

Standing Orders of Academic Senate

General

1. The Academic Senate (Senate) may determine procedures to govern the conduct of its meetings as set out in Part 3, 9 (4) (a) of the Macquarie University Academic Senate Rules.
2. The Academic Senate shall conduct its meetings in accordance with these Standing Orders, subject to the Macquarie University Act, By-laws, University Rules and Council resolutions.
3. Standing Orders may be changed by a two-thirds majority vote of the Academic Senate.
4. The “Chair” means the elected Chair of the Academic Senate. The “Deputy Chair” means the elected Deputy-Chair of the Academic Senate.
5. “Members” means the ex-officio and elected members of the Academic Senate as set out in Part 3, 7 (1) (a - p) of the Academic Senate Rules.

The Chair and the Deputy Chair

6. The Chair shall preside at any meeting of the Academic Senate except in the circumstances described in Standing Orders 7 and 8.
7. The Deputy Chair shall preside at a meeting of the Academic Senate, should the Chair
 - a) be absent;
 - b) elect not to preside; or
 - c) be unable to preside,

or, in the event that the office of the Chair is vacant,

8. Where the Chair and both Deputy Chair are both absent, as described in Standing Order 7, then: the members of the Academic Senate shall elect a presiding member from among their number.

9. The role of the Chair is to:

- a) lead the Senate;
- b) be a member of Council and its Committees, as appropriate;
- c) oversee the Senate in the effective discharge of its role;
- d) manage the efficient organisation and conduct of the Senate's functions and meetings;
- e) facilitate the effective contribution of all Senate members;
- f) develop and maintaining a relationship with appropriate members of staff and Governance Services to ensure appropriate reporting;
- g) ensure adequate reporting from Senate committees and reporting to Council;
- h) promote constructive and respectful relations between members; and
- i) commit the time necessary to discharge effectively his or her role as Chair.

10. The role of the Deputy Chair is to provide support to the Chair in each of his or her activities. The specific duties of the Deputy Chair shall be agreed between the Chair and Deputy Chair and reported to Academic Senate on a semi-annual basis.

Executive Action

11. The Chair shall take executive action by way of out of session business or a flying minute on behalf of the Academic Senate.

12. At the earliest opportunity, the Chair shall report to the Senate on the exercise of this authority.

Expectations on Members

13. Members of Senate are expected to:

- a) act in good faith in the best interests of Senate and the University;
- b) contribute the time needed to study and understand the papers provided;
- c) contribute to the implementation of the Senate communication strategy;
- d) apply good analytical skills, objectively and with sound judgement;
- e) bring their talents, insights and views of other members of the University community to discussions;
- f) be the point of contact between the University and the faculty/community;
- g) ensure that confidential information is not disclosed; and
- h) express opinions frankly and ask questions that go to the fundamental core of the issue; and
- i) work collaboratively with other members of Senate.

Meeting Arrangements

14. Senate will meet as frequently as required; however, there will be at least 6 meetings of the Senate per annum. Meetings will usually be scheduled on Tuesday and commencing at 9.30am.

15. Meeting dates for Senate and any Committees of Senate will normally be confirmed by November of the previous year, but may be varied.

16. Meetings are scheduled for two hours but may be extended by the vote of members present.

17. The Chair may adjourn a meeting in appropriate circumstances (for example, lack of a quorum).
18. The Chair shall not adjourn a meeting to prevent a motion or amendment being put without the approval of two thirds of the members present. This discretion shall not limit any other powers of the Chair to adjourn a meeting.
19. When a meeting is adjourned:
 - a) no further business will be dealt with. Business left unfinished will be carried over to the next meeting; and
 - b) for 10 days or more, notice of the adjourned meeting shall be given as for an ordinary meeting. It shall not be necessary to give any notice of the business to be transacted at an adjourned meeting.
20. Meetings of the Senate shall be open to members of the University, that is, staff, students and graduates. Members of the University may attend meetings of the Senate as observers and shall be admitted subject to the availability of space.
21. The dates of meetings of the Senate, and Committees of Senate, shall be published in the Academic Governance Calendar.
22. Members of the University who intend to attend Senate should inform Governance Services of their intention to attend the meeting at least two days prior to the meeting.
23. Ordinarily, observers shall not be accorded speaking or voting rights. The Chair may however grant observers leave to speak at a meeting on a matter or item of discussion.

24. The Chair may invite non-members to attend meetings of the Senate, including the issuing (and withdrawal) of standing invitations.
25. Observers at the Senate will be excluded from the meeting when confidential agenda items are discussed. If a confidential item emerges in the course of discussion, observers shall be requested to leave for the duration of that discussion.
26. The Chair may cancel an ordinary, adjourned or special meeting of the Academic Senate any time in between meetings, if the Chair is of the opinion that there is not sufficient business to warrant the holding of a meeting of the Senate. The Chair will also determine how business that would have been transacted at the cancelled meeting will be dealt with, in the manner set out in Standing Order 36.

Quorum and Attendance

27. It is incumbent on members to attend meetings of the Senate unless absent from the University or otherwise prevented from attending.
28. The number of members who constitute a quorum must be half the membership plus one as set out at Part 3 9 (2) of the Academic Senate Rules.
29. Vacant positions on the Senate do not count toward the calculation of the number required for a quorum.
30. Members unable to attend the Senate will not be entitled to a proxy.
31. Formal attendance and voting via video link or other remote connection approved by the Chair will be permitted and will be included in the determination of a quorum.

32. If a quorum is not reached within 15 minutes of the scheduled start of a meeting, the Chair may adjourn the meeting.
33. If no quorum is present, the session can proceed at the Chair's request and with endorsement of members of Senate who are present. Items of business can be discussed (but no formal decisions can be made) and the inquorate session is recorded as notes.
34. Items of business discussed at an inquorate session may be sent to Senate members out of session for approval by flying minute.
35. In the instance where sufficient members arrive (part way through an inquorate session) such that a quorum is achieved, the now quorate members may choose to resolve to approve and accept all the items discussed during the inquorate session. Such items would then be considered resolutions of the now formal meeting.
36. Where an inquorate session does not proceed as outlined above, the Chair will determine how business will be dealt with, which may include:
 - a) through out of session business;
 - b) at the next meeting of the Senate; or
 - c) for no further consideration.
37. Once a meeting of the Senate has commenced with a quorum, a quorum shall be deemed to exist thereafter, unless the lack of a quorum is drawn to the Chair's attention by a member of the Academic Senate. On the Chair's attention being drawn to the lack of a quorum she or he shall adjourn the meeting for five minutes. If at the expiration of five minutes there still is no quorum, the Chair may

adjourn the meeting and/or deal with remaining business as noted in Standing Order 36 above.

Absence from Meetings

38. Governance Services will monitor absences and apologies submitted by members who are unable to attend a meeting. The receipt of an apology does not imply the consent of the Senate to grant leave of absence.
39. The Senate, at its discretion, may grant leave of absence for one or more meetings. Members must seek leave in writing and in advance giving reasons for the proposed leave of absence.
40. Elected members of the Senate, who absent themselves from three consecutive meetings without leave being granted, will be deemed to have vacated office, as set out in Part 3 8 (9) of the Academic Senate Rules.
41. Ex-officio members of Senate, who absent themselves from three consecutive meetings without leave being granted, will have their membership suspended for a period, of no less than one year, as determined by the Chair of Academic Senate. The Chair of Academic Senate, in consultation with the Academic Senate Standing Committee, shall determine a replacement for the suspended member.

Agendas

42. The Chair, in consultation with the Academic Senate Standing Committee, shall set the agenda for Academic Senate meetings.

43. The Registrar of University, or nominee is Secretary to the Senate. The Secretary will ensure the agenda for each meeting and supporting papers are circulated electronically, after approval from the Chair, to members, normally six days prior to the meeting.
44. All papers for inclusion on the agenda shall normally be provided to Governance Services at least 10 working days before the meeting.
45. Any member who intends to bring before the Senate a matter, which might be ruled as confidential, shall inform the Chair of this intention before the Academic Senate meeting. Confidential matters or documents must be clearly marked on the agenda and on all associated documents.
46. In general, all matters coming before the Senate shall be considered first by the Academic Senate Standing Committee. In exceptional circumstances, late items maybe considered via electronic circulation, at the discretion of the Chair of the Academic Senate.
47. The Chair will call for starring agenda items. Agenda items may be starred by any member of Committee, prior to, or at the start of the meeting when called on by the Chair.
48. Acceptance of all unstarred items will be voted upon as a block.
49. At a meeting, the agenda order may be varied by the Chair or on the vote of the members present.
50. The agenda will be published on the Academic Senate website prior to the meeting.

Conflicts of Interest

51. At each meeting of the Senate the Chair must request members to declare any potential conflict of interest, either actual or perceived, in respect of any item on the agenda.
52. The Senate shall determine how declared conflicts will be managed.
53. The Chair shall stand aside as chair for a particular item on a meeting agenda that presents him or her with a potential conflict of interest. In such cases, the Senate will nominate a temporary chair for the discussion of that particular item.

Questions on Notice

54. Questions on notice may only be received from members and will only be accepted with the prior approval of the Chair. The following procedures apply to questions received on notice:
 - a) at least 2 days notice must be provided for questions on notice;
 - b) the Chair will determine if the matter is within the Academic Senate's authority and appropriate to be addressed at the meeting;
 - c) the Chair will allocate a period during the meeting to allow for any questions on notice to be addressed;
 - d) the Chair may allow an address by the member who submitted the question and this will be limited to five minutes;
 - e) any written paper to support the question on notice must be provided to the Chair at least 2 days in advance of the meeting;
 - f) no member should be permitted to address more than two successive meetings of Academic Senate or, more than half of the meetings in a year; and
 - g) in respect of a question on notice, no decision will be made on the basis of an address to Academic Senate without the University

Executive having a reasonable opportunity, if necessary, to respond to any matters raised in that question and address.

Motions and Rules of Debate

55. In the conduct of meetings, the Chair may exercise all reasonable discretion, and in particular may:
- a) require a speaker who, in his or her opinion, is being unduly verbose or repetitious or who is not keeping to the point under discussion, to desist
 - b) refuse to accept motions and amendments which are not couched in clear terms
 - c) require withdrawal of offensive statements or the imputation of improper motives
 - d) preserve order and prevent interference to speakers by private talks or heckling remarks
 - e) require a person who persists in being disorderly to withdraw from the meeting
56. At any time prior to, or during, a Senate meeting, the proposer or the Chair may withdraw a motion or agenda item.
57. The Chair can put routine items to the vote without requiring a seconder. This includes, but is not limited to:
- a) Apologies or requests for leave;
 - b) Approval of minutes of previous meetings; and
 - c) Starring of items and confirmation of confidential items.
58. The Chair has absolute discretion in permitting tabling of documents at the meeting and motions without notice.

59. Motions may be put forward by any Academic Senate committee or any University Committee, individual members or ad hoc committees, and will require a proposer and seconder.
60. The proposer of a motion will have the right to speak first on a motion, followed by the seconder. The Chair will normally then call upon one or two members who may wish to speak against the motion or propose amendments, before referring the matter for general debate.
61. The Chair will generally not allow non-members of Academic Senate to speak to a motion.
62. A proposer may withdraw a motion at any time (prior to or during a meeting), at which point debate will cease.
63. If an amendment to a motion is proposed, seconded and accepted by the proposer of the original motion, then the amended motion will become the substantive motion. If not, then the Academic Senate may vote upon the amendment.
64. Subject to Standing Order 63, when an amendment is before the Chair, discussion shall be confined to that amendment, and no further amendment shall be proposed until the amendment before the Chair has been disposed of.
65. All amendments to motions must be dealt with before the final substantive motion is put to members.
66. With the exception of the Chair, those present at Academic Senate will not interrupt or interject when another member "has the floor".

67. Any member of the Academic Senate may raise a point of order, which shall take precedence over all other business and be open to discussion. The point must be raised at the time the alleged irregularity occurred.
- a) the Chair will make a ruling on a point of order; and
 - b) any member of the Academic Senate disagreeing with the Chair's ruling on a point of order may move dissent. Such motion shall be put to vote forthwith without debate. Upon such a motion, the Deputy Chair shall take the Chair until the motion is disposed of.

Method of Voting

68. All questions must be decided by the majority of the members present and voting at the meeting and the Chair will have a deliberative vote and, in the case of an equality of votes, a casting vote.
69. At all meetings of the Academic Senate, voting shall normally be on the voices.
70. At the discretion of the Chair or on the request of any two members of the Academic Senate, voting shall be by a show of hands and will include a tally of those voting for, those voting against and those abstaining from the vote.
71. A ballot may be used only when it is required by an existing resolution of the Academic Senate, or at the discretion of the Chair or when demanded by at least 10 members of Academic Senate. When a ballot is taken, it shall be conducted in such form as the Chair may direct provided its secrecy is preserved.

Minutes

72. The Secretary will prepare minutes of Academic Senate meetings.
73. The draft minutes, once approved by the Chair, will be circulated to members normally seven days following the meeting.
74. The minutes will be included for approval at the next meeting and once approved will be published on the Academic Senate website.
75. The minutes will contain the results of any vote taken by the Academic Senate.

Committees of the Academic Senate

76. Senate may establish committees to assist it in connection with the exercise of any of its functions and may appoint such persons (not necessarily members of Academic Senate) to those committees.
77. The Chair and non-ex-officio membership of Committees of Senate shall be approved by the Chair of the Academic Senate, in consultation with the Academic Senate Standing Committee, and where student representation is required, in consultation with relevant student bodies.

Review and Evaluation

78. At its first meeting of each calendar year, Senate shall establish a schedule of work for that year and report on its schedule of work to University Council.
79. Senate and Committees of Senate will conduct an annual self-assessment of its activities. The evaluation will be made available to University staff, students and affiliates.