

## **Standing Orders of the Senate**

(Regulations made by the Senate of the University of Exeter)

### **Meetings**

1. Ordinary Meetings of the Senate shall be held on such days and at such time and place as the Senate may from time to time determine provided that at least three Ordinary Meetings shall be held each year.
2. A special Meeting of the Senate may be convened at any time at the request of the Vice-Chancellor, or by not less than one third of the members requesting a Special Meeting in writing to the Registrar and Secretary.
3. Notice of each Ordinary Meeting of the Senate accompanied by an agenda paper shall be circulated to each member by the Registrar and Secretary at least seven days before the date of the meeting. No business other than that arising out of matters referred to in such agenda paper shall be considered except with the consent of the Vice-Chancellor or, in his/her absence, the Deputy Vice-Chancellor who is to chair.
4. Members of the Senate intending to bring forward any special business at an Ordinary Meeting shall give written notice of such business to the Registrar and Secretary at least ten days before the date of the meeting. Special business of this kind will not be considered in the absence of the member giving written notice of the matter unless s/he has requested some other member to present it in his/her place and informed the Registrar and Secretary of such a request.
5. At least seven days' notice of a Special Meeting stating generally the nature of the business to be transacted shall be sent to each member of the Senate by the Registrar and Secretary and the meeting shall not be competent to transact any business other than that mentioned in the notice or directly arising therefrom.
6. The Chair shall have power to adjourn any meeting of the Senate provided that no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting which was adjourned. No notice of any adjourned meeting shall be necessary unless it be adjourned for 14 days or more.

### **Chair**

7. The Vice-Chancellor shall chair meetings of Senate. In the absence of the Vice-Chancellor, the Senior Deputy Vice-Chancellor shall take the Chair. In the absence of both, the next senior Deputy Vice-Chancellor shall take the Chair.
8. The Vice-Chancellor shall have authority to act on behalf of the Senate when it is unreasonable either to defer such action until the next Ordinary meeting of the Senate or to call a Special meeting of the Senate, and shall report any such action to the next Ordinary meeting of the Senate.

### **Secretary**

9. The Registrar and Secretary shall be the Secretary of the Senate. S/he, or a member of his/her staff to whom s/he has delegated the responsibility, shall have the duty of

recording the proceedings of Senate and of ensuring that its decisions and instructions are carried out.

### **Quorum and Voting**

10. The quorum for a meeting of the Senate shall be one third of the membership. Matters of business requiring a decision by vote shall be determined, except where specifically provided otherwise, by the majority of members present and voting on the question. No proxy votes shall be allowed. In the case of an equality of votes the Chair shall have a second or casting vote.
11. Voting shall be by show of hands unless the Chair directs otherwise.

### **Conduct of Business**

12. Motions and Amendments which may be Moved without Notice

Adoption of reports and recommendations of committees or University officers and any consequent resolutions form substantive resolutions and shall be considered first in order of discussion. They do not require seconding.

The following may be moved without notice:

- (1) Appointment of a Chair of the meeting at which the motion is moved
  - (2) accuracy of the minutes
  - (3)
    - (a) that the question be now put
    - (b) that the Senate proceed to the next business
    - (c) that the debate be now adjourned
    - (d) that the Senate do now adjourn
  - (4) reference to a committee
  - (5) leave to withdraw a motion
  - (6) amendment to a motion
  - (7) change of precedence for an item of business specified in the agenda
  - (8) suspension of Standing Orders in accordance with the provisions of Standing Order 32.
13. Motions and Amendments
- A motion or amendment shall not be discussed unless it has been proposed and seconded. A motion from the Chair does not require to be seconded. If written notice has not been given before the meeting the Chair may require the motion or amendment to be put in writing and handed to the Chair before it is further discussed or put to the meeting.

14. Seconded of Motion Reserving Speech

A member when seconding a motion or amendment may, if s/he then declares an intention to do so, reserve a speech until later in the debate.

15. Withdrawal of Motion or Amendment

A motion or amendment may be withdrawn by the mover with the consent of the seconder and of the Senate which shall be signified without discussion. No member may speak upon it after the mover has asked permission for its withdrawal, unless permission has been refused.

16. Addressing the Meeting

A member when speaking shall address the Chair. If two or more members speak simultaneously the Chair shall call on one to speak and the other or others shall then be silent. While a member is speaking the other members shall remain silent, unless raising a point of order.

17. Amendments to Motions

An amendment shall be

- or
- (a) to leave out words
  - (b) to leave out words and insert or add other words or
  - (c) to insert or add words.

Such omission, insertion or addition of words shall not have the effect of negating the motion before the Senate.

18. Order in which Amendments shall be Made

- 1) One amendment only may be moved and discussed at a time and no further amendments shall be moved until the amendment under discussion has been dealt with.
- 2) 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 motion upon which any further amendments may be moved.

19. Right of Reply

- 1) The mover of a motion has a right of reply at the close of the debate on the motion, immediately before it is put to the vote. In his/her reply s/he shall confine him/herself strictly to matters raised in the course of the debate.
- 2) 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. The mover of the amendment shall have no right of reply to the debate on his/her amendment.

20. Points of Order

- 1) A member may raise a point of order and shall be entitled to be heard forthwith.
- 2) A point of order shall relate only to an alleged breach of a Standing Order or statutory or common law provision and the member shall specify the Standing Order or statutory or common law provision and the way in which s/he considers it has been broken.
- 3) The ruling of the Chair on a point of order shall not be open to discussion.

21. Motions which may be moved during debate

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

- (1) to amend the motion
- (2) to postpone consideration of the motion
- (3) that the subject of debate be referred back to the committee
- (4) that the question be now put
- (5) to proceed to the next business
- (6) to adjourn the debate
- (7) to adjourn the meeting
- (8) to suspend Standing Orders under Standing Order 32.

22. Closing Motions

- (1) A member may move without comment at the conclusion of a speech by another member:
  - (a) that the question be now put
  - (b) that the Senate proceed to the next business
  - (c) that the debate be now adjourned
  - (d) that the Senate be now adjourned.
- (2) If the motion is seconded the Chair shall proceed as follows:
  - (a) S/he shall immediately put to the vote the motion that the question be now put and then, if it is passed, give the mover of the original motion the right of reply under Standing Order 20 before putting the motion to the vote.
  - (b) On a motion to proceed to next business: S/he shall immediately put the motion to vote.
  - (c) On a motion to adjourn the debate or the meeting:

S/he shall immediately put the adjournment motion to the vote. The mover of the original motion has no right of reply on that occasion.

A second motion during discussion of the same item of business “that the Senate proceed to the next business” or “that the Senate do now adjourn” shall not be made within a period of one hour unless moved by the Chair.

23. Rescission of previous Senate resolution
  - (1) No motion to rescind any resolution passed in the Senate within the preceding six months, and no motion or amendment to the same effect as one which has been negated within the preceding six months, shall be moved unless the notice thereof given in pursuance of Standing Order 4 bears the names of at least ten members of the Senate.
  - (2) When any such motion has been disposed of by the Senate, no member shall move a similar motion within a further period of six months.
  - (3) This Order shall not apply to motions moved in or in respect of the report or recommendation of a committee.

### **Committees**

24. The Senate may appoint standing, substantive or advisory committees, boards and sub-committees for such purposes and with such powers as it thinks fit, may appoint to them persons who are not members of the Senate and may make regulations for their proceedings. Subject thereto, each committee, board or sub-committee may regulate its own procedure and may deal with any matters delegated to it.
25. The Chair of each committee, board or sub-committee of the Senate shall be appointed by the Senate.
26. The Senate may delegate authority to Standing Committees or Committees or Special Committees and shall specify the extent of the powers of each such Committee in terms of reference approved by Council for each of its Standing Committees or Committees or Special Committees. In addition to taking such action as may be authorised by its terms of reference, each Substantive Committee or Special Committee shall have authority in case of urgent need between meetings of the Senate to take such action as it deems fit provided that the matter concerned falls within the general ambit of its responsibilities and provided also that each and every matter in which such action is taken is reported to the next following meeting of the Senate.
27. The Vice-Chancellor shall be an ex officio member of all committees, boards and sub-committees of the Senate.
28. The quorum for each committee, board or sub-committee of the Senate shall be not less than one third of the total number of members, excluding the ex officio member as defined in Standing Order 27.
29. Each committee, board or sub-committee may at its discretion co-opt in any one academic year not more than two persons for periods not exceeding one academic year.

30. Between ordinary meetings of any committee or board the Chair of the committee or board shall have power to act on behalf of the committee or board on any matter requiring an immediate or early decision unless in the opinion of the Chair the nature of the business is such as to justify the summoning of a special meeting of the committee. Where the Chair of a committee or board is in doubt about the course of action s/he should take, and where it is for any reason impractical to call a special meeting of the committee, the Chair shall consult as many members of the committee as possible and the Vice-Chancellor before coming to any decision. Any decisions taken by the Chair under these delegated powers shall be reported to the next succeeding meeting of the Committee.

#### **Delegation of Powers**

31. Delegation of powers is referred to in Standing Orders 8 (delegation to the Vice-Chancellor), 26 (delegation to Standing Committees, Committees and Special Committees) and 30 (delegation to the Chair of committees, boards and sub-committees). In addition, Senate may delegate any matter whatsoever to an appropriate body or officer.

#### **Suspension of Standing Orders**

32. Standing Orders may be suspended by a resolution passed by a two-thirds majority of members present and voting.

#### **Amendments to Standing Orders**

33. A copy of the Standing Orders shall be provided to each new member of Senate as s/he takes up appointment. Any amendment proposed to the Standing Orders shall be presented to the first Ordinary Meeting of Senate in each academic year.