

STATUTE 1.3 - MEETINGS

Quorum

1.3.1 Unless otherwise provided in the Act or in any statute or regulation, no question is to be decided at any meeting of a body unless at least three members or one fifth of the total membership of the body are present whichever is the greater.¹

Procedure at meetings

1.3.2 Except where the Act or any statute or regulation provides to the contrary a meeting of any body of the University must be conducted in accordance with the following provisions-

- (a) if the quorum prescribed for meetings of the body is not present within thirty minutes of the time nominated for commencement of a meeting, the meeting is to be regarded as cancelled;
- (b) if a meeting is cancelled under the preceding sub-section, the business for that meeting of which notice has been given takes priority at the next scheduled meeting of the body;
- (c) if the chairperson of a body is absent or vacates the chair, a meeting must be chaired by the vice-chairperson or, if there is no vice-chairperson, by a person elected by a majority of votes of the members present;
- (d) a meeting may commence after a quorum is present and must continue until such time as business on the notice of business is completed or the meeting is adjourned or a member of the body draws the attention of the chairperson of the meeting to the absence of a quorum;
- (e) all questions which come before any meeting must be decided by a majority of votes of the members present and voting provided the number of votes in the majority is not less than half the number of members required to constitute a quorum;
- (f) the chairperson has a vote and, in case of an equality of votes, a casting vote;
- (g) a resolution at any meeting is not rendered invalid by the absence of any member of the body or by any defect in the election or appointment of a member attending the meeting if the defect is discovered at any time after the meeting is concluded.

Minutes of previous meeting

- 1.3.3
- (1) A copy of the minutes of the previous meeting of a body of the University must be made available to members of the body before commencement of a meeting or must be read aloud after commencement of the meeting.
 - (2) A motion to amend the minutes of a previous meeting may be made by any member and is to be determined by a majority of votes of members present.

¹ *Quorum for meetings of bodies*

<i>Body</i>	<i>Quorum</i>
The Council	Eight members (s. 14(3) of the Act)
Convocation	Twenty members (s. 26(3) of the Act)
Committee of Convocation	Ten members (s. 26 (3) of the Act)
The Academic Board	Twelve members or as otherwise provided by statute (Statute 4.1)
A faculty or a faculty	Ten members or one-fifth of the total membership, assembly whichever is the greater (Statute 5.1)
Melbourne University Press board of Management	Three members (Regulation 8.1.R2)
Melbourne Theatre Company board of management	Four members (Regulation 8.1.R3)
An examination board	Two members (Statute 12.1)

- (3) Subject to any amendments proposed and approved under the preceding sub-section, the minutes of a previous meeting are to be regarded as a true and accurate record of that meeting and must be signed by the chairperson.
- (4) Minutes of meetings of the Council, convocation, the committee of convocation, the Board, the faculties and such other bodies as the Council may determine are to be retained by the university secretary and are to be regarded as official records of the University.

[Am. 3/5/99, effective 1/7/99, Edit. Am. 11/7/05.]