

BRUNEL UNIVERSITY LONDON

Council Ordinance 4

Meetings of Council and Standing Orders

Preamble

Set out in this Ordinance Standing Orders for Council and its Committees. Council or one of its Committees may, at an ordinary meeting, suspend or amend a Standing Order, provided that the suspension or amendment does not conflict with the Charter, Statutes or Ordinances, and that the suspension or amendment is approved by two-thirds of those members present and voting

1. Ordinary Meetings

1.1 Ordinary meetings of the Council of the University shall be held normally not less than four times each year.

1.2 Notice of all Ordinary meetings of the Council shall normally be published in the University Calendar by the Secretary of Council annually. The agenda for each meeting, accompanied by relevant documents, shall normally be issued to members of the Council by the Secretary, at least seven clear days before the meeting.

2. Extra-Ordinary Meetings

2.1 An Extra-Ordinary Meeting of the Council may be summoned by the Chair, or in his/her absence, the Vice-Chair or by the Secretary on receipt of a written request signed by any nine members of the Council stating the purpose for which a meeting is required. The Secretary shall give seven clear days' notice before the meeting.

3. Quorum

3.1 One-third of the total actual membership of the Council, or the nearest whole number greater than one-third of such number if the latter is not a multiple of three (including in each case a majority of independent members), shall constitute a quorum. In the absence of a quorum no business shall be transacted other than the adjournment of the meeting. At the adjourned meeting the business for which the original meeting was called may be completed in the absence of a quorum. The manner of summoning the adjourned meeting and the period of notice given shall be prescribed by Ordinance. The quorum must include a majority of lay members.

4. Voting

4.1 Every matter at Ordinary or Extra-Ordinary Meetings shall be determined by a simple majority of the members of Council present and voting on the question. Council may require the vote to be recorded in the Minutes, either by name or numerically. In the case of equality of votes on any matter, the Chairperson of the meeting shall have a second or casting vote. No question involving financial policy shall be determined unless there are at least seven members present and able to vote who are not members of the staff of the University.

5. Agenda, Order and Conduct of Debate

5.1 No matter shall be discussed or decided at meetings of the Council which does not appear on or arise from the agenda unless the Chair of the meeting is satisfied that a simple majority of members present desire discussion to take place

5.2 Any formal proposal or recommendation which appears on the Agenda or in a paper submitted to the meeting shall be put to the meeting for resolution.

5.3 No proposal or motion proposed during the course of a meeting shall be put to the meeting for resolution without the approval of the Chairman.

5.4 When an amendment to a proposal or motion has been moved and seconded, no further amendment shall be moved until the first amendment has been carried or defeated. If an amendment is carried, the proposal or motion as amended shall be considered in place of the original proposal or motion and shall become the proposal or motion to which any further amendments may be moved.

5.5 The Agenda for a meeting of a committee may include items marked with an asterisk, which will signify that the item(s) so marked will be expected to pass without discussion. Not less than 24 hours before the start of the meeting any member may request that the asterisk be removed, thereby permitting discussion of the item.

6. Adjourned Meeting

6.1 When under Article 9 of the Supplemental Charter a meeting of the Council has been adjourned for lack of a quorum, the Secretary shall give fourteen days' clear notice in writing to members of the Council of the time, date and place of the adjourned meeting where the business for which the original meeting was convened may be completed in the absence of a quorum.

7. Reserved Matters

7.1 Set out below are the procedures for the transacting of reserved areas of business. Matters affecting appointment, promotion, dismissal and personal affairs of individual members of staff of the University and matters affecting the admission and academic assessment of individual students whether personally or as a class shall always be reserved as shall commercially sensitive matters. The following matters shall normally be confidential to members of Council

- i. Matters affecting a named individual;
- ii. matters where release of information may endanger health and safety of individual(s);
- iii. matters pertaining to the commercial interests of the University or its partners

7.2 Papers and Minutes addressing any of the above shall, unless otherwise agreed by the Council, be restricted in their circulation to all or some members of Council.

7.3 The Chair of Council (and the Chair of any Council Committee) shall declare any of the following as reserved areas of business at which all students (whether members or attending) and any other observers present, (and upon resolution of Council any other members of Council interested therein) unless by the agreement of

Council they are permitted to remain, shall withdraw from the meeting place and shall not return until the reserved area of business is concluded:

- i. Matters affecting the appointment, promotion, dismissal and personal;
- ii. affairs of individual members of staff, including the composition and work of selection committees;
- iii. such other matters as he or she shall at his or her sole discretion decide.

7.4 The Secretary of Council may from time to time issue guidance on the format and content of papers and minutes for Council and its Committees.

8. Acts during Vacancies

8.1 No act or resolution of the Council, the Senate, or any other bodies constituted in accordance with these Statutes shall be invalid by reason only of any vacancy in the body doing or passing it or by reason only of any want of qualification by or invalidity in the election or appointment of any de facto member of the body whether present or absent.

9. Service of Notice and Documents

9.1 Any notice or document required by or for the purpose of the Charter or these Statutes to be given or sent to a Member may be given or sent personally or by sending it by post to him or her at his or her last address registered with the University or by e-mail to an e-mail address provided by such person. Failure to send or receive such notice or document shall not invalidate any proceedings, meetings or other engagements to which such notice or document relates.

9.2 Where a notice or other document is sent by post, service thereof shall be deemed to have been properly effected by properly addressing and posting a letter containing the notice or other document and shall be deemed to have been effected at the time at which the letter would in the ordinary course be delivered. Where a notice or other document is delivered by e-mail it shall be deemed to have been properly sent if sent to the correct e-mail address of such person and if not returned as undelivered within 1 hour of being sent and shall be deemed to have been effected on the day of sending.

10. Minutes

10.1 Minutes of every meeting shall be kept by the Secretary, who shall be responsible for maintaining a master file of all Minutes and Papers and subsequently archiving them.

10.2 The Secretary shall circulate the unconfirmed Minutes to all members as soon as reasonably practical after each meeting.

10.3 The Minutes of each meeting shall, after confirmation, be signed by the Chair at the succeeding meeting.