

**LA TROBE UNIVERSITY**

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**STATUTE 5  
THE COUNCIL**

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In exercise of the powers conferred by the La Trobe University Act 1964, the Council of La Trobe University hereby makes the following statute entitled Statute 5 - The Council.

- (a-3) 1. (1) The Vice-Principal (Resources and Administration) shall be responsible for the secretarial and administrative work of the Council and of all boards and committees of the University except where otherwise provided including the preparation of advice for consideration by the Council or by any such board or committee.
- (a-3) (2) The Vice-Principal (Resources and Administration) may delegate the responsibility or any part of the responsibility set out in section 1(1) to another officer of the University.
2. An ordinary meeting of the Council shall be held at least once a month unless the Council by resolution from time to time decides otherwise. The time, dates and places for ordinary meetings shall be fixed by the Council.
- (a-1) 3. Notice of the time and place of an ordinary meeting of the Council shall be given to all members of the Council by post or otherwise as determined by Council at least seven days before the day of the meeting. Publication of the dates of ordinary meetings in the University Principal Dates Calendar in any year shall be deemed to give to all persons who are or who become entitled to attend those meetings notice that the meetings are to be held on those dates.
4. A special meeting of the Council may be convened by the Chancellor or the Vice-Chancellor on reasonable notice given or posted to its members, for the consideration of matters which either wishes to submit to the Council as a matter of urgency.
- (a-3) 5. A special meeting of the Council shall be convened by the Vice-Principal (Resources and Administration), upon the written request of six members of the Council, setting forth the matters they require to be considered at the meeting. The Vice-Principal (Resources and Administration) shall call the meeting for a date which is within fourteen days of the receipt of such request and shall give reasonable notice thereof.
6. All resolutions and proceedings of any meeting of the Council shall be deemed to have been made or transacted validly, notwithstanding the accidental omission to give notice of the meeting to any member, or the non-receipt of notice of the meeting by any member, or the failure to give notice in sufficient time, unless the Council determines otherwise.
7. (1) At any meeting of the Council:

- (a) the Council shall have power at any time to adjourn the meeting to a later date or adjourn any business to a later ordinary meeting;
  - (b) if a quorum of the Council is not present within half an hour after the appointed time for the commencement of the meeting, all business which should have been dealt with at the meeting shall stand over to the next ordinary meeting;
  - (c) if the Chair rules that a quorum of the Council is no longer present, all unfinished business which should have been dealt with at the meeting shall stand over to the next ordinary meeting.
- (2) At any meeting of the Council the Chancellor or, in the absence of the Chancellor, the Deputy Chancellor shall preside as Chair and in the absence of the Chancellor and Deputy Chancellor the members of the Council present at the meeting shall elect a Chair for that meeting.
8. Where the question to be decided at any meeting of the Council:
- (a-1) (a-3)(a-4) (a) is whether a Vice-Chancellor, a Deputy Vice-Chancellor, University Librarian, Vice-Principal (Resources and Administration) or Manager shall be appointed or dismissed, it shall be decided by an absolute majority of the members of the Council eligible to vote;
  - (b) is whether a matter shall be treated as urgent it shall be decided by a two-thirds majority of the members present and voting.
9. The quorum for each committee constituted by the Council shall be one third of the members unless the Council by resolution specifies otherwise.
10. The Council may make regulations and establish guidelines not inconsistent with the Act or the statutes in respect of the convening and conduct of its meetings and the implementation of its resolutions and may amend or revoke any such regulations or guidelines. Each regulation or the amendment or revocation of any regulation shall be promulgated by notice appearing on an official notice board.
- (a-3) 11. The Vice-Principal (Resources and Administration) with the approval of the Council may publish Standing Orders for meetings of the Council which set out the relevant provisions of the Act, statutes, regulations and such guidelines established by the Council as the Council considers appropriate.

Approved by Council - 8 November, 1993

Approved by Governor-in-Council - 25 January 1994

Amendment No. 1 - Approved by Council - 2 October 1995

Approved by Governor-in-Council - 16 November 1995

Amendment No. 2 approved by Council – 8 May 2003

Amendment No. 2 approved by Minister – 21 July 2003

Amendment No. 3 approved by Council – 29 April 2006  
Amendment No. 3 approved by Minister – 23 July 2006

Amendment No. 4 approved by Council – 11 December 2006  
Amendment No. 4 approved by Minister – 1 October 2007