

UNIVERSITY OF LEICESTER

COUNCIL

Standing Orders

Meetings

1. Ordinary Meetings of the Council shall be held on such days and at such time and place as the Council may from time to time determine provided that at least five Ordinary Meetings shall be held each year.
2. A Special Meeting of the Council may be convened at any time at the request of the Chair of Council, or in his/her absence the Treasurer, or in their absence the President and Vice-Chancellor, or by not less than one third of the members requesting a Special Meeting in writing to the Registrar and Chief Operating Officer, as the Secretary to the Council.
3. Notice of each Ordinary Meeting of the Council accompanied by an agenda paper shall be circulated to each member by the Secretary at least seven 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 Council 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 Secretary) shall give written notice of such business to the Secretary at least fourteen days before the date of the meeting. This period of notice is to allow time for any supporting papers for the item to be compiled and circulated with the agenda. 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 Secretary 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 Council 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 Council or to any Council member will be considered by Council unless it has been circulated to the members via the Secretary, who shall consult in case of doubt with the Chair and the President and Vice-Chancellor.

Chair

8. In the absence of the Chair, the Treasurer shall take the Chair for that meeting. In the absence of both the Chair and the Treasurer, the members present and entitled to vote shall choose one of their number to be the Chair for that meeting.
9. An Urgency Committee comprised of the Chair of Council, the President and Vice-Chancellor, the Treasurer and the Registrar and Chief Operating Officer, or their designated deputies, shall have the authority to act on behalf of Council between meetings of the Council and shall report any such action to the next Ordinary Meeting of the Council. 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 Council. 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 Council should be called.

Secretary

10. The Registrar and Chief Operating Officer shall be the Secretary of the Council and shall be responsible for the preparation and circulation of agenda papers of Council, the recording of its proceedings and ensuring that its decisions and instructions are carried out. In practice, the Registrar and Chief Operating Officer has delegated the secretariat role for Council and certain committees to other officers of the University.

Quorum and Voting

11. Meetings of the Council shall be quorate provided that at least eight members are present, a majority of whom shall not be staff or students of the University.
12. 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.

Classification of Business

13. For the purpose of agendas and/or minutes Council's business shall normally be divided into two sections:
 - Reserved business (e.g. business concerning sensitive personal data about named staff or students, or commercially sensitive information).
 - Unreserved business
14. The President of the Students' Union will not be required to withdraw from discussions of items of Reserved business and will receive papers and minutes relating to these items.

15. The 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, if it becomes apparent that it involves sensitive personal or commercial information. The discussion of such an item shall be recorded in the Reserved section of the minutes, and Members of Council shall not disclose details of such matters to a third party.
16. The minutes relating to Unreserved items only will be published on the University website.

Addressing the meeting

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

Motions and Amendments

18. A motion or amendment shall not be discussed unless it has been proposed and seconded. If written notice has not been given before the meeting, the Chair may require the motion or amendment to be put in writing and handed to the Chair before it is further discussed or put to the meeting.
19. One amendment only may be moved and discussed at a time and no further amendments shall be moved until the amendment under discussion has been dealt with. If an amendment is lost, other amendments may be moved on the original motion. If an amendment is carried, the motion as amended shall take the place of the original motion and shall become the motion upon which any further amendments may be moved.
20. When a motion is under debate no other motion shall be moved except:
 - to amend the motion
 - to postpone consideration of the motion
 - that the subject of debate be referred back to the relevant committee
 - that the motion be now put
 - to proceed to the next business
 - to adjourn the debate
 - to adjourn the meeting.

Right of Final Comment

21. The mover of a motion has a right of final comment at the close of the debate on the motion, immediately before it is put to the vote. The mover shall confine such comments strictly to matters raised in the course of the debate. If an amendment is moved, the mover of the original motion shall also have a right of final comment at the close of the debate on the amendment. The mover of the amendment shall have no right of final comment in the debate on such amendment.

Points of order

22. 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

23. The Council 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 Council 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.
24. The Chair, the President and Vice-Chancellor and the Treasurer shall be ex-officio members of all committees of the Council excepting only the Audit Committee.
25. Between Ordinary Meetings of any committee the chair of the committee shall have the power to act on behalf of the committee on any matter requiring an immediate or early decision, which for timing reasons cannot be delayed until the next meeting. Such items shall lie within the committee's terms of reference and shall normally be confined to matters which the Chair judges as routine and likely to be non-controversial.
26. Where Chair's Action on a major or controversial item is deemed to be necessary, the Chair shall seek the views of members and relevant University officers before arriving at a decision or, if requested by members and time allows, a Special Meeting may be called. All decisions taken under Chair's Action shall be reported to the Committee at its next meeting.

Amendments to Standing Orders

27. Any amendment necessary to the Standing Orders shall be presented to an Ordinary Meeting of Council.
28. Standing Orders shall be presented to Council at its first Ordinary Meeting in each academic year. The Membership and Powers and Duties of the Council, as set out in the Statutes and Ordinances, and a Statement of Primary Responsibilities, shall also be circulated for that meeting. A copy shall be provided to new members of Council when they take up their appointments.

Governance Office
September 2018