

**LA TROBE UNIVERSITY****ACADEMIC BOARD****PROCEDURES AND STANDING ORDERS**

The following procedures and standing orders were approved by Academic Board at its meeting on 17 February 1988, (min ref 232.2.2, AB88/47(M)) and subsequently revised by the Board in September 1988 (min ref 239.2.1, AB88/274(M)), February 2008 (min ref 421.5.4, AB08/22(M)) and October 2009 (min ref 435.2.6, AB09/131(M)).

**1 TIMETABLE AND ACADEMIC BOARD AGENDA**

- (a) Items to be included on the agenda for a Board meeting shall be lodged with the Executive Officer (Academic Board) a fortnight before the Board meeting.
- (b) The agenda shall be circulated with the available papers seven (7) days prior to the meeting.

**2 PREPARATION OF PAPERS FOR ACADEMIC BOARD**

Any paper requiring a decision by the Board should provide a clear recommendation and then a summary of the background to the decision required. Any supporting documentation should be placed in an appendix. A template for reports to Academic Board can be found on the Academic Board [SharePoint](#) site. All Policy Committees are required to report to Academic Board on key items resolved and issues discussed after each meeting.

**3 PROCEDURAL GUIDELINES FOR THE CONDUCT OF AN ACADEMIC BOARD MEETING**

The following procedural guidelines shall be observed at meetings of the Academic Board.

- (a) Meetings will commence promptly at the time scheduled.
- (b) Normally the Board will deal with starred items as they appear on the agenda unless it is agreed at the beginning of the meeting to vary the order for urgency or other reasons. If it should appear at any time during the meeting that the Board is unlikely to get through all the business before 12.45pm the Chair may propose that important or urgent items be taken out-of-order; the Chair may also propose specific times for concluding particular agenda items.
- (c) In the case where a member asks that an un-starred item be starred the member shall indicate briefly the reasons for doing so. If it involves more than a question for information, discussion should be strictly limited; if the issue cannot be quickly resolved the Chair should call for, or suggest, a procedural motion to defer the issue to a later meeting.

- (d) Generally the Rules of Debate will be applied after the mover and seconder have spoken. A speaker against the motion will then be called and then speakers alternatively for and against the motion. Should there be no speaker against the motion the motion will then be put. The mover of a motion shall be entitled to speak for not more than five minutes and all other speakers for not more than three minutes. No member, other than the mover of the motion exercising a right of reply, may speak twice to the same question.
- (e) In dealing with reports which contain items for decision by the Board and items for information, the person introducing the report will, as a general rule, mention only those sections for decision which have been starred for discussion. It will be assumed that members of the Board have read the other items and any questions on them should be for information only.
- (f) Should the Board not conclude its business by 12.45pm it should adjourn and stand over its unfinished business until the next ordinary meeting unless the members, by a majority vote of those present, decide that the meeting will carry on beyond 12.45pm. Should the meeting so decide it will also set the order of items to be considered and the later closing time.
- (g) To ensure that motions placed before the meeting have been properly thought through, their implications thoroughly considered and have been adequately and unambiguously drafted the following courses will be followed:
  - i. All committees will be encouraged to comply with the requirement that all recommendations are clearly identified and in a form in which they can be moved, without alteration, as a motion before the Academic Board.
  - ii. Normally all motions, and amendments thereto, moved at a meeting should be presented to the Chair in writing except when the amendment only involves the insertion or deletion of one or a few words.

#### **4      **STANDING ORDERS****

The following Standing Orders shall be observed at meetings of the Academic Board:

(a)      *Order of Business*

The order of business shall follow the Agenda unless previously varied by the meeting. Members may introduce new business only after completion of the business set out on the Agenda and subject to the consent of the meeting.

(b) *Suspension of Standing Orders*

Should any matter of urgency arise, a member may move suspension of Standing Orders for a stated period of time to allow the urgent question to be discussed. A motion for suspension of Standing Orders must be seconded and carried by a two-thirds majority of those present and entitled to vote at the meeting. The period of suspension of Standing Orders may be extended by a similar two-thirds majority vote.

(c) *Conduct of Speakers*

- (i) Any person wishing to speak must first attract the attention of the Chair, and when recognised by the Chair, address the Chair.

When the Chair addresses the meeting, he or she shall be heard without interruption.

- (ii) No interruption of a speaker is allowed, except
- (a) on a point of order, which must be taken immediately the alleged breach has occurred; and
  - (b) for the three formal motions (*vide* Standing Orders (k), (i) (ii) and (iii)).
- (iii) If two or more speakers wish to speak, the Chair shall call on the first one observed, subject to the power of the meeting to pass a resolution that a particular person be heard and subject also to the Chair's decision to choose speakers alternatively supporting or opposing the motion.
- (iv) All remarks shall be addressed to the Chair, and any questions to another member shall be put through the Chair.
- (v) A member may at any time move that the strict order of debate be followed and the motion shall be put to the vote without debate.

(d) *Chair's Ruling*

- (i) In all cases where a point of order or procedure is raised, the member raising same shall state the point of order or procedures. If another member is speaking, this member shall stop speaking and wait until the point of order or procedure is decided. The Chair shall decide the point raised and not allow discussion.
- (ii) The Chair's ruling on all points of order and procedure shall be final unless the motion that 'the ruling of the Chair be upheld' is lost.
- (iii) No motion of dissent from the Chair's ruling shall be accepted, unless it is moved before any other business or speech has intervened and unless at least two members support it.

- (iv) If the motion of dissent has the necessary support, the Chair shall forthwith give up that position and debate on the question before the meeting is suspended. A member appointed by the meeting shall take up the position of Chair.
  - (v) Only the member challenging the ruling and the Chair, whose ruling is challenged, may speak on a motion of dissent.
  - (vi) The motion of dissent shall then be decided, after which the original occupant of the Chair shall resume the Chair and the debate on the original questions shall be continued, as if the same had not been interrupted, but with due regard to the decision on the motion of dissent.
- (e) *Motion and Amendments*
- (i) All proposals made to the meeting shall be in the form of motions in writing unless the Chair decides otherwise.
  - (ii) In the absence of a member who has given notice of amendment, any member present may move such motion, provided he or she has the authority of the member who gave the notice.
  - (iii) The mover of a motion shall be entitled to speak for not more than five minutes in support of the motion, and all other speakers shall each be entitled to speak for not more than three minutes on the motion. In special instances the meeting may grant an extension of time to a speaker.
  - (iv) Every speaker must keep to the question before the meeting. Any member who digresses from the subject or who violates the courtesies of debate shall be called to order by the Chair. A speaker called to order more than once during debate may be suspended or otherwise dealt with at the discretion of the Chair.
  - (v) Should the person who is Chair wish to take part in a debate, the position of Chair shall be passed to a member appointed by the meeting.
  - (vi) All motions and amendments shall be clearly expressed and capable of only one interpretation.
  - (vii) All motions and amendments must be moved and seconded. If no seconder is found, the motion or amendment lapses.
  - (viii) A motion or amendment may be seconded pro forma, to allow discussion to take place, but the seconder need not support or vote for the proposal.
  - (ix) The seconder of a motion or amendment may reserve his or her speech to a later stage of the debate.

- (x) No motion or amendment which has been moved and seconded shall be withdrawn without the consent of the meeting. The motion for withdrawal shall be unopposed.
- (xi) No person may speak twice to the same question except in explanation, unless the person is the mover of the original motion exercising the right of reply.
- (xii) By permission of the Chair, a member may speak briefly in personal explanation of his or her own previous statement, but must keep strictly to the point which has been misunderstood. The explanation must not interrupt another speaker.
- (xiii) When an amendment is moved to an original motion no further amendment shall be discussed until the first amendment is disposed of, but further amendments may be foreshadowed without discussion. Amendments are voted upon before the motion.
- (xiv) An amendment must be relevant to the question, and so framed that it forms, with the part of the original motion unaffected by it, a sensible and consistent proposal. It must not be a direct negation of the original motion.
- (xv) When an amendment is proposed to omit certain words the Chair shall put the question 'that such words be omitted'. When an amendment is proposed to add certain words the Chair shall put the question 'that such words be added'. When an amendment is proposed to omit certain words and to substitute or add others the Chair shall first put the question 'that such words be omitted' and if that question is rejected the amendment shall lapse; if it is approved the Chair shall put the further question 'that such other words be inserted' or 'added' as may be required.

(f) *Orders of Amendments*

If there are several foreshadowed amendments relating to different parts of the motion the Chair shall ask for all such amendments in writing. The Chair will then decide the order in which they shall be moved, which will depend on where they will stand in the substantive motion, if they are agreed to. No amendment, however, can be accepted to a part of a motion after a subsequent part has been amended.

(g) *Speaking to Amendments*

- (i) No person may move or second more than one amendment to an original motion, but the mover and seconder of a motion or amendment may speak to subsequent amendments.
- (ii) An amendment may not be moved or seconded by any person who has already spoken to the original motion or to a previous amendment.

(h) *Right of Reply*

The mover of a motion which is opposed may reply to the arguments raised before the motion is put, but no new matter may be introduced. The reply shall not, unless by the indulgence of the meeting, exceed five minutes. This reply ends the debate, if there are no amendments. If an amendment is moved, the mover of the original motion may speak to it, and also exercise the right to reply before the first amendment is put. This reply need not end the debate on the substantive motion. The mover of the amendment has no right of reply.

(i) *Amendment Negated*

If the amendment is negated, the original motion again becomes open to amendment.

(j) *Substantive Motion*

- (i) If the amendment is carried, the motion as amended becomes the substantive motion, and is again open to amendment; the mover of an amendment which becomes the motion shall have the right of reply. When the substantive motion is put to the meeting and carried it becomes the resolution.
- (ii) No member may speak on any motion after it has been put to the vote. No amendment may be moved after the substantive motion has been put to the vote.
- (iii) Amendments may be moved to motions on notice provided they are within the scope of the notice.
- (iv) No objection can be made to the validity of any vote, except at the meeting at which the same shall have been tendered. Any vote not disallowed at such a meeting shall, therefore, be deemed valid.

(k) *Procedural Motions*

- (i) The following three motions are procedural motions. They cannot be debated or amended. They can only be moved by someone who has not previously spoken at any time during the debate on that issue.

(a) Next Business

A motion 'that the meeting proceed to the next business' may be moved either on a motion or an amendment. It requires a seconder and must be put without discussion.

(b) The Closure

A motion 'that the question now be put' may be moved during the discussion either of a motion or an amendment. It can interrupt a speaker and must be put without debate. It needs no seconder. If moved on an amendment, it affects only the amendment. It does not prevent the mover of the original motion exercising the right of reply.

(c) Speaker no longer heard

A motion 'that the speaker be no longer heard' must be seconded and put without debate. However, the Chair should try to obtain a fair hearing for speakers, if they are in order.

(l) *Adjournment Motions*

(i) Any member who has not already spoken on that issue may move:

- (a) the adjournment of the debate;
- (b) the adjournment of the meeting;
- (c) 'that ... (name of the person in the Chair) give up the Chair'.

The adjournment motions (a) and (b) may be amended, but only to time and place.

A motion of adjournment of debate cannot be moved a second time during the debate.

A motion of adjournment of the meeting or 'that ... (name of the person in the Chair) give up the Chair' cannot be moved a second time, except by leave of the meeting.

(m) *Voting*

- (i) Voting shall normally be by a show of hands; a secret ballot may be held, however, if agreed by the meeting.
- (ii) A mover or seconder of a motion or amendment may vote against it, but such intention should be declared to the meeting.
- (iii) The Chair shall have a deliberative vote and may exercise a casting vote where the vote on an issue is equal. If the Chair does not wish to exercise a casting vote, he or she may declare the motion 'not carried'. This does not prevent the motion being debated again at the next meeting.