

ACADEMIC BOARD, SUBORDINATE BODIES & SUB-COMMITTEES OF THE ACADEMIC BOARD STANDING ORDERS

These Standing Orders apply to Academic Board (the “Board”), sub-committees of the Board and subordinate bodies, with the exception of the Human Research Ethics Committee and the Animal Ethics Committee, which were established as sub-committees of the Board on 23 November, 2006 (AB086/06) and the Radiation, Biosafety and Hazardous Substances Committee established on 6 August, 2015 (AB089/15).

- **Human Research Ethics Committee**
The responsibilities and operation of the Human Research Ethics Committee are governed by the *National Statement on Ethical Conduct in Human Research* (Commonwealth of Australia, National Health and Medical Research Council).
- **Animal Ethics Committee**
The responsibilities and operation of the Animal Ethics Committee are governed by the *Australian code for the care and use of animals for scientific purposes* (Australian Government, National Health and Medical Research Council). The *Animal Welfare Act, 2002*, and accompanying regulations govern the treatment and welfare of animals in Western Australia, including the use of animals in research and teaching.
- **Radiation, Biosafety and Hazardous Substances Committee**
The responsibilities and operation of the Radiation, Biosafety and Hazardous Substances Committee are governed by the *Australian Quarantine and Inspection Service* (Australian Government) and *Office of Gene Technology Regulator* (Australian Government).

1. Preamble

These standing orders are for the efficient and effective conduct of meetings. They are based on principles of fairness and equity and reflect common practice for conduct of such meetings.

When any part of these Standing Orders is inconsistent with any Statute or Rule of the university, the latter shall prevail, and the former shall, to the extent of the inconsistency, be invalid.

2. Definitions

For the purpose of these Standing Orders the following definitions apply:

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| 2.1 | Majority | more than half of the votes of those present and entitled to vote at a Board or Sub-Committee meeting/e-Meeting (excluding observer participants). |
| 2.2 | Sub-committees of the Board | Education Committee (EDC), Research and Higher Degrees Committee (R&HD), other such committees, working parties and entities that the Board or EDC or RHDC may appoint from time to time. |
| 2.3 | Subordinate bodies | School Executive or equivalent. |
| 2.4 | Approved leave of absence | a period of leave approved in accordance with any academic staff certified agreement entered into by the University from time to time. |
| 2.5 | e-Meeting | a meeting in which the business and transactions of the meeting and the determination of outcomes, including resolutions, are conducted electronically (e.g. via email or similar media). |
| 2.6 | Executive | a Chairperson, Deputy Chairperson and the Vice Chancellor. |
| 2.7 | Executive Meeting | a meeting conducted outside of scheduled Board or sub-committee meetings at which members of the executive meet to act on behalf of the Board and/or its sub-committee to make decisions on matters delegated to them within the powers granted to them. |

3. Chair and Deputy Chair

- 3.1 The Chair for a sub-committee of the Board shall be as specified in its composition [Academic Board Rule No 7. \(c\) \(i\)](#). A sub-committee of the Board shall elect a Deputy Chair from among its members [Academic Board Rule No 7. \(c\) \(i\)](#).

4. Schedule of Meetings

- 4.1 Each year the Board shall determine a schedule of its regular meetings for the following year and arrange for these to be published. All sub-committees of the Board and subordinate bodies are expected to set a schedule of meeting dates for the coming year, either at the first meeting of the year or towards the end of the preceding year.
- 4.2 The minutes of each meeting shall include the date of the next meeting.
- 4.3 Members shall be given five working days written notice of a regular meeting and of its business. The agenda shall be received no less than five days prior to the meeting. Shorter notice is permitted only where there is urgent business which must be transacted as determined by the Chair.

- 4.4 Any meeting may be cancelled by the Chair if there is insufficient business. However, where cancellation would result in the Board, a sub-committee of the Board or a subordinate body not satisfying a statutory or regulatory requirement of the Statutes, By-Laws or Rules to meet within a certain period, an invitation to submit agenda items must be issued to members before a decision on cancellation is taken.
- 4.5 In addition to the scheduled meetings, a special meeting may be convened at any time by the Chair or Vice-Chancellor or by a written requisition from at least four members outlining the proposed business of the meeting. In each case all members shall be given no less than seven working days written notice of a special meeting and of its business.
- 4.6 Meetings shall terminate at the end of two hours unless the members present vote to:
- (a) continue the meeting for not more than one hour; and or
 - (b) reconvene the meeting at a future time and date; or
 - (c) terminate the meeting at a time determined by the meeting.
- 4.7 Executive meetings of Board or its sub-committees may occur outside of the scheduled meeting dates. The executive meetings may be conducted face to face, or an e-Meeting.

5. e-Meetings

- 5.1 The Board and its sub-committee meetings may be conducted electronically, subject to the agreement of the Chair. Agenda papers are made available electronically to all members seeking responses to recommendation/s electronically. An e-meeting may be appropriate in the following circumstances:
- if there is little business for the Board or sub-committee to consider;
 - There is a need for an item to be approved outside of a scheduled meeting of the Board or sub-committee; or
 - a meeting will not meet quorum
- 5.2 The Executive Officer will gain approval from the Chair that an e-meeting can be scheduled to replace an already scheduled meeting or as an additional meeting and/or executive meeting.
- 5.3 Attendees of the e-meeting are asked to read and consider each item in the agenda and vote either for or against each recommendation.
- 5.4 The outcome of the e-meeting will be tabled at the next scheduled Board or sub-committee meeting.

6. Agendas

- 6.1 Notice of meetings shall normally be given by circulation of an agenda, without the requirement for a separate notice in advance. Additional information about an item already on the agenda may be circulated with a supplementary agenda or tabled at the meeting, with three days' notice of the item.
- 6.2 Agendas, minutes and other documents that relate to a meeting shall be distributed electronically.
- 6.3 Members wishing to place an item on the agenda must provide the Executive Officer and or the Chair with written notice by the published agenda submission deadline.

7. Attendance and Quorum

- 7.1 Members are normally expected to be in physical attendance at meetings but when a member is not able to attend they may participate via electronic means such as video-conferencing or teleconferencing.
- 7.2 The quorum for the Board and its sub-committees and subordinate bodies is not less than one half of the total number of members for the time being where the expression "for the time being" means the full number of members less any vacancies, and less any member who has an approved leave of absence.
- 7.3 In the event of a quorum being lost during the course of a meeting the meeting may continue and any resolutions of the meeting taken after the quorum is lost and ratified at the next normal meeting or e-meeting of the sub-committee.

8. Declaration of Personal Interest

- 8.1 A member of the Board is not entitled to vote either on the Board or on any sub-committee of the Board including the Executive of the Board, on any question in respect of which he or she has a material personal interest, and if a member of the Board so votes his or her vote shall be disregarded.

9. Terms of Office

- 9.1 Members who hold office *ex officio* will be members of the Board and its sub-committees or subordinate bodies for the period they hold their respective office.
- 9.2 Members who are elected or nominated to the Board and its sub-committees or subordinate bodies hold office for a period not exceeding three years, as specified in the notice of election or nomination as the case may be, and shall be eligible for re-election except that in the case of members holding office under section [Academic Board Rule No 4](#). of the Board Rules the terms of office shall be for a period of one year.

- 9.3 When a member or proxy of the Board, or sub-committees is absent for three or more consecutive meetings or 50% of meetings in a calendar year without apology their membership will be deemed to have lapsed. In this case the appointing subordinate body shall appoint a replacement member.

10. Alternate Representation

- 10.1 Alternate representation provides for members of the Board, its sub-committees and subordinate bodies to be absent from meetings on an *ad hoc* basis [Academic Board Rule No 5](#).
- 10.2 Where a designated or *ex officio* position is occupied by a person who has been formally appointed as acting in that position then that person has all the rights of the designated or *ex officio* member [Academic Board Rule No 5. \(a\)](#).
- 10.3 Subordinate bodies may elect or nominate alternate members whom they have elected or nominated under [Academic Board Rule No 5](#), for the same term that those persons are elected or nominated, and those deputies may attend meetings in the absence of the primary member and will have all rights of the primary member [Academic Board Rule No 5](#).

11. Conduct of Business

- 11.1 The Deputy Chair of the Board will be elected at a regular meeting of the Board.
- 11.2 Each sub-committee and subordinate bodies of the Board shall elect a Deputy Chair annually from amongst its members; normally this shall take place at the first meeting of the year, and the Deputy Chair's term shall be for a calendar year.
- 11.3 In the absence of the Chair, the Deputy Chair shall chair the meeting. If both are absent, the meeting shall elect a Chair for that meeting.
- 11.4 The meeting shall not consider any items of business of which three working days' notice has not been given, unless a majority of the members agree.
- 11.5 A special meeting shall consider only the business specified in the agenda or notice of meeting.
- 11.6 The order of business outlined in the agenda may be altered by the agreement of a simple majority of members present.
- 11.7 Where an item of business is of a confidential nature, the meeting may move into committee to discuss it. If the meeting wishes to resolve upon a matter which was discussed in committee, it should first resolve to resume from committee and then resolve upon the matter. The minutes shall record the resolution upon the matter but not the discussion in committee.
- 11.8 A reconvened meeting shall consider only the uncompleted business of that meeting.

12. Rules of Debate

- 12.1 The Chair exercises a considerable amount of discretion in running the meeting. The meeting is not required to follow strict rules of debate unless the meeting so resolves or the Chair so rules.
- 12.2 The Chair shall call speakers in the order which their intention to speak was noticed by the Chair, except that:
- (a) precedence shall be given to the Vice-Chancellor or any person acting in that position;
 - (b) the Chair may call speakers in a different order if the Chair believes that this would facilitate resolution of the business before the meeting;
 - (c) members raising points of order, points of explanation or points of clarification take precedence over substantive debate at the discretion of the Chair.
- 12.3 Where a member is outlining a point of order, explanation or clarification, the Chair may instruct the member to discontinue speaking if the Chair believes that the point is not valid or that sufficient explanation has been given.
- 12.4 Amended Motions:
- (a) A motion may be amended by leaving out, substituting or adding words. Any number of amendments may be proposed and discussed sequentially with the original motion. Amendments which have been put to the meeting and carried shall become part of the motion and amendments which have been put to the meeting and lost shall be excluded from the motion.
 - (b) An amendment to a motion must be voted on before the motion itself. Sometimes it may not be necessary to proceed with an amendment, if the mover and seconder are prepared to modify their motion accordingly. If the amendment negates the intent of the motion, then it should instead be a foreshadowed motion, which is voted on only after the original motion has been considered. If all amendments are defeated or withdrawn, the motion shall be put as originally proposed.
- 12.5 Foreshadowed Motions – notwithstanding the provision of this clause, the Chair may allow a foreshadowed motion if during consideration of an item of business it is considered that such a motion would expedite the matter under consideration.

- 12.6 Any procedural motions, if seconded, shall be put to a vote immediately without amendment or debate, unless the Chair declines to accept the motion. The motions are:
- (a) That debate on this item be limited to a specified number of minutes.
 - (b) That the motion be put (i.e. that the motion or amendment be put to an immediate vote).
 - (c) That the speaker be no longer heard (i.e. that the member then speaking not be allowed to continue).
 - (d) That the speaker be heard. (i.e. that the member then speaking shall be allowed to continue).
 - (e) That the meeting proceed to the next item of business (i.e. that no further discussion or vote takes place on the current item).
 - (f) That the motion lie on the table (i.e. not be considered further at this meeting).
 - (g) That the debate on this item be adjourned (i.e. to another date or indefinitely).
 - (h) That the meeting adjourn (i.e. that the meeting finish and any unfinished business be postponed till a reconvened meeting).
- 12.7 Each resolution shall be decided on the voices or by a show of hands, unless the meeting resolves to conduct a ballot. Each member shall have one deliberative vote only, including the Chair [Academic Board Rule No 6. \(i.\) \(ii\) \(iii\)](#). When any question voted upon results in an equal number for and against, the Chair shall declare the resolution lost [Academic Board Rule No 6. \(i\) \(iii\)](#). Any member who voted against or who abstained from voting on a motion which was passed by the meeting may require that this be recorded in the minutes.
- 12.8 A resolution of the Board shall not be rescinded unless notice of the intention to propose such rescission is placed on the agenda of a meeting [Academic Board Rule No 6. \(i\)](#)
- 12.9 The Chair may rule that the meeting or a part of it follow strict rules of debate, or the meeting may so resolve. In such cases the meeting shall then follow these additional procedures:
- (a) a matter shall not be discussed unless there is a motion which has been moved and seconded;
 - (b) speakers shall alternate between those for and against the motion;
 - (c) no member shall speak twice during a debate except as provided for in 13.1 of this clause and 13.2 (c) of this sub clause;
 - (d) a procedural motion cannot be moved by a member who has already spoken on the matter under debate;
 - (e) the mover of the motion is entitled to a right of reply before the motion is put to a vote.

- 12.10 Any of these Standing Orders concerning rules of debate may be suspended for the time being if a motion to that effect is carried by a majority of members present. Should questions which are not dealt with in these Standing Orders arise at any meeting, the decision of the Chair shall be final.
- 12.11 A member can move dissent from a ruling of the Chair on whether or not to allow a motion or on a question not covered by Standing Orders, but not on matters of procedure or points of order. If such a motion is moved and seconded, the Chair shall vacate the chair while the motion is under consideration. Where the Chair vacates the chair, the Deputy Chair shall chair the meeting while the motion is under consideration. If both are absent, the meeting shall elect a member to chair the meeting while the motion is under consideration. The mover and the vacating Chair shall have the opportunity to speak in that order, after which the motion shall be put to the vote.

13. Observer-Participants

- 13.1 The Board, subordinate bodies and sub-committees of the Board may issue a standing invitation to a member or members of the University community to attend and participate in meetings of the Board, subordinate bodies or sub-committees of the Board. Such persons shall be known as “observer-participants” and shall be appointed for a period of 1 year.
- 13.2 Observer-participants referred to in sub clause 1.1 of this clause have the right to:
- (a) receive notice of the meeting;
 - (b) receive the agenda for the meeting;
 - (c) participate in general debate at a meeting;
 - (d) sit at the meeting table, space permitting.

Observer-participants are not entitled to vote or participate in voting procedures.

14 Observers

- 14.1 Members of the University community are entitled to attend meetings of the Board, subordinate bodies or sub-committees of the Board as observers provided they advise the Executive Officer and or Chair in advance and space is available in the meeting room. However, the Chair may determine to exclude any or all observers for the discussion of particular items of business.
- 14.2 The Board, subordinate bodies and sub-committees of the Board may, at their discretion, invite an observer to participate in discussion at a particular meeting.
- 14.3 The Board, subordinate bodies and sub-committees of the Board may issue a standing invitation to a member or members of the University community to attend and observe meetings of the Board, subordinate bodies or sub-committees of the Board. Such persons shall be known as “observers”.

14.4 Observers referred to in sub clause 14.1 of this clause have the right to:

- (a) receive notice of the meeting;
- (b) receive the agenda for the meeting;
- (c) sit at the meeting table, space permitting.

Observers are not entitled to vote or participate in voting procedures.

15. Executive Officer

The Manager, Academic Governance and Standards will appoint executive support to the Academic Board and its sub-committees after consultation with the respective Chairperson/s.

16. Recording of Proceedings

Electronic tape recording devices or cameras may not be used to record proceedings of any meetings without permission of the Chair/s.

17. Contact Information

Please contact: Jane McCaffrey
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Approved: Academic Board, 8 November 2001 (AB88/01)
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Amended: Academic Board, 6 August 2015 (AB089/15).
Amended: Academic Board, 25 February 2016 (AB003/16)
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