**GENERIC STANDING ORDERS**

**1. General**

* 1. These Standing Orders may be applicable to all general, committee and subcommittee meetings of Edith Cowan University. They can be used as the basis for adoption of any amendments or additions considered appropriate.

1. **Definitions**
   1. In these Standing Orders unless the contrary intention appears –

**“Body”** means any board, group or committee of ECU.

**“Chair”** means the person presiding at a meeting.

**“Conflict of Interest”** means if an individual has an interest, but not necessarily financial, then that person is generally determined to have a conflict of interest.

**“Deputy Chair”** means the person who was elected to assist the Chair and to serve as Chair in the absence of the Chair.

**“Executive Officer”** means the person who undertakes the administrative duties of the body.

**“Member”** means a person who has been appointed to a body whereby this person has the right to vote at its meetings.

**“Pecuniary Interest”** means if an individual has an interest in a decision which will have a financial impact on that individual (or those close to him/her) then the individual can be determined to have a pecuniary interest.

**“Quorum”** means the minimum number of people which is required for the meeting to transact business.

**“Resolution”** is a term used to refer to a decision. The term, however is often used in informal meetings or committee meetings where a decision is made without taking a formal vote.

**3. Meetings**

3.1 Members should be given the notice of meetings well in advance and if possible, the dates of all regular meetings to be held in a calendar year should be scheduled and advised to all members, together with deadlines for submission of agenda items, prior to the end of the preceding calendar year.

3.2 The Executive Officer will advise all members of any changes to the schedule of regular meetings, and of any special meetings that are to be convened, as soon as practicable after the meeting details have been determined.

3.3 The Executive Officer will provide members with a notice of time and place of a meeting and a copy of the agenda and associated papers not less than five (5) business days before the date of the meeting, unless otherwise agreed by the Chair.

3.4 The Chair may cancel a meeting if there is insufficient business.

3.5 Members are required to attend all meetings. Any member who is unable to attend a meeting should record an apology by notifying the Executive Officer prior to the meeting.

3.6 Meetings shall, subject to the presence of a quorum, start at the time set out on the agenda and shall, subject to the discretions of the meeting, continue until all business on the agenda is considered.

3.7 The Chair will determine the order in which speakers will address the meeting.

3.8 A person other than a member may speak at a meeting only at the invitation of the Chair, and in accordance with that invitation.

3.9 The order of business at any meeting will follow that set out in the agenda unless the body determines otherwise.

3.10 If the Chair of a body is absent or vacates the chair, the meeting shall be chaired by the Deputy Chair or, if there is no Deputy Chair, by a person elected by a majority of votes of the members present.

**4. Agenda**

4.1 The content of the agenda for a meeting will be determined by the Chair in consultation with the Executive Officer. A member who wishes to place an item on the agenda will either notify the Chair or Executive Officer of the proposed item; the Chair will determine whether or not the item will be included in the agenda.

4.2 The Executive Officer will prepare, for each item on the agenda, a cover-sheet which includes a proposed resolution (if required).

4.3 A member who wishes at a particular meeting to consider a matter that –

1. is both urgent and important to the interests of the body; and
2. is not on the agenda for the meeting,

may move a motion to that effect at the meeting. If the motion is carried, the Chair will determine when the item will be dealt with at the meeting.

**5. Quorum**

5.1 The quorum for the meeting is to be not less than one half of the total number of members.

5.2 In the event of a quorum not being present at a meeting, within 30 minutes after the time appointed for a meeting, the meeting will be adjourned to a time not later than 14 days after the date of such adjournment.

**6. Disclosure of Interests**

6.1 A member of a body who has a pecuniary or other conflict of interest in a matter being considered or about to be considered by the body must, as soon as practicable after the relevant facts have come to his or her knowledge, declare the nature of the interest at a meeting of the body.

6.2 After a declaration is made by a member of the body –

1. unless the body otherwise directs, the member must not be present during any deliberation with respect to that matter; and
2. the member is not entitled to vote on the matter;
3. if the member does vote on the matter, the vote must be disallowed.

6.3 Any disclosure declared at the meeting will be recorded in the minutes of the meeting.

**7. Minutes**

7.1 The minutes of a meeting provides a brief overview of the discussions held and decisions made. The following information are also to be recorded in the minutes:

* the date, time and venue of the meeting;
* the names of those members present;
* the name of the meeting Chair;
* any apologies tendered;
* any failure of a quorum;
* a list of items considered;
* any resolutions pertaining to those items;
* any declarations of conflict and pecuniary of interests; and
* the time the meeting was declared closed.

Any other matters may be recorded at the discretion of the Executive Officer and the Chair.

7.2 Draft minutes are to be circulated by the Executive Officer to the members within 10 business days of the meeting.

7.3 At the next meeting the minutes will be confirmed, or will be confirmed as amended by the members.

**8. Record-keeping**

8.1 The Executive Officer will keep a record of each meeting in the University’s record-keeping system such as:

* the agenda and associated papers;
* any correspondence relating to the meeting; and
* Minutes of the meeting.