

Standing Orders of the Senate

(updated following June 2022 Senate)

1. Status and Application of Standing Orders

1.1 Under Statute VIII, and subject to the laws of the University, the Senate shall have power to separately make, amend or revoke standing orders governing the proceedings of its meetings and the conduct of its business.

1.2 These Standing Orders apply to the Senate and any Task and Finish groups of the Senate.

2. Task and Finish Groups

2.1 Senate may delegate Task and Finish Groups to report back on any issue requiring in depth deliberation. All such groups will be time limited. Their membership will be constituted to reflect the balance of categories of Senate Members and the chair will be agreed by consensus at the first meeting of the group.

3. Alternate members and attendees

3.1 Alternate members (i.e. individuals attending on behalf of members) are not permitted at the Senate.

3.2 The Registrar, Secretary and Chief Operating Officer will attend and act as formal Secretary to the meetings of the Senate. Other officers will attend for specific elements of the agenda at the request of the Registrar, Secretary and Chief Operating Officer acting on behalf of Senate.

3.3 Any other attendees, outside of the Senate's core membership whether as observers or officers "in attendance" require invitation or the express permission of the Registrar, Secretary and Chief Operating Officer. Such attendees may observe the meeting and, if called upon, present information/respond to questions from Senate members. Such attendees will not have voting rights on any matter.

4. Chair

4.1 Meetings of the Senate shall be chaired by the Chair designated in Statute, i.e. the President and Vice-Chancellor.

4.2 In the absence of the Chair from a Senate meeting, the Deputy President and Deputy Vice-Chancellor shall chair the meeting, subject to Standing Order 5 (Quorum and Adjournment).

4.3 Between ordinary meetings of the Senate, the Chair will have the authority to act on behalf of the Senate on any matter requiring a decision prior to the next scheduled meeting and where it is not feasible to call an additional meeting of the full Senate. Where appropriate the Chair or Secretary may circulate a query or consultation to the full membership. Any action taken by the Chair on behalf of the Senate, shall be reported to the next meeting of the Senate.

5. Quorum and Adjournment

5.1 The quorum for meetings of the Senate shall be that specified in Statute VII which requires that, in order for meetings of the Senate to be quorate, one-third plus one of the total membership of Senate, must be present.

5.2 In the absence of a quorum within thirty minutes of the published start time of the Senate, no formal business should be transacted. When a meeting becomes inquorate through the departure of one or more members, the remaining Senate members shall decide whether to adjourn the meeting and if the unfinished business requires that the adjourned meeting should be reconvened. If there are no matters of urgency to be resolved, the unfinished business may be referred to the next ordinary meeting of the Senate.

5.3 If the business of any original meeting adjourned because of inquoracy is carried forward to the next ordinary meeting of Senate it will take precedence over other business (except for the confirmation of minutes of the previous meeting).

5.4 Where an adjourned meeting is to be reconvened, the Secretary shall normally give members at least one week's notice of the date and time of the reconvened meeting and of the business to be transacted, which shall normally be restricted to the unfinished business from the original meeting.

6. Schedule and Notice of Meetings

6.1 An annual schedule of ordinary meetings shall be agreed jointly with the Chair and Senate and published for members prior to the start of each academic year.

6.2 Special meetings may be convened by the Chair at any time, subject to the provisions in 6.4 below, to consider matters to which specific or immediate attention must be given.

6.3 Special meetings may be convened at the request of Senate members. Such a request must be submitted in writing and signed by one-third plus one of the total membership of Senate. In such a case, the Secretary will take all reasonable steps to ensure the meeting is held within 28 days from the date the request was submitted, with at least one week's notice of the meeting given to all Senate members.

6.4 Unless otherwise agreed by the Senate, and in normal circumstances, at least one week's notice shall be given to members of the business to be transacted at meetings (this includes any meeting to be reconvened because the original scheduled meeting was inquorate).

6.5 Under the University's Charter (articles VIII and IX) and Statute (XXII), there are special provisions concerning meetings and resolutions to enact for the alteration, amendment or

addition to the Charter, Statutes, Ordinances and Regulations and which must be followed as prescribed in order to take effect.

7. Conduct of Business

7.1 Members must be present in person at meetings in order to participate. Participation may take place *via* attendance in person, or via video conferencing software.

7.2 Unless varied by resolution of the Senate, the order of business to be transacted at a meeting of the Senate shall be as set out in the agenda which shall be compiled by the Secretary and provided to members in accordance with 6.4 above.

7.3 At the first meeting of each academic year, Senate will be invited to approve a Plan of Senate Business for the coming academic year.

7.4 A report by the President and a report from the elected Senate members of the Board of Governors shall be received at each meeting of Senate. In accordance with the principles established in Statutes VII and XVI the Senate may declare an opinion to the Board of Governors, and the Board will consider this opinion. A summary of that consideration will be made available to the next Senate meeting.

7.5 Where Senate is required to be consulted by the Board on an appointment, Senate will be provided with an opportunity by the Board to discuss and make recommendations on any proposals for (a) the person specification for the post, (b) the advertising and recruitment processes to be followed and (c) the membership, or methods for selecting the membership, of any short-listing, interviewing or appointing panels.

7.6 The Secretary will issue a call for items to be considered for inclusion on the agenda of each Senate meeting and will outline the deadline for such items and relevant documentation to be received. In any event, members of Senate, other University members or bodies within the University wishing to propose an item of business are welcome to do so and shall normally give written notice of such business to the Secretary, at least one week in advance of the next scheduled meeting of the Senate. Where such notice is not practicable because of the nature of the business, members shall notify the Secretary at the earliest opportunity of the proposed item. All items proposed for the agenda, if not included, will be starred and may be unstarred as per the process described under 7.7 below. If appropriate, proposed items may be the subject of an informal Senate briefing. Items arriving after the deadline may be transacted at the next meeting or at a subsequent meeting (noting that Senate has a duty to consider and report on any opinion quorate School Boards or Faculty Committees have reported to Senate).

7.7 Students' Union business will be a Standing Item (which may be starred if no items are raised).

7.8 The consideration of any business not notified on the agenda shall be permitted only by resolution of the Senate, taking into account the urgency of the business.

7.9 Where all items or a specific item of business are categorised as confidential, members shall not divulge the associated papers or discussion to anyone who is not a member of the

Senate without the explicit consent of the Chair. The papers are circulated to members and those in attendance. Copies are also provided for information to relevant University staff. The minutes of the Senate, once confirmed, are published on the University website.

7.10 Agenda items may be asterisked and classed as starred items. Starred items are straightforward and non-controversial and are for approval or noting without discussion. Once the agenda is issued, any member may request before the meeting, by notifying the Secretary, that an item be unstarred. Such requests will not be reasonably withheld. At the start of each meeting, the Chair will confirm any items that have been unstarred.

7.11 Any member shall be permitted to speak to any item under consideration but the Chair may, having regard to both equity of opportunity and the need for reflection, debate and discussion, limit the duration and frequency of a member's spoken contributions.

7.12 Senate members should exercise their responsibilities in a collegiate manner through decisions being taken collectively by the members acting as a body. In most circumstances, the Chair will seek approval for the decision from the Senate as a collective group. In doing so, any objections will be recorded as appropriate and a simple majority will be required to enact the decision. In the case of an equality of votes, the Chair shall have a second and casting vote. The voting procedure is given in Standing Order 8.

7.13 Procedural motions may be moved at a meeting without advance written notice. Examples of procedural motions include, but are not limited to motions to:

- a. correct an inaccuracy in the draft minutes of a meeting;
- b. move to a vote;
- c. appoint a committee or sub-committee and their members;
- d. defer consideration of a motion or refer a motion to a particular committee or sub-committee;
- e. require a written report;
- f. exclude any officers, observers or other persons in attendance to withdraw during consideration of the item.
- g. not hear further from a Senate member, observer or invited attendee or, exclude a Senate member, observer or invited attendee for disorderly conduct;
- h. temporarily suspend, adjourn or close the meeting.

7.14 Where the Secretary has withdrawn from the meeting in such circumstances, they must be informed on their return of any resolutions made in private so that the official record of the meeting may be completed

8. Voting

8.1 Senate will normally reach decisions by general consensus following opportunities to comment and discuss proposals. If there is a clear consensus for a motion or decision, there will be no need for a formal vote.

8.2 If a clear consensus is not possible, then the Chair of Senate, on advice from the Registrar, Secretary and Chief Operating Officer may recommend that proposals be

deferred and re-presented to a future meeting of Senate, or that a decision is reached between meetings via an appropriate medium (e.g. e-mail, Microsoft Forms, Mi-Voice ballot).

- 8.3 Confidential ballots on Senate items may be requested in advance of meetings if no fewer than 10% of the Senate membership contact the Governance Office no later than 48 hours prior to the Senate meeting. A ballot will then be prepared, and take place during the formal Senate meeting.
- 8.4 Requests can also be made during formal meetings of Senate for ballots on agenda items. Requests supported by no fewer than 10% of the Senate membership shall be automatically accepted. The Chair of Senate, on advice from the Registrar, Secretary and Chief Operating Officer may also recommend that requests for ballots be accepted. In any circumstance where a request for a ballot on agenda items is accepted, the ballot will be prepared and circulated to members for participation no later than 48 hours after the Senate meeting.
- 8.5 The voting system used in ballots will depend on the number of options voted on. When there are two options on the ballot, members will be invited to choose one option. When there are three or more options on the ballot, members will be invited to rank these options, and preferences will be aggregated using the single transferrable vote process.
- 8.6 Numerical results of all votes taken shall be recorded in the minutes and the Secretary will hold (via the Governance Office) a record of how members voted. Following the recording of decisions in the formal minutes of Senate, details of individual members' votes will be deleted by the Governance Office.

9. Role of Members of the Senate and Standards of Behaviour

9.1 The University is committed to maintaining the highest standards in the conduct of its activities. This commitment includes not merely the maintenance of academic freedom, but adherence to the University's own Statutes, Ordinances and Regulations.

9.2 Senate members are expected to perform their duties faithfully, efficiently and diligently to a standard commensurate with both the responsibilities of the role and their knowledge, skills and experience.

9.3 Members of the Senate are required to observe the standards of behaviour expected as set out in the Senate Code of Conduct, Senate Standing Orders and to follow University Statutes, Ordinances, Regulations and written policy statements.