

THE UNIVERSITY OF MELBOURNE
STANDING ORDERS OF THE ACADEMIC BOARD

General

1. These Standing Orders are made by the Academic Board pursuant to the power conferred on it in that behalf by [Statute 4.1.1\(4\)](#).
2. In these Standing Orders :-
 - i) the expression "the Board" means the Academic Board;
 - ii) the expression "the Presiding Officer" means the person presiding at a meeting of the Board pursuant to 4.1.R1(4)
3. Any matter of procedure which is not dealt with by the University of Melbourne Act 2009 or by any Statute made pursuant to that Act or by these Standing Orders shall be determined by the Presiding Officer.
4. These Standing Orders shall apply at every meeting of the Board unless the Board resolves that any part of these Orders be suspended for the whole or any part of a meeting.
5. Notice of a meeting and a copy of the business papers shall be circulated electronically by the Academic Secretary six working days before the meeting. No business papers that require a decision shall be circulated later than 2 working days before the meeting with the exception of meetings called pursuant to order [6]). The Presiding Officer may allow additional business to be tabled at the meeting. Such business shall not be considered if the Board resolves that it be held over to a subsequent meeting.
6. If the President of the Board or the Vice-Chancellor rules that a matter is urgent, a special meeting may be called by electronic means or otherwise, provided four hours notice is given. The first business of a meeting so called shall be to resolve whether the matter is urgent. If the Board so resolves the meeting shall continue to consider the business arising out of such matter, but otherwise it shall lapse.
7. Any notice of motion, report, or other business must be submitted in writing to the Academic Secretary eight clear working days before the day of the meeting. Matters submitted after this time may be accepted at the discretion of the President of the Board.
8. Meetings of the Board shall not exceed two hours in duration unless there is a specific motion for an extension beyond two hours.
9. The whole of committee reports submitted to the Board shall be taken as moved and seconded.
10. The President may admit observers to all or any part of a meeting.

Order of Business

11. The normal order of business at each regular meeting shall be as follows -
 - a) Starring of additional items (only those items which have been starred will be discussed).
 - b) Confirmation with or without amendment of the minutes of the previous meetings.
 - c) Business arising out of the minutes not listed in the agenda
 - d) Matters dealt with by the President.
 - e) Reports, if any, from the President of the Board and the Vice-Chancellor.

- f) Questions with or without notice and oral statements by members.
- g) Motions of which notice has been given.
- h) Matters for discussion
- i) Reports of the Standing Committees and of bodies reporting through those committees.
- j) Reports from the Deputy Vice-Chancellors
- k) Unstarred reports from the Academic Board appeal committees and Legislation and Trusts Committee
- l) Other Items.
- m) Adoption or receipt of unstarred items.

The Presiding Officer may alter the normal order of business.

- 12. Any item on the agenda may be taken out of order by the Presiding Officer unless the Board resolves that the written order of business be retained. If the Board resolves the order of business may be altered.
- 13. No business other than that specified in Order 5 shall be considered at any meeting unless the Presiding Officer with the approval of the meeting permits debate on a matter arising from a question without notice or an oral statement.

Ordinary Rules of Debate

- 14. Subject to Order 30, the Board shall ordinarily conduct its business in accordance with Orders 15 to 29 and, in particular,
 - a) any member desirous of moving a motion or an amendment or of taking part in any debate shall raise their hand Chair..
 - b) the member first observed raising their hand by the Presiding Officer shall be given priority in speaking.
 - c) a speaker shall keep to the particular matter before the meeting and shall not introduce irrelevant material.
 - d) a member may speak more than once on any question but does not have the right to do so if the Presiding Officer considers that other members are being denied the right to speak or that the member is being unduly repetitious.
 - e) the Presiding Officer may participate in the debate from the Chair, or he or she may vacate the Chair and call upon any member to act as Presiding Officer while he or she speaks from the floor.
 - f) if the Presiding Officer rises during the debate a member speaking or offering to speak shall cease and the Presiding Officer shall be heard without interruption.
 - g) the Presiding Officer may "ask approval" and in the absence of dissent assume that the matter has been approved *nem con*.
 - h) the sense of a motion may be expressed but the actual wording may be left to the Presiding Officer and secretary .

Motions and Amendments

15. A motion or amendment shall be couched in definite and precise language and should normally be affirmative in form.
16. In the absence of a member who has given notice of motion, a motion shall lapse unless another member present is prepared to move it.
17. A motion may be amended or withdrawn by the mover with the consent of the meeting.
18. A member who, without comment, seconded a motion or amendment shall not be deemed to have spoken.
19. Subject to Orders 20 and 25, any motion or amendment not seconded shall not be debated or put.
20. A motion moved from the Chair shall not require a seconder.
21. An amendment shall relate to the matter involved in the motion and not to some other matter.
22. An amendment which is a direct negative of the motion shall be disallowed.
23. Only one amendment may normally be accepted at a time. However, a member may speak against an amendment by drawing attention to a foreshadowed amendment to be moved if the amendment before the meeting is defeated.
24.
 - 1) If an amendment has been carried, an amendment which is substantially the same as the original motion is out of order.
 - 2) If an amendment has been defeated, an amendment which is substantially the same as that amendment is out of order.
25. Debate on a motion or amendment shall be immediately suspended, even if a person is speaking, if any of the following motions is moved;
 - a) "that the Board proceed to the next business"
 - b) "that the Board do now adjourn"
 - c) "that the question be now put"
 - d) "that the speaker be no longer heard"
 - e) "that the matter be referred back to the committee which submitted the proposal"

Such motions do not require a seconder. Any such motion may not be moved by a person who has already spoken to the motion or to an amendment.

Any of the above motions except (e) shall immediately be put without amendment or debate, except that the Presiding Officer may express the view that the matter has not been adequately debated and that the procedural motion should not be carried. If (c) above is carried in relation to an original motion, the mover of that motion may reply before the motion is put. If (e) above is moved debate may continue on matters to which the committee's attention should be drawn.

(The procedural motions to adjourn debate to a later meeting of the Board or to dissent from a ruling by the Presiding Officer have not been provided for in the Standing Orders but could still be moved if the Board has agreed to the suspension of Standing Orders for that purpose. This procedure permits debate of the motion to suspend Standing Orders. Procedural motions in themselves may not be debated.)

26. As soon as the debate on a motion or amendment has concluded, the Presiding Officer shall put the motion or amendment.
27. No member may speak to a motion, except to raise a point of order, after it has been put by the Presiding Officer and the show of hands or ballot has been taken.

Voting

28. Voting shall be decided by a show of hands unless a ballot is directed by the Presiding Officer or is demanded by at least five members. When a vote has been taken by a show of hands, any five members may, by rising in their seats, require that the vote be confirmed by a ballot.
29. Where a ballot is taken, it shall be conducted in such manner as the Presiding Officer shall decide, provided that secrecy is ensured.

Formal Rules of Debate

30. If the Presiding Officer rules, or the Board by resolution determines, that a matter before a meeting shall be conducted in accordance with the formal rules of debate, then the following procedures shall apply:
 - a) debate shall occur only on a formal motion before the Chair or on an amendment to such a motion. Any such motion or amendment shall be submitted in writing to the Presiding Officer but may be seconded orally.
 - b) no member shall speak on anyone motion for more than seven minutes except by leave of the Board given for an extension of time which shall not be more than five minutes.
 - c) unless the Board resolves, no member, except the mover of a motion, may speak twice to a matter before the Board except by explanation in reply to a question or by raising a point of order
 - d) the seconder of a motion may reserve his or her right to speak later, provided he or she does not otherwise speak when seconding the motion.
 - e) a member may speak to an amendment although he or she has spoken to the motion or a previous amendment.
 - f) the mover of a motion, but not of an amendment, shall have the right to reply. The mover's reply closes the debate.
 - g) the Presiding Officer may refuse to grant the mover of the motion the right to reply until he or she has assured himself or herself that no other member desires to speak or to move an amendment.

Questions

31. Questions relating to the affairs of the University may be put through the Presiding Officer to any member present. The Presiding Officer may disallow any question. Subject to Order 13, answers to questions may not be debated or lead to a motion at that meeting.

The Presiding Officer

32. The Presiding Officer may
 - a) require a speaker who, in his or her opinion, is being unduly verbose or who is not keeping to the point under discussion to desist;
 - b) refuse to accept motions and amendments which are not couched in clear terms;
 - c) require withdrawal of offensive statements or the imputation of improper motives;
 - d) preserve order and prevent interference to speakers by private talk or heckling remarks;

- e) require a person who persists in being disorderly to withdraw from the meeting.
33. The Presiding Officer may not adjourn the meeting to prevent its coming to a decision. He or she may not refuse to accept an amendment that is in proper form and relates to a motion under discussion.

Loss of Quorum

34. When attention is drawn to the lack of a quorum the Presiding Officer shall adjourn all unfinished business to the next meeting of the Board.

Minutes

35. The minutes shall record
- a) The nature of the meeting, whether ordinary or special.
 - b) The date, time and place of the meeting.
 - c) The names of the Presiding Officer and of all other persons present at the meeting.
 - d) The names of those members from whom apologies have been received.
 - e) A summary of the business conducted at the meeting including in the case of a motion which is carried
 - i) a brief statement of the reasons advanced in support of the motion, followed by the motion as carried;
 - ii) at the request of any member, a noting that that member voted against the motion.
36. Unless the Presiding Officer or the Board directs otherwise, a record of the following matters need not be included:
- a) the names of the mover and seconder, if any, of a motion;
 - b) any motion which is lost or withdrawn;
 - c) any motion moved while the Board is conducting its business pursuant to Order 15 which is not seconded;
 - d) except in the case where the Vice-Chancellor or the mover of motion has made a formal statement for report to the Council or elsewhere, the views expressed by an individual member.
- A record of the matters set out in paragraph (a) and (b) of this Order shall be kept in respect of any business of the Board conducted under the provisions of Order 30.
37. A member may within two days after any meeting submit to the Presiding Officer through the Academic Secretary a brief statement of the views expressed at the meeting upon any matter. Such statement may or may not be included in the minutes at the discretion of the Presiding Officer.
38. The minutes of each meeting shall be submitted to the following meeting for confirmation. Debate on a motion that the minutes be confirmed shall be limited to the accuracy and adequacy of the minutes as presented, and the only motion which may be submitted during such debate shall be a motion that the minutes be amended to correct misstatements or to record more adequately the proceedings of the previous meeting. Except with the permission of the Presiding Officer or the meeting, a member may not request that a statement attributed to himself or herself be included. A matter decided at a previous

meeting cannot be reopened during debate on a motion to confirm the minutes of that meeting.

39. The minutes when confirmed shall be signed by the Presiding Officer as a true and correct record of the proceedings of the previous meeting.
40. Lengthy amendments to the minutes of a previous meeting shall be included in the minutes of the succeeding meeting. Other amendments shall be initialled by the Presiding Officer.

Conduct of Members

41. A member shall
 - a) confine himself or herself to the matter before the Board;
 - b) not before the Board make offensive statements or impute improper motives to other members;
 - c) when called to order by the Chair, cease speaking until the question of order is decided;
 - d) not disclose how other members spoke or voted on matters coming before the Board;
 - e) except with the permission of the Presiding Officer or the Board, not remain in a meeting when any matter relating to himself or herself personally (other than a motion that he or she be censured) is under consideration.
42. No motion that a member of the Board be censured by the Board shall be debated by the Board unless at least five clear working days' written notice of that motion, including a brief statement of the matters alleged against him or her, shall have been given to the member named therein, together with a notice that he or she may answer the charge if he or she so desires at the meeting. If the member charged so desires, he or she shall be given a reasonable opportunity to answer the charge during the debate on the motion.

Amendment of Standing Orders

43. These Standing Orders may be amended only by a motion of which due notice of motion has been given.

Special Rules

44. The Board may adopt special rules for the conduct of its affairs and such rules shall be attached as an appendix to the Standing Orders.

APPENDIX 1

STATEMENT OF PRINCIPLES WHICH THE BOARD CONSIDERS

ITS MEMBERS SHOULD OBSERVE IN RELATION TO

DISCUSSIONS OUTSIDE THE BOARD

- i) Members of the Board are encouraged to make information arising from the papers and discussion of the Board available to other members of the University and to stimulate discussion and understanding in their Departments except as set out in (ii) below.
- ii) A member of the Board should not, without the approval of the President, discuss with or directly or indirectly disclose to a person not a member of the Board information received by virtue of membership of the Board concerning:
 - a) any matter listed as confidential on the business papers or in the minutes of the Board;
 - b) any personal matter affecting an individual ;
 - c) any business negotiation or other financial matter which might allow any person to profit;
 - d) any matter concerning the promotion of any member of the staff of the University;
 - e) any proposal that any person should be granted an honorary degree.

APPENDIX 2

HONORARY DEGREES - STATUTE 11.5.5

1. A recommendation from the Honours Committee for the award of an honorary degree of Doctor of Laws under section 5 of Statute 11.5 shall be forwarded to the Academic Board for consideration. A secret ballot shall be held to determine whether members of the Academic Board are in favour of the award of the degree and the result shall be reported to the Board and a recommendation made to Council in the Board's report to Council. The ballot will be conducted using electronic ballots and Academic Board members will be requested to cast their vote through the electronic voting system ('EVS') on a web site established for the purpose. The Academic Secretary shall act as returning officer. If the recommendation is not approved by the Academic Board, it shall be referred back to the Honours Committee.

HONORARY DEGREES - STATUTE 11.5.3 & 11.5.4

1. A recommendation from a faculty for the award of an honorary degree of master pertaining shall be forwarded to the Board for consideration following a ballot of the faculty in accordance with the statute. A vote by a show of hands shall be held to determine whether members of the Academic Board are in favour of the award of the degree and the result and a recommendation made to Council in the Board's report to Council.
2. A recommendation from a faculty for the award of an honorary degree of doctor any shall be forwarded to the Board for consideration, following a ballot of the faculty in accordance with the statute. A vote by a show of hands shall be held to determine whether members of the Academic Board are in favour of the award of the degree and the result and a recommendation made to Council in the Board's report to Council.

APPENDIX 3
ELECTIONS

3. Every election of the president, the vice-president, the deputy vice-president and of members to be elected to such committees as the Board shall from time to time determine shall be by vote as hereinafter provided, and for this purpose the Academic Secretary shall act as returning officer.
4. The president, the vice-president and the deputy vice-president shall be elected at a single election.
5. In every election the returning officer shall -
 - a) appoint a date for the election after the first day of Second Semester;
 - b) call for nominations not later than 3 weeks before the date of the election by written notice posted or delivered to each member of the Board;
 - c) accept nominations not later than 2 weeks before the date of the election;
 - d) if the number of nominations of candidates does not exceed the number of vacancies, declare that candidate or those candidates to be duly elected; but if the number of nominations of candidates exceeds the number of vacancies an election will be conducted
6. The election will be conducted by using electronic ballots and Academic Board members will be requested to cast their vote through the electronic voting system ('EVS') on a web site established for the purpose.
7. The academic secretary will inform voters of the location of the EVS and of the opening and closing times of the ballot not less than one week before the date of the election.
8. A link to any electoral statements provided by the candidates will be available on the EVS web site.
9. The voting system will be optional preferential. The voter's order of preference shall be indicated by writing consecutive numbers beginning with 1 opposite the names of all or some or one of the candidates.
10. Provisions for scrutineering and the release of voting information will be as for [Council elections.](#)
11. Subject to section 8, neither the honorary officer nor any person assisting him or her shall in any way whatever directly or indirectly divulge or disclose or aid in divulging or disclosing for what candidate or in what manner any voter has voted, or the number of votes which any candidate has received.

A.B. mtg 9/2010 - 02/12/2010

23/3/82 24/ 11/83

23/8/84 26/5 /88

25/ 11/88 23/03/89

22/2/90 16/12/93

23/6/94 22/6/95

24/6/99