

# UNIVERSITY OF HERTFORDSHIRE HIGHER EDUCATION CORPORATION

## STANDING ORDERS OF THE ACADEMIC BOARD

*(Amendments to the version published previously are shown in italics.)*

### SCOPE

- A These consolidated Standing Orders apply to the Academic Board and to Committees and Boards within the Committee Structure of the Academic Board.
- B The Academic Board Committee Structure includes Committees or Boards established by the Academic Board and their sub-committees. These include the Committees and Boards within the Structure which operate centrally and those within the Structure that operate within Schools such as School Academic Committees, Programme Committees, and Boards of Examiners (Short Course, Module and Programme).
- C Information concerning the Academic Board Committee structure is available on line via: <https://www.herts.ac.uk/about-us/governance> or may be obtained from the Governance Services.
- D These Standing Orders also apply to ad hoc committees and working parties established by the Academic Board including those, such as the ad hoc Award Review Committee and the Readership Panel, convened under the provisions of regulations approved by the Academic Board.
- E Chairmen and Secretaries/Clerks will ensure that these Standing Orders are operated in respect of the committees and boards within the Academic Board Committee Structure for which they have been appointed.
- F *Advice on the interpretation of these Standing Orders is available in the first instance from the Head of Governance Services (e-mail: [j.hughes20@herts.ac.uk](mailto:j.hughes20@herts.ac.uk)).*
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### STANDING ORDERS

- 1 **Ordinary Meeting**
- 1.1 The Academic Board will meet at least once in each term and normally not more than six (6) times in each academic year.
- 1.2 The Academic Board and Boards and Committees within the Academic Board Committee Structure will meet at least once in each term unless the Vice-Chancellor or the Academic Board has determined otherwise.
- 1.3 For Committees and Boards of the Academic Board which operate within Schools, the Dean of School will determine whether meetings are to be held more than once in each term.
- 1.4 The Chairman of a Committee or Board may exceptionally decide that an additional Ordinary Meeting should be held where this is justified by the volume or urgency of business.
- 1.5 The Chairman of a Committee or Board may exceptionally decide that an Ordinary Meeting should be cancelled where there is insufficient business.

#### **Academic Board Standing Orders**

**Effective:** 1 December 2018.

**References:** **Board of Governors Minutes:** From 7.12.88 Minutes 6.2, 18.1, 19.2, 28.3, 40.4, 154, 638 and 660.2, 10 Dec 03, refer; **Academic Board Minutes:** 43.2; 151.1.1; 424, 7 November 07, 193.1, 19 July 2012 and 837.2, 21 Nov 2018, refer

## 2 **Agendas**

- 2.1 For the avoidance of doubt, the Standing Orders in this section (2) apply to the Academic Board and all Boards and Committees within the Academic Board Committee Structure.
- 2.2 The Chairman and the Secretary and Registrar will agree the Agenda for each meeting of the Academic Board.
- 2.2 In the case of other Committees and Boards within the Academic Board Committee Structure, the Agenda will be agreed by the Chairman of the Committee or Board concerned and the Clerk and where appointed, the Secretary.

## 3 **Notice of meetings and publication of Agenda**

- 3.1 For the avoidance of doubt, the Standing Orders in this section (3) apply to the Academic Board and all Boards and Committees within the Academic Board Committee Structure.
- 3.2 The Secretary/Clerk will ensure that not less than seven (7) days before a meeting, all members of the Board receive notice of the date, time and place of the meeting.
- 3.3 The Agenda and Agenda papers for the meeting concerned will be circulated to members and Officers in Attendance not less than seven (7) days before a meeting and may be circulated or published to them electronically.
- 3.4 Exceptionally, the Chairman has discretion to authorise items to be added to the Agenda, as items of emergency business, after the Agenda has been issued. The Chairman has the power to refuse to permit this.
- 3.5 Exceptionally, the Chairman has discretion to authorise additional Agenda Papers to be circulated after the Agenda has been issued or to be tabled at the meeting. The Chairman has the power to refuse to permit this.
- 3.6 The proceedings of Boards of Examiners are confidential. In the case of the Academic Board and other Boards and Committees within the Academic Board Committee Structure, Agendas, Agenda Papers and Minutes not specifically designated 'Confidential' they will be a matter of public record.

## 4 **Submission of items of business**

- 4.1 For the avoidance of doubt, the Standing Orders in this section (4) apply to the Academic Board and all Boards and Committees within the Academic Board Committee Structure.
- 4.2 All matters for submission to the Academic Board and to Boards and Committees within the Academic Board Committee Structure must reach the Clerk not later than thirteen (13) working days before the next scheduled meeting.
- 4.3 Exceptionally, the Chairman may accept an urgent matter up to seven (7) days before the meeting. The Chairman has the power to refuse to permit this.

## 5 **Extraordinary Meetings**

- 5.1 For the avoidance of doubt, the Standing Orders in this section (5) apply to the Academic Board and all Boards and Committees within the Academic Board Committee Structure.
- 5.2 An Extraordinary Meeting may be called to deal with one item or items which are of such a special or urgent nature that such a meeting is justified.

### **Academic Board Standing Orders**

**Effective:** 1 December 2018.

**References:** **Board of Governors Minutes:** From 7.12.88 Minutes 6.2, 18.1, 19.2, 28.3, 40.4, 154, 638 and 660.2, 10 Dec 03, refer; **Academic Board Minutes:** 43.2; 151.1.1; 424, 7 November 07, 193.1, 19 July 2012 and 837.2, 21 Nov 2018, refer

- 5.3 An Extraordinary Meeting may be called by the Secretary/Clerk:
- i on instruction from the Chairman, or
  - ii in the case of the Academic Board at the written request of at least eight (8) members of the Board;
  - iii or in the case of other Committees or Boards within the Academic Board Committee Structure, at the written request of not less than the number of members required to constitute a quorum.
- 5.4 The period of notice to members of an Extraordinary Meeting will be four (4) clear days, including Saturdays, Sundays, UK Public Holidays, Bank Holidays and University Holidays.
- 5.5 The Agenda and Agenda Papers for an Extraordinary Meeting will be circulated as soon as possible before the meeting.
- 5.6 The Agenda and Agenda Papers may be circulated or made available to members electronically.
- 6 Quorum**
- 6.1 For the avoidance of doubt, the Standing Orders in this section (6) apply to the Academic Board and all Boards and Committees within the Academic Board Committee Structure.
- 6.2 One third of the members will constitute a quorum for the Academic Board and Committees and Boards within the Academic Board Committee Structure unless the total membership of the Committee, Board, ad hoc committee or working party is less than 5, in which case the quorum will be two (2) members.
- 6.3 In establishing a Board, Committee, ad hoc committee or working party to operate as part of its committee structure, in determining quoracy, the Academic Board has discretion to vary Standing Order 6.2.
- 6.4 If at any time during a meeting fewer members are present than constitutes a quorum, the Chairman will have discretion to continue the meeting in which case the proceedings of the meeting will require the confirmation of the next quorate meeting of the Committee or Board concerned.
- 6.5 Where a meeting becomes inquorate for any reason, this will be recorded in the Minutes by the Secretary/Clerk.
- 7 Chairman**
- 7.1 The Vice-Chancellor of the University is Chairman (ex officio) of the Academic Board.
- 7.2 The arrangements for the appointment of Chairmen in respect of Boards and Committees within the Academic Board Committee Structure will be determined by the Academic Board and will be set out in the composition of the Board or Committee concerned.
- 7.3 The Chairman has absolute authority on all questions of order and the right to terminate discussion on points of order.

**Academic Board Standing Orders**

**Effective:** 1 December 2018.

**References:** Board of Governors Minutes: From 7.12.88 Minutes 6.2, 18.1, 19.2, 28.3, 40.4, 154, 638 and 660.2, 10 Dec 03, refer; Academic Board Minutes: 43.2; 151.1.1; 424, 7 November 07, 193.1, 19 July 2012 and 837.2, 21 Nov 2018, refer

## 8 **Vice-Chairman**

- 8.1 The Academic Board does not have a Vice-Chairman but the Vice-Chancellor may designate another person, normally a Deputy Vice-Chancellor, to act as Chairman of the Board in his or her absence. Where requested to do so by the Vice-Chancellor, the Board of Governors may agree to adjust the composition of the Academic Board temporarily to make specific provision for a Vice-Chairman<sup>1</sup>.
- 8.2 The composition of other Committees or Boards within the Academic Board Committee Structure may specifically provide a separate category of membership for a Vice-Chairman. Where this is not the case, the Chairman may on an ad hoc basis, designate another member to act in the absence of the Chairman.

## 9 **Chairman in the absence of the Chairman or acting Chairman**

If at any meeting neither the Chairman the Vice-Chairman nor designated member is present within ten (**10**) minutes of the appointed time for holding the meeting, the Board will elect a Chairman from amongst the members present.

## 10 **Record of attendance**

All persons (members, Officer in Attendance and individuals in attendance at the meeting) will record their attendance in a Register which will be maintained by the Secretary/Clerk.

## 11 **Attendance**

- 11.1 For the avoidance of doubt, the Standing Orders in this section (11) apply to the Academic Board and all Boards and Committees within the Academic Board Committee Structure.
- 11.2 The following constitute attendance by members and Officers in Attendance (including the attendance of members for the purposes of quoracy):
- i the physical presence of a member or Officer in Attendance during a meeting;
  - ii remote attendance which is defined for the purposes of these Standing Orders as participation by a member or Officer in Attendance in a meeting by teleconference call or through use of video-conferencing or other similar technologies that enable the member or Officer in Attendance to hear the meeting and to be heard by the other persons present, including any other member or Officer in Attendance who is attending remotely.
- 11.3 Remote attendance by members or Officers in Attendance will require the prior written consent of the Chairman.
- 11.4 Prior to commencing the business of the meeting the Chairman will verify the identity of any member or Officer in Attendance whom the Chairman has agreed may attend remotely. This will be recorded in the minutes.

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<sup>1</sup> *A revision to the composition of the Board approved by Action of the Chairman of the Board of Governors on 24 September 2009 and subsequently reported to the Board of Governors on 20 October 2009, constitutes a temporary adjustment to composition in accordance with Standing Order 8.1 (Minute 264, Board of Governors, 20 October 2009, refers).*

### **Academic Board Standing Orders**

**Effective:** 1 December 2018.

**References:** **Board of Governors Minutes:** From 7.12.88 Minutes 6.2, 18.1, 19.2, 28.3, 40.4, 154, 638 and 660.2, 10 Dec 03, refer; **Academic Board Minutes:** 43.2; 151.1.1; 424, 7 November 07, 193.1, 19 July 2012 and 837.2, 21 Nov 2018, refer

11.5 Where remote attendance has been approved by the Chairman any failure in the medium of attendance which prevents the member or Officer in Attendance so affected from hearing the meeting and being heard by the other persons present, including any other member or Officer in Attendance who is attending remotely, for any part of the meeting, will be recorded in the minutes. Where such a failure affects the attendance of a member, this will constitute the absence of that member from the meeting for the period of this failure. In such circumstances, the requirements of Standing Order 6 will apply.

11.6 If at any time the Academic Board or Committee of Board within the Academic Board Committee Structure is satisfied that any member:

- i has been absent from meetings for a period of twelve (**12**) months without the permission of the Committee or Board; and/or
- ii is unable or unfit to discharge the functions of a member,

the Committee or Board may by notice in writing from the Secretary/Clerk to that member remove him or her from office and thereupon the office will become vacant.

## 12 **Motions, amendments and resolutions**

12.1 For the avoidance of doubt, the Standing Orders in this section (12) apply to the Academic Board and all Boards and Committees within the Academic Board Committee Structure.

12.2 The formal proposition of any particular subject under discussion will be known as 'the motion' and all subsequent propositions modifying the original proposition will be termed 'amendments'. In any case of doubt or ambiguity, the Chairman or Secretary/Clerk or a member will request the proposer to set down in writing the motion or substantive motion before it is put to the vote.

12.3 If carried the motion will become a 'resolution' of the meeting.

## 13 **Voting**

13.1 For the avoidance of doubt, the Standing Orders in this section (13) apply to the Academic Board and all Boards and Committees within the Academic Board Committee Structure.

13.2 Any matter which arises at any meeting, other than a point of order, may be put to the vote and will be decided by a simple majority.

13.3 Voting may be by a show of hands or by secret ballot at the discretion of the Chairman or where a secret ballot is demanded by four (**4**) members.

13.4 In the case of an equality of votes, the Chairman will have a second or casting vote.

## 14 **Persons invited to attend meetings who are neither members nor officers**

14.1 When the Academic Board or a Committee or Board within the Academic Board Committee structure has requested or agreed to the attendance of a non-member at a meeting for a particular item or purpose, that person will withdraw at the end of that item.

14.2 He or she will be recorded as having been 'in attendance' at the meeting and the Agenda item or items for which he or she was present will be identified in the Minutes.

### **Academic Board Standing Orders**

**Effective:** 1 December 2018.

**References:** **Board of Governors Minutes:** From 7.12.88 Minutes 6.2, 18.1, 19.2, 28.3, 40.4, 154, 638 and 660.2, 10 Dec 03, refer; **Academic Board Minutes:** 43.2; 151.1.1; 424, 7 November 07, 193.1, 19 July 2012 and 837.2, 21 Nov 2018, refer

## 15 **Terms of reference and composition**

The Academic Board, Committees and Boards within the Academic Board Committee Structure, ad hoc committees and working parties (including Boards of Examiners (Short Course, Module and Programme)), will note their terms of reference at the first meeting of each Academic Year and upon the occasion of any subsequent changes to them.

## 16 **Membership**

The Academic Board, Committees and Boards within the Academic Board Committee Structure, ad hoc committees and working parties (including Boards of Examiners (Short Course, Module and Programme)), will note their memberships at the first meeting of each Academic Year and upon the occasion of any subsequent changes to them.

## 17 **Standing Orders**

17.1 A copy of the Standing Orders of the Board will be made available to every member of the Board at the time of their appointment/election.

17.2 The Academic Board, Committees and Boards within the Academic Board Committee Structure, ad hoc committees and working parties (including Boards of Examiners (Short Course, Module and Programme)), will note the Standing Orders of the Board at the first meeting of each Academic Year and upon the occasion of any subsequent changes to them.

## 18 **Alterations to Standing Orders**

18.1 Standing Orders may be amended only with the approval of the Academic Board.

18.2 Notice of any proposed alteration or addition to the Standing Orders must be given to members of the Academic Board at least twenty-one (21) clear days before the meeting at which it is to be considered.

18.3 Any addition or alteration carried will apply from the end of the meeting unless specified otherwise by the Board.

## 19 **Suspension of Standing Orders**

19.1 The Academic Board has the power to suspend, at any meeting, one or more of these Standing Orders upon motion made or notice duly given or in any case of urgency and with the sanction of the Chairman of the meeting, provided that the motion is carried by a majority of the members present and voting.

19.2 No other Committee or Board within the Academic Board Committee Structure has the power to suspend any or all of these Standing Orders.

## 20 **Report by the Academic Board to the Board of Governors**

20.1 The Board is required to make an Annual Report to the Board of Governors.

20.2 The Chairman will from time-to-time report to the Board of Governors on the work of the Academic Board.

### **Academic Board Standing Orders**

**Effective:** 1 December 2018.

**References:** **Board of Governors Minutes:** From 7.12.88 Minutes 6.2, 18.1, 19.2, 28.3, 40.4, 154, 638 and 660.2, 10 Dec 03, refer; **Academic Board Minutes:** 43.2; 151.1.1; 424, 7 November 07, 193.1, 19 July 2012 and 837.2, 21 Nov 2018, refer

## 21 **Boards of Examiners**

- 21.1 Boards of Examiners will conduct their business according to these Standing Orders except that:
- 21.1.1 the Chairman may accept business at his or her discretion later than as stipulated in Standing Order 4.
- 21.1.2 provided that University regulations requiring the attendance of External Examiners at specific meetings are observed, one half of the members of a Board of Examiners will constitute a quorum.
- 21.1.3 if at any time during the proceedings a meeting becomes inquorate, the Chairman will adjourn the meeting.

## 22 **Ad hoc committees**

Committees other than Standing Committees and Boards within the Academic Board Committee Structure or Working Parties or the Boards of Examiners, will be known as ad hoc committees or working parties and will be specifically charged with a particular responsibility and given appropriate powers and terms of reference.

## 23 **Joint Committees**

Joint Committees appointed in liaison with other institutions or organisations will determine their membership, terms of reference and method of report with the initial guidance of the Academic Board and will seek subsequent formal confirmation of these by the Academic Board after consultation with the other institutions/organisations involved.

## 24 **Reports from Committees and Boards within the Academic Board Committee Structure**

- 24.1 The Chairman of each Committee or Board within the Academic Board Committee will submit a report to the Academic Board concerning the business discharged at each meeting of his or her Committee or Board and will make an Annual Report to the Academic Board on its work during the preceding academic year. Where the Committee or Board concerned is a sub-committee the Annual Report will be made to the relevant parent Committee or Board unless specified otherwise in the terms of reference.
- 24.2 Standing Committees and Boards of the Academic Board which have been established as sub-committees or sub-boards within the Academic Board Committee Structure, including those within the Schools, will make an Annual Report to their parent Committee or Board on their work during the preceding academic year.

## 25 **Election of members**

- 25.1 For the avoidance of doubt, the Standing Orders in this section (25) apply to the Academic Board and all Boards and Committees within the Academic Board Committee Structure.
- 25.2 A member of staff may not concurrently stand for election to the Board in more than (1) elected category of membership at the same time.
- 25.3 There will be a statement on the nomination form that the nominee has not accepted nomination in another category of membership.
- 25.4 Members who serve on the Academic Board ex officio may not serve on the Board in elected categories of membership.

### **Academic Board Standing Orders**

**Effective:** 1 December 2018.

**References:** **Board of Governors Minutes:** From 7.12.88 Minutes 6.2, 18.1, 19.2, 28.3, 40.4, 154, 638 and 660.2, 10 Dec 03, refer; **Academic Board Minutes:** 43.2; 151.1.1; 424, 7 November 07, 193.1, 19 July 2012 and 837.2, 21 Nov 2018, refer

26 **Re-election of members**

In respect of re-election, the Terms of Reference of each Committee/Board provides a statement concerning the number of times members may stand for re-election on completion of their term of office.

27 **Co-opted members**

27.1 Standing Order 27 does not apply to Boards of Examiners.

27.2 The powers of a Committee or Board within the Academic Board Committee Structure, a Working Party of the Academic Board or an ad hoc committee to co-opt additional members will be determined by the Academic Board which will also determine the period of co-option.

27.3 These will be specified in the compositions established for such Board(s) and/or Committee(s).

28 **Minute Book**

28.1 A Minute Book will be maintained for the Academic Board and for each of the Boards and Committees within the Academic Board Committee Structure, ad hoc committees, working parties and Boards of Examiners (Short Course, Module and Programme).

28.2 The Minute Book will be a structured manual file and must contain the following documents:

- i the published Agenda for each meeting and any amendments to the published Agenda;
- ii a copy of all of the Agenda Papers considered at each meeting, including all revised, additional, late and Tabled papers which the Chairman agreed to accept at the meeting;
- iii a copy of the Minutes of each meeting approved by the Board/committee/working party and signed and dated by the Chairman at the end of the text;
- iv a copy of any document suspending or winding-up the committee, board, ad hoc committee, working party or Board of Examiners (Short Course, Module and Programme), to which the Minute Book relates;
- v a copy of any notice cancelling or re-scheduling any Ordinary Meeting.

28.3 The prior written consent of the Secretary and Registrar will be required in cases where it is proposed that alternative schemes of record keeping are employed, for example, where records which would be held in a Minute Book are to be held solely in the University's Electronic Document Records Management System.

**Academic Board Standing Orders**

**Effective:** 1 December 2018.

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