

## **1. APPLICATION**

(1) The College Standing Orders shall apply to the conduct of all meetings of the Board of Governors, of Academic Council, of Schools/Departments and of all Committees, Sub- committees and Working Parties which they may from time to time appoint.

(2) College Standing Orders shall apply to said meetings to the extent compatible with the relevant law or college regulation/s which shall otherwise take precedence.

## **2. QUORUM**

Unless otherwise provided, one third of the membership excluding co-opted members, shall form a quorum. If within fifteen minutes of the time appointed for the meeting to commence a quorum is not present, the meeting shall be dissolved.

## **3. ORDER OF BUSINESS**

An Agenda shall be prepared by the Chairman and/or Secretary. The Agenda with the draft Minutes of the previous meeting shall be circulated to members not later than seven days before the meeting by the Secretary. Exceptionally, with the agreement of the Chairman, a lesser period shall be permitted by the Secretary. Any member wishing to introduce a new item may do so after the business on the Agenda has been completed. The meeting may require a new item or notice of motion to be reduced to writing for discussion at a later date.

## **4. SUSPENSION OF STANDING ORDERS**

In the event of any matter of urgency, however, the Chairman may accept a motion for the suspension of Standing Orders. The member moving such suspension must clearly state the nature and urgency of his business, the numbers of Standing Orders affected, and the length of time (not exceeding 30 minutes) he desires such suspension to last. At the option of the meeting, a further extension may be allowed, but no suspension shall take place except by a two-thirds majority vote of the members present.

## **5. MINUTES**

After confirmation of the Minutes for accuracy, the members shall be at liberty to ask any questions in regard to matters arising out of them. Such questions shall be allowed for purposes of information only, and no debate on the policy outlined in the Minutes shall take place.

## **6. SELECTION OF SPEAKERS**

Every member shall address the Chairman as "Chairman". When more than one member raises his hand to indicate a wish to speak, the first to do so shall be given precedence, the decision resting with the Chairman, but the second member to do so shall have the right to speak at the close of such member's address.

## **7. CHAIRMAN'S RULING**

If the Chairman calls the meeting to order, members shall be silent. The ruling of the Chairman on any question of Standing Orders, or on points of order, of explanations, shall be final unless a motion to the contrary is put, seconded and carried by two thirds of the members present.

## **8. INTERRUPTION**

If any member interrupts another while addressing the meeting or uses abusive or profane language, or causes disturbance at any of the meetings, and refuses to obey the Chairman when called to order, the member shall be named by the Chairman. He shall thereupon be expelled from the room and shall not be allowed to enter again until an apology satisfactory to the meeting has been given.

## **9. SPEECHES**

No member shall be allowed to speak more than once upon any subject before the meeting, unless in Committee, or on a point of order, of explanation, except the mover of the original motion. But on amendment being moved, any member even though he has spoken on the Original Motion, may speak again on the amendment. No member shall speak for more than five minutes at one time. Members wishing to raise points of order or explanation must first obtain the permission of the Chairman. Any member may formally second any motion or amendment and reserve his speech until a later period in the debate.

## **10. AMENDMENTS**

The first proposition on any particular subject shall be known as the original motion and all succeeding propositions on the subject shall be called amendments. Every motion or amendment must be moved and seconded by members actually present at the meeting before it can be discussed, and wherever possible, it should be set forth in writing. It is permissible for a member to make his speech first and conclude with a motion or amendment. (Notice of any further amendment must be given before the first amendment is put to the vote).

## **11. SUBSTANTIVE MOTIONS**

If an amendment is carried, it displaces the Original Motion and itself becomes the substantive motion, whereupon any further amendment relating to any portion of the substantive motion may be moved, provided it is consistent with the business and has not been covered by an amendment or motion which has been previously rejected. After the vote on each succeeding amendment has been taken, the surviving proposition shall be put to the vote as the main

question, and if carried shall then become a resolution of the meeting. When no amendment is moved, the motion shall be declared "carried" by the Chairman.

## **12. RIGHT OF REPLY**

The mover of the original motion shall have the right of reply at the close of the debate upon such motion. When an amendment is moved he shall be entitled to speak thereon in accordance with Standing Order No.9 and at the close of the debate on such amendment shall reply to the discussion, but shall introduce no new matter. The question shall then be put to the vote immediately, and under no circumstances shall any further discussion be allowed once the question has been put from the Chair. The mover of the amendment shall be entitled to a reply immediately before the mover of the Motion.

## **13. WITHDRAWAL OR ADDITIONS**

No motion or amendment which has been accepted by the Chair shall be withdrawn without the consent of the meeting. Neither shall any addendum or rider be added to a motion which has once been accepted by the Chair without such consent. Should any member dissent, the addendum must be proposed and seconded, and treated as an ordinary amendment.

## **14. CLOSING DEBATE**

The motions for the previous question, next business, or the closure, may be moved and seconded only by members who have not previously spoken at any time during the debate. No speeches shall be allowed on such motions. In the event of the closure being carried on any item other than the one for discussion, the mover of the Original Motion shall have the right to reply in accordance with Standing Order No.12, before the question is put. Should any one of the motions mentioned in this Standing Order be defeated it shall not be accepted again by the Chairman at that meeting.

## **15. ADJOURNMENT**

Any member who has not already spoken during the debate may move the adjournment of the question under discussion, or of the meeting, but must confine his remarks to that question, and must not discuss any other matter. The mover of the motion upon which the adjournment has been moved, shall be allowed the right to reply on the question of the adjournment, but such reply shall not prejudice his right of reply on his own motion. In the event of such motion being lost it shall not be moved again except in accordance with Standing Order No.14.

## **16. VOTING**

The voting shall be by vote of hands, except where a motion for secret ballot has been carried when two tellers shall be appointed by the Chairman. The Chairman shall not vote on any question unless there is an equal number of votes, when he shall have a casting vote.

## **17. ITEMS FOR DISCUSSION**

Where an item on the agenda or an item of new business is introduced for discussion, the Chairman may permit a speaker or speakers to address the

meeting more than once subject to Standing Order No.6. However if, thereafter, a motion is proposed and seconded Standing Order No.9 shall then apply.

#### **18. MEETINGS "IN COMMITTEE"**

The Chairman may declare the business of particular meetings or committees etc., to be held "in Committee". Unless the meeting resolve otherwise, the effect of such declaration shall be to apply Standing Order No.17 to all agenda items.

#### **19. NOTICE OF MOTION**

Notices of motion shall be sent to the Secretary in writing not less than 10 days before the meeting at which they are to be discussed. Such motion shall be placed upon the Agenda in the order in which they are received by the Secretary. On a majority vote, the meeting may accept notices of motion put at any meeting.

#### **20. RESCINDING A MOTION**

No motion shall be rescinded or amended at the same meeting at which it is passed. Seven days notice of a rescinding or amending motion must be given. No motion rescinding important decisions/recommendations of finance or policy shall be put at any meeting unless every member eligible to attend such meeting has been duly notified and given an opportunity of being present. The motion carried at such a meeting shall not be reconsidered within a calendar year unless, in the view of the Chairman, there has been a material change of circumstances.

#### **21. RECOMMENDATIONS**

Any motion recommending a decision of another Committee shall be so minuted. The decision of that Committee, including a decision to suspend or defer consideration, shall be reported to the original Committee and minuted for information.

18 March 1996 (Affirmed)