

STRANMILLIS UNIVERSITY COLLEGE

BOARD OF GOVERNORS

STANDING ORDERS

1. MEETINGS

1.1 Date, Time and Place

Meetings of the Board shall normally be held on the third Thursday of each month.

1.2 Convening of Meetings

- (1) The Chairman of the Board may call a meeting of the Board at any time.
- (2) The Chairman of the Board shall call a meeting of the Board, if a requisition for such a meeting signed by one-fifth of the whole number of the Board, is presented to him; and if he refuses to call a meeting on such a requisition or if he does not call such a meeting within the period of seven days from the date of service of the requisition on him, one-fifth of the whole number of the Members of the Board may, on that refusal or on the expiration of that period, forthwith call a meeting of the Board.
- (3) Three days at least before a meeting of the Board:
 - (a) notice of the time and place of the intended meeting shall be published at the offices of the College and, where a meeting is called by Members of the Board, the notice shall be signed by them and shall specify the business proposed to be transacted thereat; and
 - (b) a summons to attend the meeting, specifying the business to be transacted thereat and signed by the Clerk to the Governors, shall be sent by post to every Member of the Board.
- (4) Want of service of a summons under sub-paragraph 3 (b) shall not affect the validity of a meeting.

1.3 Adjournment of Meetings

The Board may adjourn any meeting to a later hour on the same day, or to any other day and hour.

If any meeting be adjourned to a specified date the adjourned meeting shall be deemed a continuation of the original meeting. If a meeting is adjourned sine die any business left unfinished shall be postponed until the next stated meeting.

Where any meeting is adjourned to another day, notice of the adjourned meeting shall, whenever practicable, be sent by the Clerk to each Member of the Board. No business shall be transacted at an adjourned meeting which was not included in the notice convening the meeting of which it is an adjournment, unless notice thereof shall have been delivered or sent by the Clerk to each Member of the Board three clear days at least previous to the meeting.

2. CHAIRMAN OF MEETING

- (1) At a meeting of the Board, the Chairman of the Board, if present, shall preside.
- (2) If the Chairman of the Board is absent from the meeting of the Board, the Vice-Chairman of the Board, if present, shall preside.
- (3) If both the Chairman and Vice-Chairman of the Board are absent from a meeting of the Board, such Member as the Members present choose shall preside.

3. QUORUM

No business shall be transacted at a meeting of the Board unless at least one third of the whole number of the Members of the Board is present.

4. NAMES OF MEMBERS OF THE BOARD TO BE RECORDED

The names of the Members of the Board present at a meeting of the Board shall be recorded by the Clerk to the Governors.

5. DECISIONS ON QUESTIONS

- (1) All acts of the Board and all questions coming or arising before the Board shall be done and decided by a majority of the Members present and voting thereon at a meeting of the Board.
- (2) In the case of an equality of votes the person presiding at the meeting shall have a second or casting vote.

6. MODE OF VOTING

The mode of voting at meetings of the Board shall be by a show of hands. On the requisition of any Member the voting on any question shall be recorded so as to show whether each Member present and voting gave his vote for or against that question.

7. MINUTES

- (1) Minutes of the proceedings of a meeting of a Board or of a Committee thereof, shall be drawn up and entered in a bound book, or on loose leaves consecutively numbered for the purpose and shall be signed at the next ensuing meeting of the Board if approved by that meeting.
- (2) Any minute purporting to be signed as mentioned in sub-paragraph (1) shall be received in evidence without further proof.

8. ORDER OF BUSINESS

The order of business at every meeting of the Board shall be as follows:

General

- (a) the minutes, having been circulated, of the last stated meeting and of all adjourned meetings of the Board held since the last stated meeting shall be taken as read and signed by the Chairman;
- (b) the business arising out of the minutes of such meeting or meetings;
- (c) deputations;
- (d) any business specially brought forward by the chairman;
- (e) minutes of Committees shall be read and considered, and such orders given thereon, or resolutions passed with reference thereto, as may be deemed necessary;
- (f) consideration of motions of which due notice has been given;
- (g) report from the Student Governor;
- (h) correspondence not dealt with by a Committee;
- (i) report from the Principal;
- (j) any other business shall be disposed of.

Reserved

- (a) the minutes, having been circulated, of the last stated meeting and of all adjourned meetings of the Board held since the last stated meeting shall be taken as read and signed by the Chairman;
- (b) the business arising out of the minutes of such meeting or meetings;

- (c) minutes of Committees dealing with matters specified in the Minute of Appointment of the Board shall be read and considered, and such orders given thereon, or resolutions passed with reference thereto, as may be deemed necessary;
- (d) report from the Principal
- (e) any other business shall be disposed of.

Provided that the order of business as aforesaid may at any time be altered or varied if, in the opinion of the majority of the Members present, it is expedient to do so.

No discussion shall take place upon the minutes except upon their accuracy and any question of their accuracy shall be raised by motion. If no such question is raised, or if it is raised then as soon as it has been disposed of, the Chairman shall sign the Minutes.

9. URGENT BUSINESS

The Chairman of the Board shall be authorised to deal with any urgent business that may arise from day to day and all such emergency decisions shall be reported at the next meeting of the Board.

10. QUORUM - COUNT OUT

During any meeting, upon the attention of the Chairman being called by a Member of the Board or the Clerk to the Governors to the fact that there is not a quorum present, the Clerk shall count the Members present and if it shall appear that there is not a quorum present the Chairman shall declare the meeting of the Board at an end and the names of those who are present and those who are absent shall be recorded in the minutes of the Board.

Should there not be sufficient Members of the Board present to form a quorum at the commencement of any meeting of the Board, the Chairman of the Board shall declare the meeting adjourned.

11. MOTIONS AND AMENDMENTS

11.1 Notices of Motions

Notice of every motion other than a motion which under Standing Order 10.2 may be moved without notice shall be given in writing, signed by the Member or Members of the Board giving the notice and delivered at least 10 clear days before the next meeting of the Board, to the Clerk by whom it shall be dated and numbered in the order in which it is received.

The Clerk shall set out in the summons for every meeting of the Board all motions of which notice has been duly given in the order in which they have been received.

If a motion thus set out in the summons be not moved either by a Member who gave notice thereof or by some other Member on his behalf it shall, unless postponed by the consent of the Board, be treated as withdrawn and shall not be moved without fresh notice.

If the subject matter of any motion of which notice has been duly given comes within the province of any committee it shall, upon being moved and seconded, stand referred without discussion to such Committee for consideration and report: provided that the Chairman may, if he considers it convenient and conducive to the dispatch of business, allow the motion to be dealt with at the meeting at which it is brought forward.

11.2 Motions and Amendments Not Requiring Notice

Save with the permission of the Chairman, if he considers it convenient and conducive to the dispatch of business, and subject to the provisions of the next paragraph, only the following motions and amendments may be moved without notice:-

- (a) appointment of a Chairman of the meeting at which the motion is made;
- (b) motions relating to the accuracy of minutes;
- (c) that an item of business specified in the summons have precedence;
- (d) remission to a committee;
- (e) appointment of a committee, working party or Members thereof, occasioned by an item mentioned in the summons to the meeting;
- (f) adoption of reports and recommendations of committees and any consequent resolutions;
- (g) that leave be given to withdraw a motion;
- (h) extending the time limit for speeches;
- (i) amendments to motions;
- (j) that the Board proceed to next business;
- (k) that the question be now put;
- (l) that the debate be now adjourned;
- (m) that the Board do not adjourn.

Where a committee has sat since the last meeting of the Board, and time has not allowed the preparation of minutes or a report of the committee for circulation to Members prior to the next meeting of the Board, the Chairman of the committee concerned or a Member of that committee authorised, may raise at such last-mentioned meeting of the Board, any urgent business requiring its decision.

11.3 Relevance of

Motions that are relevant to some matter in relation to which the Board has powers or duties may be moved.

11.4 Power to withdraw Motions and Amendments

A motion or amendment, once made and seconded, shall not be withdrawn without the consent of the Board. No Member may speak upon it after the Member has asked permission for its withdrawal, unless such permission shall have been refused.

11.5 Definition of an Amendment

An amendment shall be relevant to the motion and shall either be:-

- (a) to refer a subject of debate to a committee for consideration or reconsideration;
- (b) to leave out words;
- (c) to leave out words and to insert or add others; or
- (d) to insert or add words;

but such omission, insertion or addition of words shall not have the effect of negating the motion before the Board.

If an amendment be rejected, other amendments may be moved to the original motion.

If an amendment be carried, the motion as amended shall take the place of the original motion, and shall become the substantive motion to be put to the meeting and upon which any further amendment may be moved.

A Member may, with the consent of the Board signified without discussion:-

- (a) alter a motion of which he has given notice;
- (b) with the further consent of his seconder alter a motion which he has moved;

if (in either case) the alteration is one which could be made as an amendment thereto.

12. RULES OF DEBATE

12.1 Motions and Amendments to be reduced to Writing and Seconded

A motion or amendment shall not be discussed unless it has been proposed and seconded, and unless notice has already been given in accordance with Standing Order 10 it shall, if required by the Chairman, to be put in writing, and handed to the Chairman before it is further discussed or put to the meeting.

A Member when seconding a motion or amendment may, if he declares his intention to do so, reserve his speech until a later period of the debate.

12.2 Mode of Address

A Member shall direct his speech to the question under discussion or to a personal explanation or to a point of order.

A Member shall not be interrupted on a point of order. A Member raising the point of order shall be heard, and the question of order shall be disposed of before the subject be resumed or any other subject entered upon. Whenever the Chairman speaks, no Member shall continue speaking.

12.3 Precedence in Speaking

Whenever two or more Members signify to the Chairman their wish to speak the Chairman shall decide who shall have precedence.

12.4 Definition of Point of Order

A point of order shall relate only to an alleged breach of Standing Order and the Member shall specify the Standing Order and the way in which he considers it to have been broken.

12.5 Member may raise a Point of Order

A Member who wishes to raise a point of order shall be entitled to be heard forthwith.

12.6 Ruling of the Chairman on Points of Order

The ruling of the Chairman on a point of order shall not be open to discussion.

12.7 Member to Speak to the Motion

A Member who speaks shall direct his speech strictly to the motion under discussion, or an amendment thereof or to such a motion as is permitted under Standing Order 12.11;

12.8 Member shall not speak more than once

A Member who has spoken on any motion shall not speak again whilst it is the subject of debate, except;

- (a) to speak once on an amendment moved by another Member;
- (b) if the motion has been amended since he last spoke to move a further amendment;
- (c) if his first speech was on an amendment moved by another Member to speak on the main issue whether or not the amendment on which he spoke was carried;
- (d) in exercise of a right of reply given by Standing Order 12.14;
- (e) on a point of order.

12.9 Duration of Speeches

Except with the permission of the Board, a Member, in introducing a motion, shall not speak for more than five minutes, and in replying, for more than five minutes. Other Members shall not speak for more than five minutes.

12.10 Addressing the Board

The Board during its sitting, shall not, unless with the permission of the Chairman, be addressed, by any person who is not a Member of the Board.

12.11 When a Motion is under debate no other Motion shall be moved

When a motion is under debate no other motion shall be moved except the following:-

- (a) to amend a motion;
- (b) to adjourn the meeting;
- (c) to adjourn the debate;

(d) to proceed to next business;

(e) that the question be now put.

12.12 Chairman not to receive Motion for a Direct Negative

The Chairman shall not receive a motion for a direct negative to a question, but, on the conclusion of the debate, the question shall be put and resolved in the affirmative or negative.

12.13 Mover's Right of Reply

The mover of a motion has a right to reply at the close of the debate on the motion immediately before it is put to the vote. If an amendment is moved, the mover of the original motion shall also have a right of reply at the close of the debate on the amendment and shall not otherwise speak on the amendment. The mover of the amendment shall have no right of reply to the debate on his amendment.

12.14 `That the Board proceed to the next business'

`That the question be now put'

`That the debate be now adjourned'

or `That the Board do now adjourn'

A Member may move without comment at the conclusion of a speech of another Member, `That the Board proceed to the next business', `That the question be now put', `That the debate be now adjourned', or `That the Board do now adjourn', on the seconding of which the Chairman shall proceed as follows:-

(a) on a motion to proceed to the next business, unless in his opinion the matter before the meeting has been insufficiently discussed, he shall first give the mover of the original motion a right of reply, and then put to the vote the motion to proceed to the next business;

(b) on a motion that the question be now put, unless in his opinion the matter before the meeting has been insufficiently discussed, he shall first put to the vote the motion that the question be now put, and if it is passed then give the mover of the original motion his right of reply under Standing Order 12.14 before putting his motion to the vote;

(c) on a motion to adjourn the debate before the meeting, if in his opinion the matter has not been sufficiently discussed and cannot reasonably be sufficiently discussed on that occasion he shall put the adjournment motion to the vote without giving the mover of the original motion his right of reply on that occasion.

13. RESCISSION OF A PRECEDING DECISION

No motion to rescind any resolution passed within the preceding six months, and no motion or amendment to the same effect as one which has been rejected within the preceding six months, shall be proposed by a Member unless the notice thereof given in pursuance of Standing Order 11.1 bears the names of at least one half of the Members of the Board. When any such motion or amendment has been disposed of by the Board, it shall not be open to any Member to propose a similar motion within a further period of six months: provided that this Standing Order shall not apply to motions moved in pursuance of a recommendation of a Committee.

14. DECLARATION OF INTEREST

If any Member of the Board has any pecuniary interest, direct or indirect, in any contract, proposed contract or other matter, and is present at the meeting of the Board or of its committees at which the contract or other matter is the subject of consideration, he shall at the meeting and as soon after its commencement disclose the fact and shall not take part in the consideration or discussion of the contract or other matter or vote on any question with respect to it.

The Clerk shall record the name of the Member and the nature of the interest in the minutes of the meeting of the Board or Committee at which the interest was declared.