENT BUSINESS

8. The Chair may authorise the taking of action on behalf of the Collegiate Council on any matter falling within the remit of the Collegiate Council, being in the opinion of the Chair urgent (but not of sufficient importance to justify an extraordinary meeting of the Collegiate Council). Such action shall be reported to the next meeting of the Collegiate Council.

QUORUM

9. The quorum for a meeting of the Collegiate Council shall be seven members.

10. All or any members of the Collegiate Council may participate in a meeting by means of video or telephone conference or communication equipment which allows all participating in the

meeting to hear each other. Such persons shall be counted as participating in the meeting and being in attendance for the purposes of the quorum.

11. If at the advertised time for the start of a meeting and for the following 15 minutes the quorum is not present, the meeting shall be cancelled. If a meeting ceases to be quorate at any time, the meeting shall be adjourned. Any outstanding business of the meeting, if not urgent, shall be placed on the agenda for the next ordinary meeting of the Collegiate Council. Any outstanding urgent business will be dealt with by the Chair under the provisions of paragraph 8 above, or by means of an extraordinary meeting. Any business transacted and decisions taken before the adjournment of the meeting shall be valid.

VOTING

12. All members of the Collegiate Council have the right to vote. Officers in attendance and observers do not have the right to vote.

13. If the view of the meeting is not clear and a vote is required, a recommendation shall be put to a vote and shall be declared approved if it receives a simple majority of votes cast. Voting shall normally be by a show of hands.

14. Each member, or his/her alternate as provided in paragraph 2 above, shall have one vote. In the case of an equality of votes, the Chair shall have a second or casting vote.

15. The Collegiate Council acts on the basis of collective responsibility. Members of the Collegiate Council are encouraged to express any differing views within the Collegiate Council's internal decision-making process.

16. The Collegiate Council may conduct its business by correspondence and a proposal in writing, which has been sent to each member of the Collegiate Council, including by means of facsimile or email, shall, if endorsed by a majority of members of the Collegiate Council, in writing or by electronic transmission, be as legitimate as if agreed at a formal meeting of the Collegiate Council.

RESCINDING DECISIONS

17. A decision of the Collegiate Council may be rescinded or varied at a subsequent meeting of the Collegiate Council only if notice of the proposal to rescind or vary the decision has been given and if the subject matter of the decision (and any proposed variation) appears in the agenda and supporting papers of the meeting.

AGENDA

18. Not less than three clear working days before an ordinary meeting of the Collegiate Council, an agenda and supporting papers specifying the business to be transacted shall be sent to every member; accidental omission to send an agenda to a member or the non-receipt of an agenda by a member shall not invalidate a meeting.

19. No business shall be transacted at a meeting other than that specified in the agenda paper except, with the consent of the Collegiate Council, matters introduced by the Chair because in the Chair's opinion they are urgent and have arisen too late to be specified in the agenda paper.

20. Any suggestions by members for items for the agenda should normally be received by the Secretary 10 clear working days before the meeting. The agenda shall be determined by the Chair in consultation with the Secretary. The Secretary shall write to any member who suggests an item that is not accepted stating the reasons. The inclusion on the agenda of any items received at shorter notice will be at the discretion of the Chair.

21. The order of business shall be as follows:

- 21.1 Minutes of the previous meeting;
- 21.2 Matters for discussion;
- 21.3 Matters for approval without discussion; and
- 21.4 Matters to be noted or taken as read.

CONFIDENTIALITY

22. Exceptionally, papers for consideration by the Collegiate Council, and any associated minutes, may be subject to non-disclosure exemptions in accordance with the Freedom of Information Act 2000. Such papers and any associated minutes will be designated as confidential business, and their circulation restricted accordingly.

23. The Secretary, in consultation with the Chancellor and the Director of Legal Services, shall designate papers or associated minutes as confidential.

RESERVED BUSINESS

24. The Chair may require particular members of the Collegiate Council or officers in attendance to withdraw from the meeting for the discussion of particular items, depending on the nature of the business to be discussed.

CONSULTATION WITH OTHER BODIES

25. In exercising its functions, the Collegiate Council shall ensure it seeks appropriate information or advice from relevant bodies and this may include inviting them to attend its meetings for the discussion on a particular matter.

MINUTES

26. Minutes of meetings of the Collegiate Council will be taken and will be submitted to the next ordinary meeting. Discussion on minutes shall be confined to their accuracy. After the Minutes have been confirmed, following amendment if necessary, they shall be signed by the Chair.

DOCUMENTATION

27. Signed minutes and related agenda and papers shall be retained in the custody of the Secretary and, normally not more than five years after the meeting to which they relate, deposited at the direction of the Chancellor in the archives of the University.

CONDUCT OF MEETINGS

28. The Chair shall conduct each meeting as he/she considers appropriate, subject to the requirements of this Ordinance.

16 July 2014