

## Standing Orders of Council

(Approved by Council at its Meeting (3/23), held 5 May 2023)

### 1. Application

These Standing Orders shall apply to meetings of the Council and its Committees and Sub-Committees. A Committee or Sub-Committee may establish its own Standing Orders but they must be adapted from and remain consistent with the Council Standing Orders.

### 2. Meetings

- 2.1 In accordance with the JCU Act, the Chancellor must preside at meetings of the Council.
- 2.2 In accordance with the JCU Act, where the Chancellor cannot perform the functions of the Chair, or the office of the Chancellor is vacant, the Deputy Chancellor shall preside.
- 2.3 In accordance with the JCU Act, if the Chancellor and Deputy Chancellor are both absent from a meeting of the Council or the offices are vacant, the members present must elect a member to preside at the meeting.
- 2.4 Meetings of the Council will be scheduled in the preceding year. Each member of the Council shall be given at least three working days' notice of the date, time and place of any change to a scheduled meeting or a special meeting unless or as otherwise approved by the Chancellor. The notice of meeting shall set out the business of the meeting.
- 2.5 Meeting agendas and papers will be circulated five business days in advance of the meeting unless or as otherwise approved by the Chancellor.
- 2.6 Meetings shall, subject to the presence of a quorum, start at the time set out in the meeting notice. If a quorum does not exist at the notified time of commencement or within a reasonable period of time thereafter or at any time during the course of the meeting the meeting becomes inquorate, the meeting shall proceed or continue until all business on the agenda has been disposed of and any such business dealt with while the meeting is inquorate will be circulated for approval by way of a Circulating Resolution.
- 2.7 The University Secretary (or nominee) shall keep a record of each meeting and submit these to the Chair for confirmation within 10 working days. At each meeting the Ordinary and Confidential minutes of the preceding meeting together with any Chancellor Executive Minutes, Executive Delegation Minutes, Circularised Resolutions or Circular Minutes confirmed or approved since the previous meeting shall be considered for adoption as a true and correct record of the meeting held or resolution passed.
- 2.8 Meetings may be a hybrid of in-person attendance and visual or audio technologies. Council's preference is that meetings be in-person and the expected minimum in-person attendance requirements for a Council member is set at three meetings per year, being the two meetings associated with a Council Workshop, and the Budget meeting, unless a member has exceptional reasons such as compelling professional or other commitments, in which case attendance by visual or audio technologies may be allowed, on a case-by-case basis, at the discretion of the Chancellor.

2.9 Each ordinary Council meeting shall have an in-camera session with the Vice Chancellor without Advisers or the University Secretariat present. Where applicable, should Council wish to make a decision during the in-camera session the University Secretariat shall return to the meeting to make a summary of the matter and to draft a resolution of Council.

### 3. Rules of Debate

#### 3.1

3.12 Interruption by a member must relate to a closure of the debate or a Point of Order.

3.13

“Participating Members” means Members of Council exclusive of any who have notified the University Secretary that they are unavailable for the purpose of receiving a motion for passing as a Circulating Resolution.

Whether a motion is to proceed by a Circulating Resolution is a decision of the Chancellor in consultation with the Vice Chancellor.

All motions may be passed by a Circulating Resolution unless –

- (a) Council resolves that a particular subject matter must not be resolved by Circulating Resolution; or
- (b) At least 35% of the Participating Members request that the motion be dealt with at a meeting of Council.

A Circulating Resolution is passed by Council if 66% of Participating Members communicate the acceptance of a motion sent to them for consideration and passing as a Circulating Resolution.

At its next meeting the Council would note and

- 10.2 A Resolution is passed by way of a Circular if 66% of members acknowledge receipt of the Circular and if no member requests that the motion be dealt with at a meeting of Council by the date and time prescribed in the Circular or the date and time where the 66% acknowledgement requirement is met. A read receipt or other electronic notification is acceptable for the purposes of acknowledging receipt.
- 10.3 At its next meeting the Council would be requested to adopt as a true and correct record each Circular passed.

## 11. Quorum

11.1 In accordance with the JCU Act a quorum exists at a meeting of the Council or Committee if a simple majority of its members are present.

11.2 In the absence of a quorum (as defined in section 12.52 (d) of the JCU Act) the Council shall not be able to conduct business.