



# **STANDING ORDERS**

## **Academic Committees**

# STANDING ORDERS

The following Standing Orders shall apply to Aberystwyth University's Academic Committees.

## 1. AMENDMENT AND SUSPENSION OF STANDING ORDERS

1. Sections of these Standing Orders which contravene the Charter, Statutes, Ordinances and Regulations of Aberystwyth University may be revoked, amended or added to by the Senate.
2. The University's Academic Committees (as detailed earlier in this document) can propose revisions or additions to these Standing Orders. Any proposals will require formal approval by Senate before coming into effect.
3. These Standing Orders shall be reviewed by Senate at intervals not exceeding five years.
4. Sections of these Standing Orders may be suspended for a specified item of business by a vote of at least two-thirds of those present and voting. Standing Orders shall again apply immediately after consideration of the specified item has been completed.

## 2. COMMITTEE MEMBERSHIP

### 1. Appointment of Members

1. The membership of individual Academic Committees shall be as outlined in their Terms of Reference. Any proposals to amend the membership of one of the Senate's sub-committees shall be submitted to the Senate for approval. The Academic Board shall have delegated authority to consider and approve proposals to amend the membership of any of its own sub-committees.
2. Ex-officio membership of individual Committees will be submitted to Senate for approval.
3. Representative members shall be nominated by the relevant constituencies and are expected to report back to the constituencies in question on committee business undertaken. Where Institute Directors and Managers are appointed to a committee, they should represent different Institutes and bear in mind whether there are also any other representatives from that Institute on the committee in question.
4. Alternate members shall be permitted where such provision is made in a Committee's membership. All alternate members, and any nominees attending on behalf of regular members on an ad-hoc basis, should be appropriate for the committee in question, be well informed and able to contribute to discussions with the required authority.
5. Committees may invite additional individuals to attend meetings as required, however these individuals will not have any voting rights and cannot be considered with respect to quorum requirements.

### 2. Periods of office

1. Ex-officio members shall serve on each Academic Committee so long as they hold the office by virtue of which they became members.
2. The nomination of representative members shall be reviewed on an annual basis by the relevant constituencies. Current representative members are eligible to be reappointed to represent a constituency.

### 3. Resignation and Retirement of Members

1. Ex-officio members shall cease to be a member of a Committee when they no longer hold that office.
2. Representative members shall cease to be a member of a Committee when a replacement representative member is nominated by the relevant constituency.
3. Individual members can be removed from a particular Committee by a resolution of Senate. Such members can make written representations and attend and address the Senate meeting at which the resolution is considered.
4. Members may tender their resignation from a Committee at any time by informing the relevant Chair and Clerk. The relevant procedure shall then be followed to appoint a replacement member.

### 4. Chair

1. A Chair will be appointed for each Academic Committee by Senate. The individual appointed will be an ex-officio member of the Committee, with the responsibility transferring to an individual's successor when he / she vacates the position associated with the ex-officio membership.
2. Should the appointed Chair be absent for a meeting, Committee Members shall elect by show of hands one of their number (with the exception of student representatives) to preside at that particular meeting.
3. Where a committee reporting to the Academic Board has been chaired by an individual under delegated authority from the relevant Pro Vice-Chancellor, he / she will be invited to attend the subsequent meeting of the Academic Board for the sake of continuity, to report on the decisions taken by the sub-committee in question.

## 3. **POWERS AND RESPONSIBILITIES OF INDIVIDUAL COMMITTEES**

The powers and responsibilities of individual Academic Committees shall be as outlined in their Terms of Reference. Any proposals to amend the powers and responsibilities of any Academic Committee shall be reported to Senate for approval.

## 4. **OFFICIAL LANGUAGES**

The official languages of the University are Welsh and English. Any action undertaken or document executed by the proper authority in the name and on behalf of the University shall be valid and effective in either language.

## 5. **CONDUCT OF BUSINESS**

### 1. Ordinary Meetings

1. The number of ordinary meetings required for each Academic Committees in an academic year shall be set out in their respective Terms of Reference.
2. The dates of ordinary meetings shall be notified to all members no later than the start of academic year in which the meetings will be held.
3. Should it be necessary to alter the date of an ordinary meeting, members shall be given at least fourteen days' notice by agreed means.

### 2. Special Meetings

1. A special meeting of the Committee shall be convened at such day and hour as may be determined by the relevant Committee Chair. Such meetings shall be notified to the membership by the relevant committee Clerk at least fourteen days by agreed means.
2. At any special meeting, the business shall be restricted to that which notice has been given, and such other business as declared by the Chair to arise directly out of that business.
3. Notices of a Meeting
  1. At least seven days before each meeting, the relevant Committee Clerk shall send a notice by appropriate means to all members of such a meeting.
  2. The notice and agenda for each Academic Committee meeting shall be bilingual.
  3. The accidental omission to give notice of a meeting to or the lack of receipt of notice of a meeting by any member shall not invalidate the proceedings of a quorate meeting.
4. Agendas and Committee Paperwork
  1. The business of ordinary meetings shall normally be arranged following discussions between the Chair and Clerk.
  2. Papers for consideration at a committee meeting shall normally be issued to members at the same time as the agenda, usually seven days in advance of a meeting. Where this is not practicable for valid reasons, then papers shall be issued to members no later than two days prior to the meeting. Papers tabled at meetings shall not be considered except at the sole discretion of the Chair.
5. Discussions, Motions and Amendments
  1. Members shall address the Chair and direct their speeches to the question under discussion, or to a personal explanation, or to a point of order. No speech shall exceed ten minutes except by consent of the Chair.
  2. Those in attendance at a meeting, including the Clerk, shall be allowed to speak at meetings by invitation of the Chair.
  3. All variations upon a motion or a question under discussion shall be deemed amendments and shall be treated as such. Every amendment must be relevant to the motion on which it is moved.
  4. Only one amendment may be moved and discussed at a time, and no further amendment shall be moved until the amendment under discussion has been disposed of.
  5. If an amendment is lost, other amendments may be moved on the original motion. If an amendment is carried, the motion as amended shall take the place of the original motion and shall become the substantive motion upon which any further amendment may be moved.
  6. Any motion or amendment may be withdrawn with the Chair's consent either before or during a meeting.
  7. Every motion or amendment shall be determined by a simple majority of the Members present and voting. In the case of equality of votes, the Chair shall have a second or casting vote. The Chair shall not be obliged to exercise this

casting vote. Where the Chair declines so to vote, the Chair may declare the motion 'not carried'.

8. The consideration of any business not notified on the agenda shall be permitted only at the discretion of the Chair or by resolution of the Committee, taking into account the urgency of the business.

6. Voting Procedures

The Chair shall be entitled to call for a recorded vote should he / she consider that the matter to be determined is of exceptional importance to the well-being of the Institution. A member other than the Chair shall be entitled to propose that a matter be determined by a recorded vote; such a proposal if seconded shall be put to the Committee and determined by a simple majority, by show of hands.

7. Quorum

Unless otherwise note, one third of the membership (rounded up to the next whole number of the total actual membership) shall constitute a quorum for each ordinary and special meeting of an Academic Committee. In the absence of a quorum, any business shall be advisory and no decisions shall be taken, other than the adjournment of the meeting.

8. Behaviour

If at a Committee meeting any member persistently disregards the rules of the Chair or behaves irregularly, or improperly, or offensively, or wilfully obstructs the Committee's business, and thereby in the opinion of the Chair renders the due and orderly dispatch of business impossible, the Chair may without question put, adjourn or suspend the meeting for such period as the Chair shall consider expedient.

7. Record of Committee Business

1. Each Academic Committee shall present a report of or the minutes of each meeting to its parent Committee, as set out in its individual Terms of Reference.
2. A record of attendance of members shall be kept and attendance at each meeting of a committee reported in the minutes. Apologies for absence from a meeting shall be submitted to the relevant Clerk.

8. Dealing with Matters of Urgency

The Chair shall be empowered to deal with matters of urgency when it is not appropriate or practical to call a special meeting of the Committee, and shall report thereon to the next ordinary meeting of the Committee.