

Standing Orders: Senate

Approving Body: Council

Date of Approval: 06 July 2018

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Policy status: Revised

Version: 2.0

Last Review date: June 2020

Next Review date: July 2022

STANDING ORDERS: SENATE

1. INTERPRETATION

1. Any questions relating to the interpretation of these Standing Orders should be raised with the Clerk to the Senate in the first instance. Where necessary, such questions shall be referred to the Chair of Senate, whose determination shall be final.
2. Should there be any discrepancy between these Standing Orders and the Charter, Statutes, Ordinances or Regulations, the latter shall be regarded as authoritative.

2. POWERS AND RESPONSIBILITIES

The Senate is “the academic authority of the University” and is “responsible to the Council for the academic functions of the University in teaching and research and the regulation of the academic interests of the students”. The Senate’s Primary Responsibilities are outlined in Ordinance 15.

3. OFFICIAL LANGUAGES

1. Article II of the Supplementary Charter states that Welsh and English shall be the University’s Official Languages.
2. The notice, agenda and minutes of Senate shall be bilingual.
3. The Clerk to the Senate shall arrange for simultaneous interpretation facilities to be provided at Ordinary and Special Meetings of Senate.

4. MEMBERSHIP

1. Appointment of Members

The membership of Senate and associated procedures for the appointment of Members are provided for in Ordinances 16 – 18. The Clerk to the Senate shall maintain a record of Senate membership.

2. Periods of office

The periods during which Members of Senate shall hold office and their general eligibility for reappointment are provided for by Ordinance 16.

3. Declaration of Interest

1. A Member of the Senate who has a pecuniary, family or other personal interest in any matters under discussion at any meeting of the Senate shall as soon as practicable disclose the fact of his / her interest to the meeting and shall withdraw as necessary from that part of the meeting.
2. A Member of Senate is not considered to have a pecuniary or personal interest in matters under discussion merely because he / she is a member of staff or a student at the University.

3. Resignation, Retirement and Removal of Members

Statute 12 (Part 2) provides procedures to be followed in relation to the resignation, retirement and removal of Members from Senate; and provides provisions to appoint to resulting casual vacancies.

4. Chair

1. The Vice-Chancellor shall be the Chair of Senate.
2. Where the Vice-Chancellor is absent, a Deputy Vice-Chancellor or a Pro Vice-Chancellor, as nominated by the Vice-Chancellor, shall assume the Chair. In the absence of a Vice-Chancellor or any Deputy or Pro Vice-Chancellors, the Members present shall choose one of themselves (not being a student) to assume the chair at that particular meeting.

5. CLERK TO THE SENATE

The University Secretary, as Clerk to the Council, shall undertake the role of Clerk to the Senate.

6. CONDUCT OF BUSINESS

Unless otherwise noted, the Standing Orders detailed in this section shall apply to all Members and those in non-members in attendance at meetings.

1. Ordinary Meetings

1. Ordinary Meetings of the Senate shall be held at least once per academic term.
2. The dates of Ordinary Meetings shall be notified to the Senate during the preceding academic year.
3. Should it become necessary to alter the date of an Ordinary Meeting of the Senate, the Chair of Senate shall instruct the Clerk to the Senate to consult with Members on proposed alternate dates. Members shall normally be given at least seven calendar days' written notice in advance of any rescheduled Ordinary Meeting.

2. Special Meetings

1. A Special Meeting of the Senate may be held at such date and time as may be determined by the Chair of Senate, and shall be convened by the Clerk to the Senate at the written request of the Chair of Senate, the Chair of Council, or at least 15 Members of the Senate.
2. At any Special Meeting, the business shall be restricted to that of which notice has been given, and such business as is declared by the Chair of Senate to arise directly out of that business. The minutes of any Special Meeting shall be reported to the next Ordinary Meeting.

3. Notice of a Meeting

1. Notice of each Ordinary Meeting shall be sent by the Clerk to the Senate to all Members of the Senate at least seven calendar days before the date of such a meeting.
2. Notice of Special Meetings shall be sent by the Clerk to the Senate to all Members of the Senate as soon as the written request detailed at 6.2.1 is received. Every effort shall be made to provide Members with reasonable advance notice of such a meeting.
3. Notices of meetings shall be sent by postal or electronic means to appropriate address at the University.
4. No meeting of the Senate shall be invalid by reason only of a failure to give notice of such meeting to any person or body entitled under the Charter and Statutes to receive such notice.

4. Agendas and Committee Paperwork

1. The agenda and papers for consideration at a Meeting shall normally be circulated by postal or electronic means to Members at the same time as the Notice of the Meeting. Where this is not practicable for valid reasons, then papers shall usually be circulated to Members no later than two working days prior to the meeting.
2. Only papers circulated to Members by the Clerk to the Senate shall usually be considered by the Senate.
3. Papers circulated during a Meeting shall only be considered at the sole discretion of the Chair of Senate.
4. The order of business at Ordinary and Special Meetings shall be set out in the agenda arranged by the Clerk to the Senate, as determined by the Chair of Senate. The Chair of Senate may revise the order of business during the meeting.

5. Confidentiality

1. All Senate business shall be confidential to the University pending the publication of minutes or other summary report of the meeting in accordance with established practice.
2. Individual reports circulated for consideration by Members should not be disclosed outside the University without the express permission of the Chair of Senate, in consultation with the Clerk to the Senate.
3. Unless an individual report has been specifically marked upon circulation as 'Restricted', 'Commercial in Confidence' or 'Confidential', Members may share relevant information within their Faculties, Departments or other constituencies (including the student body) on the understanding that those with whom the information is shared shall not disclose that information outside the University.
4. All proceedings of the Senate shall remain confidential both during and immediately following a Meeting, including but not limited to: the details and content of discussions and information on voting. This includes the points of view, opinions and positions expressed by other individual members.

5. No person other than the Chair of Senate or an individual authorised to do so by the Chair of Senate may issue a statement in any form on behalf of the Committee concerning the business or proceedings of that Committee.
6. Where it is believed that an individual is not respecting the above provisions in relation to Confidentiality, the Chair of Senate may ask the individual for clarification and, where appropriate, ask them to desist. In doing so, the Chair of Senate shall have due regard for the provisions outlined separately in the section relating to the 'Behaviour'.

6. Attendance and Participation

1. With the agreement of Chair of Senate, Members may participate remotely in meetings where absence from the actual meeting is unavoidable. Such methods shall include electronic participation, and by means of audio and video conferencing.
2. Any individual participating remotely shall be counted as if they were present at the actual meeting location for quoracy purposes.

7. Discussions, Motions and Amendments

1. Any Member wishing to bring forward business and / or a Motion for substantive debate at an Ordinary Meeting of the Senate shall give written notice to the Clerk to the Senate not less than 30 calendar days before the meeting date. This shall not apply to matters to be raised under 'Any other business', of which Members are encouraged to advise the Clerk to the Senate 48 hours in advance of the meeting.
2. The Chair of Senate may adjourn a meeting of the Senate.
3. Members shall address the Chair of Senate and direct their contributions to the matter under discussion, or to a personal explanation or a point of order. No speech or presentation shall exceed ten minutes, except by consent of the Chair of Senate.
4. Those in attendance at a meeting shall be entitled to contribute to the discussions at the invitation of the Chair of Senate.
5. No discussion shall be allowed on a Motion or Amendment which has not been seconded, save that a Motion or Amendment may be proposed without notice by the Chair of Senate without being seconded and shall become the Motion or Amendments before the Senate.
6. Every Motion or Amendment shall, unless notice has already been given, be handed to the Chair of Senate in writing, unless the Chair of Senate permits such Motions and Amendments to be proposed orally.
7. Every Amendment must be relevant to the Motion on which it is moved, and shall not have the effect of introducing a new proposal into or of negating the Motion before the meeting. The question of relevance and negation shall be decided by the Chair of Senate.
8. All variations upon a Motion shall be deemed Amendments and shall be treated as such, unless made by the mover of the original Motion with the consent of the Chair of Senate or a majority of the Members present.

9. Save with the consent of the Chair of Senate, no Member shall speak more than once on a Motion or a particular Amendment, save:
 1. that the mover of a Motion or Amendment shall have the right to reply at the close of the debate on the Motion or Amendment as the case may be;
 2. on a point of order, which by definition shall relate only to an alleged breach of a Standing Order; or
 3. by way of personal explanation which shall be in clarification of part of a former contribution or speech made by that member, which may appear to have been misunderstood.
 10. The ruling of the Chair of Senate on a point of order or on the admissibility of a personal explanation shall not be open to discussion.
 11. When a Motion is under debate, other than the tabling of Amendments, no other Motion shall be moved except the following procedural resolutions:
 1. to adjourn the meeting;
 2. to adjourn the debate;
 3. to proceed to the next business;
 4. that the question be now put;
 5. that a part or parts of a Motion be voted on separately;
 6. that the subject of debate be referred back.
 12. 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.
 13. 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.
 14. A Motion or Amendment may be withdrawn by the mover and seconder with the consent of the Chair of Senate or a majority of the Members present.
 15. A Motion to rescind an earlier decision of the Senate shall require notice of a Motion at the meeting held prior to that where the Motion is to be discussed. This shall not apply to such motions proposed by the Vice-Chancellor.
8. Deputations
1. Deputations wishing to be received by Senate shall submit an explanatory memorandum in writing to the Clerk to the Senate. This shall be referred to the Chair. If the Chair is of the opinion that the matter is one on which a Deputation should be received, the Deputation shall be invited to attend, but not otherwise.

2. A Deputation shall not exceed three in number and, other than with the express consent of the Chair, only one Member thereof shall address the Senate (except in reply to questions from members of the Senate). The matter presented by the Deputation shall not be considered by the Senate until the Deputation shall have withdrawn.
3. The decision of the Senate shall be conveyed to the Deputation in writing by the Clerk to the Senate.

9. Voting Procedures

1. Every Motion or Amendment shall be determined by simple majority of Members of the Senate present and voting, except where otherwise specified.
2. Voting shall usually be by show of hands. However, a secret ballot may be held at the request of the Chair of Senate, the mover and seconder of a Motion, or any two other Members, as long as the Clerk to the Council has received due notice of the intention to call for a secret ballot and has made provisional arrangements to enable such a ballot to be held.
3. Where practicable, secret ballots may be conducted by electronic means.
4. In the case of equality of votes, the Chair of Senate shall have a second or casting vote. The Chair of Senate shall not be obliged to exercise this casting vote. Where the Chair of Senate declines so to vote, the Motion shall be declared 'not carried'.
5. The Chair of Senate shall be entitled to call for a recorded vote should the matter to be determined be considered of exceptional importance to the academic well-being of the institution. A Member other than the Chair of Senate shall be entitled to propose that a matter be determined by a recorded vote. Such a proposal, if seconded, shall be put to Senate and determined by a simple majority, by show of hands.

10. Quorum and Validity of Proceedings

1. The quorum for meetings of Senate is one half of the actual members of Senate rounded up to the next whole number, provided that elected members are in a majority.
2. Elected members for quoracy purposes referred to in 1 above include: the elected academic departmental representatives, the heads of service departments representatives, and the student members.
3. The proceedings of the Senate shall not be invalidated by any deficiency in its actual membership, or by any defect in the appointment or qualifications of its Members.

11. Behaviour

If at a meeting of the Senate any individual persistently disregards the rulings of the Chair of Senate or behaves irregularly, improperly, offensively, or wilfully obstructs the business of the Senate, and thereby in the opinion of the Chair of Senate renders the due and orderly dispatch of business impossible, the Chair of Senate may without question either:

1. instruct the individual in question to excuse themselves from the discussion; or
2. adjourn or suspend the meeting for such a period as the Chair of Senate shall consider expedient.

12. Record of Committee Business

1. A formal minute shall be prepared of each Ordinary and Special Meeting, and shall be considered a true account of the proceedings when approved at the next meeting of the Senate.
2. A record of the attendance of Members shall be kept, and attendance at each meeting shall be reported in the minutes. Any apologies for absence from a meeting shall be submitted in advance to the Clerk to the Senate.

13. Delegation

In accordance with Statute 12 (Part 4) and subject to the Charter, Statutes and Ordinances, the Senate may authorise a sub-committee, or any Officer of the University to take executive action on its behalf in relation to specific matters or more generally, with or without power to further delegate to another body or person, on the understanding that it retains full responsibility for any action taken under that responsibility and that such matters are reported to the Senate at its next Ordinary Meeting.

14. Dealing with Matters of Urgency

The Chair of Senate, or in their absence a Deputy Vice-Chancellor or a Pro Vice-Chancellor nominated by the Vice-Chancellor, shall be empowered, after consultation with the Clerk to the Senate, to approve matters on behalf of the Senate, and shall report thereon to the next Ordinary Meeting of the Senate. These shall typically be matters of urgency which cannot be reasonably considered by members in a timely manner.

7. ELECTIONS

1. If, in any election conducted by or on behalf of the Senate, the number of candidates nominated does not exceed the number of vacancies, they shall be duly elected to those vacancies.
2. When the number of persons nominated for election exceeds the number of vacancies to be filled, a secret ballot shall be held either of those Members present at a meeting, or, for elections conducted by postal or electronic ballot, of all Members. Where practicable, a secret ballot held during the course of a meeting may be conducted by electronic means.
3. The Clerk to the Senate shall act as 'Returning Officer' for all secret ballots conducted on behalf of Senate, and two scrutineers shall be appointed from among the membership to oversee the counting of any ballot papers.
4. After the result of any secret ballot has been declared, any ballot papers shall be retained by the Clerk to the Senate for a period of one month before being destroyed.

8. AMENDMENTS AND SUSPENSION OF STANDING ORDERS

1. Sections of these Standing Orders which do not embody clauses of the Charter, Statutes or Ordinances may be revoked, amended or supplemented to by the Senate, usually on the recommendation of the Charter Committee. Any amendments directly as a result of revisions

to the University's Charter, Statutes, and Ordinances may come into effect without need for a separate resolution by Senate.

2. These Standing Orders shall be reviewed by Senate at intervals not exceeding five years.
3. Sections of these Standing Orders which do not embody clauses of the Charter, Statutes or Ordinances may be suspended for a specific item of business following a successful vote on a motion to that effect. The suspended Standing Order(s) shall again apply immediately following the conclusion of discussions on the item of business in question.