

**REGULATION 5.1  
MEETINGS OF THE COUNCIL**

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**R5.1**

In exercise of the powers conferred by Statute 5 - The Council - the Council of La Trobe University makes the following regulation entitled Regulation 5.1 - Meetings of the Council.

1. This Regulation shall where the context permits apply to both ordinary and special meetings of the Council.
2. A failure to comply with any of the provisions of this Regulation shall not of itself invalidate any resolution or proceeding of the Council.
3. The agenda specifying as items the matters for consideration at a meeting and referring to the papers relevant to each item, shall together with the papers for the meeting, be delivered to members of the Council by post or otherwise, as least 7 days before that meeting.
- (a-1)
4. Items which are not the subject of a report and recommendation by an appropriate committee or body may be included on the agenda of an ordinary meeting only at the discretion of the Chancellor or Vice-Chancellor.
- (a-1)
5. The Council shall by resolution determine a closing date for receipt by the Director, Governance, Policy and Planning of items to be included on the agenda of a meeting. Items received after that date shall be included on the agenda only at the discretion of the Chancellor or the Vice-Chancellor.
6. Any notice convening a special meeting of the Council shall specify the matter for consideration at the meeting and that matter only shall be considered.
7. In dealing with matters to be considered by Council the following rules shall be observed.
- (a-1)
- (a) A person who is a member of the University may lodge a petition with the Director, Governance, Policy and Planning by the closing date which applies under regulation 5. The petition shall be included as an item on the agenda and may, at the discretion of the Council, be considered by it;
- (b) No paper which has not been given to the members of the Council with the agenda for an ordinary meeting, other than the Vice-Chancellor's report, may be tabled at the meeting without the permission of the Council;
- (c) No matter shall be considered by an ordinary meeting of the Council unless the matter has been specified as an item on the agenda for the meeting or unless the Council resolves that it be so included;

- (d) Where the Council resolves that a matter which was not specified as an item on the agenda for an ordinary meeting shall be included as an item, no motion, other than a procedural motion, may be made in respect of the matter at that meeting, unless the Council resolves that the matter be treated as urgent. Where the matter is not disposed of at the meeting it shall stand over to the next ordinary meeting of the Council;
  - (e) Where a report from a committee of the Council contains recommendations, each recommendation shall be clearly identified and shall be in words and in a form suitable to be moved without alteration as a motion to be put to the Council;
  - (f) When a committee of the Council presents its final report, the Council shall formally discharge the committee unless the Council refers some matter back to the committee for its further consideration, report or recommendation;
  - (g) The matters specified on the agenda for an ordinary meeting of the Council shall not include a proposal which would wholly or partly reverse, overrule or negate any resolution made by the Council within a period of six months immediately prior to that meeting, unless the agenda expressly mentions such proposal for rescission and the provisions of regulation 10 apply to any such proposal.
8. The procedures at any meeting of the Council shall be in accordance with the following provisions-
- (a) Subject to the presence of a quorum and to the discretion of the Council to adjourn any business to a later ordinary meeting, a meeting of the Council shall begin at the time specified in the agenda in relation to the meeting and, unless the meeting specifically determines to the contrary, shall conclude in no more than four hours.
  - (b) An item on the agenda may be starred, by being marked with an asterisk, or unstarred. A starred item indicates that the matter is open for discussion by the Council. All unstarred items shall be submitted to the Council for approval in a block early in the meeting and, by Council's approval, the Council notes the information or resolves to adopt any recommendations in the papers accompanying the respective items. Provision shall be made on the agenda to allow unstarred items to be starred. At the request of any member of Council present at the meeting an unstarred item shall be treated as a starred item.
  - (c) Unless the Council at that meeting decides otherwise, the order of dealing with items on the agenda at any meeting shall be the order in which they appear on the agenda and items added to the agenda at the meeting shall be dealt with at the end of the agenda in the order in which they were added.
  - (d) The Chair shall maintain order at all meetings of the Council. Where, the opinion of the Chair, the meeting has become unduly disorderly, the Chair may adjourn the meeting.
  - (e) Unless the Chair decides otherwise, a copy of every motion moved at a meeting of the Council shall be given to the Chair.
  - (f) No person shall act as the Chair when the subject being considered by the Council is one in which he or she has a direct pecuniary interest.

- (g) The ruling of the Chair upon any point of order, or any procedural question shall stand unless, upon a motion of dissent from the ruling, the Council decides not to uphold the ruling. A motion of dissent from a ruling of the Chair shall be moved and seconded immediately after the making of the ruling. The Chair shall step aside and the Deputy Chair or another member of the Council shall preside until the motion of dissent is decided. The motion of dissent shall be put without debate in the form in which it was moved and seconded.
9. Unless the Council otherwise decides, the following rules of debate, together with the general rules of debate consistent with them, should be followed at all meetings;
- (a) only members of the Council shall participate in debate.
  - (b) debate shall be held only in relation to a motion formally put to the Chair;
  - (c) members of the Council shall address their remarks to the Chair and their remarks shall be relevant to the matter being discussed;
  - (d) debate shall continue with speakers alternately for and against the motion until all members who wish to speak have spoken or until a motion that the matter be put is carried;
  - (e) the proposer of a motion shall have five minutes to speak to the motion and three minutes right of reply. No speaker other than the proposer shall be permitted to speak to a motion for more than three minutes or more than once.
10. A motion which would wholly or partly reverse, overrule or negate any resolution made by the Council within a period of six months prior to the date of the motion being moved shall not be accepted by the Chair or considered by the Council:
- (a) at any ordinary meeting, unless the Council resolves that the matter shall be treated as urgent;
  - (b) at a special meeting, unless notice of the proposal has been given to members of the Council at least ten days before the day of the meeting and the Council resolves that the matter shall be treated as urgent.

Approved by Council - 4 December 1995

Promulgated this fifteenth day of December 1995 by direction of the University Secretary

Amendment No. 1 approved by Council – 5 June 2006

Promulgated this 6 day of June 2006 by direction of the Vice-Principal (Resources and Administration)

Amendment No. 2 approved by Council – 4 June 2007

Promulgated this 5 day of June 2007 by direction of the Vice-Principal (Resources and Administration)

Amendment No. 3 approved by Council 4 May 2009 and Promulgated on 5 May 2009.