

UNIVERSITY OF LEICESTER

SENATE

Standing Orders

Meetings

1. Ordinary Meetings of the Senate shall be held on such days and at such time and place as the Senate may from time to time determine provided that at least three Ordinary Meetings shall be held each year.
2. A Special Meeting of the Senate may be convened at any time at the request of the President and Vice-Chancellor, or in his/her absence the Deputy Vice-Chancellor or by not less than one third of the members requesting a Special Meeting in writing to the Academic Registrar.
3. Notice of each Ordinary Meeting of the Senate accompanied by an agenda paper shall be circulated to each member by the Academic Registrar at least five days before the date of the meeting. No business other than that arising out of matters referred to in such agenda paper shall be considered except with the consent of the Chair of the meeting.
4. Members of the Senate intending to bring forward any special business at an Ordinary Meeting (i.e. business brought forward by a member acting in an individual capacity which has not previously been discussed with the Chair and/or the Academic Registrar and Secretary) shall give written notice of such business to the Academic Registrar at least fourteen days before the date of the meeting. Special business of this kind will not be considered in the absence from the meeting of the member who has given written notice of the matter unless he/she has requested some other member to present it in his/her place and has informed the Academic Registrar of such a request.
5. At least seven days' notice of a Special Meeting stating generally the nature of the business to be transacted shall be sent to each member of the Senate and the meeting shall not be competent to transact any business other than that mentioned in the notice or directly arising therefrom.
6. The Chair may, with the consent of a meeting at which a quorum is present (and shall if so directed by the meeting), adjourn the meeting from time to time and from place to place, but no business shall be transacted at an adjourned meeting other than business which might properly have been transacted at the meeting had the adjournment not taken place. When a meeting is adjourned for fourteen days or more, at least seven clear days' notice shall be given specifying the time and place of the adjourned meeting and the general nature of the business to be transacted. Otherwise it shall not be necessary to give any such notice.
7. No communication from members of the University (individually or as group) to the Senate or to any Senate member will be considered by Senate unless it has been circulated to the members via the Registrar and Secretary who shall consult in case of doubt with the Chair.

8. One member from each of the recognised Trade Unions shall be invited to observe each Ordinary meeting of Senate. Observers are expected to treat the information shared and discussions held in strict confidence and do not have the right to vote on any motions raised.

Chair

9. In the absence of the Chair, the Vice-Chair (Deputy Vice-Chancellor) shall take the Chair. In the absence of both the Chair and the Vice-Chair, the members present and entitled to vote shall choose one of their number to be the Chair.
10. An Urgency Committee comprised of the Chair or Vice-Chair of Senate, the Pro-Vice-Chancellors and Heads of College, the Registrar and Secretary and the Academic Registrar, or their designated deputies, shall have the authority to act on behalf of Senate between meetings of the Senate and shall report any such action to the next Ordinary Meeting of the Senate. Such action may be taken only where it would be inappropriate to wait for the matter requiring consideration to be brought to a scheduled meeting of the Senate. Before reaching a decision on any such matter the Urgency Committee shall normally meet to consider written details of the matter requiring a decision, and must first determine whether it is of such significance that a special meeting of Senate should be called.

Secretary

11. The Registrar and Secretary shall be the Secretary of the Senate and shall be responsible for preparing and circulating agenda papers of Senate, recording its proceedings and ensuring that its decisions and instructions are carried out.

Quorum and Voting

12. Meetings of Senate shall be quorate provided that there are at least 24 members present.
13. Motions shall be passed by simple majority voting by a show of hands unless any member requests a division, which shall be taken in such manner as the Chair shall direct.
14. In the event that a member is unable to attend a meeting and sends a deputy in their place, that deputy shall not vote unless they are formally expressing the view of the member for whom they are deputising.

Classification of Business

15. For the purpose of agendas and/or minutes Senate's business shall normally be divided into two sections:
 - Unreserved business
 - Reserved business (e.g. business involving personal data on individual members of staff and students, and other matters which may be exempt from public disclosure under Freedom of Information legislation).
16. The members of the Students' Union shall withdraw from discussions of items of reserved business involving personal data and shall not receive papers and minutes relating to these items.

17. The Registrar and Secretary shall be responsible for classification of items of business, in consultation with the Chair as necessary. During the course of discussion of an item of unreserved business, the Chair may rule that the matter be treated as Reserved business, in which case the discussion of that item shall normally be recorded in the Reserved section of the minutes.
18. The minutes relating to unreserved items only will be published on the University website.

Addressing the meeting

19. A member when speaking shall address the Chair, who will regulate the discussion.

Points of order

20. A member may raise a point of order and shall be entitled to be heard forthwith. A point of order shall relate only to a perceived breach of a Standing Order or statutory or common law provision and the member shall specify the Standing Order or statutory or common law provision and the way in which the member considers it has been breached. The ruling of the Chair on a point of order shall not be open to discussion.

Committees

21. Senate may appoint standing committees and special committees for such purposes and with such powers as it thinks fit, may appoint to them persons who are not members of the Senate and may make regulations for their proceedings. Subject thereto each committee, or special committee, may regulate its own procedure and shall deal with any matters delegated to it.
22. The President and Vice-Chancellor shall be an ex-officio member of all committees of Senate.
23. Each committee may at its discretion co-opt in any one academic year not more than three persons for periods not exceeding one academic year.
24. Between ordinary meetings of any committee the chair of the committee shall have power to act on behalf of the committee on any matter requiring an immediate or early decision and shall report any such action to the next meeting, unless in the opinion of the chair, in consultation with the Chair of Senate, the nature of the business is such as to justify the summoning of a special meeting of the committee.

Amendments to Standing Orders

25. Any amendment necessary to the Standing Orders shall be presented to an Ordinary Meeting of Senate.
26. Standing Orders shall be presented to Senate at its first Ordinary Meeting in each academic year. The Membership and Powers of the Senate, shall also be circulated for that meeting.