

STANDING ORDERS OF CONVOCATION

Relevant extracts from the Act are included here but do not form part of the Standing Orders and therefore will be changed without any formality if the Act itself is changed.

DIVISION A - Election of President of Convocation

Relevant Parts of the Melbourne University Act 1958

Section 21

Convocation -

- (a) *shall every two years elect, in accordance with standing orders of convocation, one of its members to be president;....*

Section 23 (10)

Provided that - ...

(c) *in the case of -*

- (ii) *any casual vacancy in the office of president of convocation, the vacancy shall be filled by the election by a majority of the members of the committee of a member of the committee -*

and the person elected shall be entitled to hold office during the residue of the term of office of the person replaced;.....

Standing Orders

- A1. The office of president becomes vacant on 31 December in 2003 and every two years thereafter, but the president in office on 31 December in the year in which an election is held will continue to act until a successor is elected.
- A2. The university secretary will have the management and supervision of all elections for the office of president and will to that end have and exercise all the powers and duties of a returning officer.
- A3. When an election to fill a vacancy, other than a casual vacancy, in the office of president is due, the university secretary must
- (a) nominate an election date within the three months before December 31 in the year in which the office of president will become vacant, and
- (b) conduct an election in accordance with the provisions of University Regulation 3.3.R1, the necessary changes to details and the schedules having been made.
- A4. Any casual vacancy in the office of president must be filled by an election by the committee of convocation convened for this purpose as soon as possible following the occurrence of the vacancy, such election to proceed as set out in Division F of these Standing Orders.
- A5. The office of president becomes vacant if the committee of convocation, by an absolute majority, so resolves and this resolution is confirmed at a special meeting of convocation convened as soon as possible to consider the matter.

DIVISION B - Deputy President of Convocation and the Committee of Convocation

Relevant Parts of the Melbourne University Act 1958

Section 21

Convocation -....

- (e) *may make standing orders for.....the election of the president and deputy president...*

Section 24 (2A)

The committee shall whenever a vacancy occurs elect, in accordance with the standing orders of convocation, one of the members of the committee to be deputy president of the committee for such period as the committee determines.

Standing Orders

- B1. The committee of convocation will elect one of its members to be deputy president of the committee and the person so elected will *ex officio* become deputy president of convocation with such powers and duties as are set out in Division C of these Standing Orders.
- B2. The office of deputy president will become vacant on the first day of May in 2004, *in 2005, and in every second year thereafter*, but the deputy president in office on 30 April in the year the vacancy occurs will continue to act until a successor is elected.
- B3. The election of the deputy president will normally be held at the April meeting of the committee of convocation, which the president will declare to be a special meeting for this purpose, or at a special meeting convened by the president specifically for this purpose.
- B4. Any casual vacancy in the office of deputy president will be filled by an election at a meeting of the committee of convocation, which the president will declare to be a special meeting for this purpose, or at a special meeting convened by the president specifically for this purpose.
- B5. Any election for the office of deputy president will be conducted as set out in Division F of these Standing Orders.
- B6. The office of deputy president becomes vacant if the committee of convocation, by an absolute majority, so resolves.

DIVISION C - Meetings of Convocation

Relevant Parts of the Melbourne University Act 1958

Section 21

Convocation -...

- (b) *shall hold at least one ordinary meeting in every year;*
- (c) *may hold special meetings as provided for by standing orders of convocation;*
- (e) *may make standing orders providing for the number of ordinary meetings to be held etc.....and for the regulation of its proceedings.....*

Section 22

At every meeting of convocation the president shall preside as chairman and in the absence of the president the members of convocation present shall elect a chairman.

Section 25

The committee (of convocation) - ...

- (d) *may at any time and shall once at least in every year report to convocation;...*

Section 26

- (1) *All questions which come before any meeting of convocation...shall be decided by the majority of members present.*
- (2) *The chairman at any such meeting shall have a vote and in case of an equality of votes a casting vote.*

- (3) *No question shall be decided at any meeting of convocation unless at least twenty members thereof are present...*

Standing Orders

- C1. All meetings of convocation will be held at the Parkville campus of the University or at some central place in the City of Melbourne.
- C2. One ordinary meeting of convocation will be held each year, normally in the month of April, at a time and place determined by the president.
- C3. The president may at any time and must, on receipt of a requisition signed by at least twenty members of convocation setting out the purpose for which the meeting is sought, convene a special meeting.
- C4. If the president is unavailable or incapacitated, the deputy president will assume the president's powers to convene a meeting; if both the president and deputy president are unavailable or incapacitated, the university secretary will assume those powers.
- C5. Meetings of convocation will be convened by the
- (a) giving of at least 21 days' notice of the meeting by an advertisement, on University notice boards, on the University web site and in relevant University publications circulating to graduates, setting out
 - (i) the date, time, place, and purpose of the meeting,
 - (ii) the opportunity for any member to give notice of a motion to be moved at the meeting by delivering such notice, in writing and signed by the member giving it, to the university secretary at least 14 days before the date of the meeting, and
 - (iii) that the nature of the business to be considered at the meeting will be published in the same media at least seven days prior to the day of the meeting; and
 - (b) giving of at least seven days' notice of the meeting by an advertisement, on University notice boards, on the University web site and in relevant University publications circulating to graduates, setting out
 - (i) the date, time, place, and purpose of the meeting, and
 - (ii) a summary of each notice of motion delivered to the university secretary in accordance with (a)(ii) above.
- C6. If, at the expiration of half an hour after the time appointed for the commencement of the meeting, a quorum is not present, the meeting will lapse.
- C7. (a) The university secretary will prepare a notice paper of the order of business to be conducted at each meeting of convocation, including, in order of receipt, each notice of motion duly received as in Standing Order C5(a)(ii).
- (b) The order of business for an ordinary meeting of convocation will be -
- (i) confirmation of the minutes of the previous ordinary meeting;
 - (ii) confirmation of the minutes of any special meeting not already confirmed;
 - (iii) receipt and discussion of the report of the committee of convocation;
 - (iv) motions on notice;
 - (v) general business.
- (c) The order of business for a special meeting of convocation will be -
- (i) confirmation of the minutes of any special meeting not already confirmed;
 - (ii) business arising out of the purpose for which the meeting was called;
 - (iii) motions on notice.

- C8. The university secretary will keep minutes of all meetings of convocation.
- C9. After a vote has been taken on the voices or by show of hands, any member may call for a division and any member may have recorded in the minutes his or her dissent from any decision of such division.
- C10. The chairperson may allow additional matters to be raised for discussion but any resolution passed will be minuted as a **resolution of those present** and not a resolution of convocation as a whole.
- C11. No meeting will last for more than three hours unless those present vote in favour of an extension.

DIVISION D - Procedures and Rules of Debate at Meetings of Convocation

Relevant Part of the Melbourne University Act 1958

Section 21

Convocation -

(e) may make standing orders.....for the regulation of its proceedings...

Standing Orders

- D1. The provisions of the Standing Orders in this Division may be suspended at any meeting on a motion to that effect being resolved in the affirmative.
- D2. Where these Standing Orders are silent, the proceedings of each meeting will be conducted according to the normal rules of formal debate.
- D3. The mover of any motion may speak for up to 10 minutes with subsequent contributions to the discussion limited to five minutes. The meeting may allow any speaker an extension of time of up to five minutes.
- D4. A member may speak once only on any question except
 - (a) in reply on an originating motion, or
 - (b) to give a personal explanation, or
 - (c) upon a point of order, or
 - (d) upon a resolution being carried that he or she now be heard.
- D5. Any member who has not spoken on the matter under discussion may move when another speaker has finished speaking that the next question be proceeded with and, if this motion is seconded, the chairperson must accept that motion and put it immediately.
- D6. Any member who has not spoken on the matter under discussion may move at any time that the question be now put and the chairperson may accept or reject this motion.

DIVISION E - The Committee of Convocation

Relevant Parts of the Melbourne University Act 1958

Section 21

Convocation....

(e) may make standing orders providing for....the proceedings of the committee of convocation...

Section 24

- (1) *Subject to any standing orders of convocation, the committee -
 - (a) may meet at such times and places as it thinks fit; and may adjourn any meeting; and
 - (b) may regulate its own proceedings.*
- (2) *So long as there is a quorum the committee may act notwithstanding any vacancy in its numbers.*
- (3) *The president shall be ex officio chairman of the committee and the president or in his absence the deputy president or, in the absence of the president and deputy president a member of the committee elected as chairman by the members present shall preside at all meetings of the committee.*

Sections 24A and 24B provide for meetings and resolutions without the physical presence of members at the one place, e.g., resolutions by post or by electronic means.

Section 26

- (1) *All questions which come before any meeting..... of the committee of convocation shall be decided by the majority of members present.*
- (2) *The chairman at any such meeting shall have a vote and in case of an equality of votes a casting vote.*
- (3) *No question shall be decided at any meeting of the committee of convocation unless at least ten members thereof are present.*

Standing Orders

- E1. The provision of the Standing Orders in this Division other than Standing Order E2 may be suspended at any meeting on a motion to that effect being resolved in the affirmative.
- E2. The Standing Orders in this Division may be amended at any time by either
 - (a) the passing of a motion at a meeting of convocation, due notice having been given, or
 - (b) the passing, with a 75% majority of the members present and voting, of a resolution at a meeting of the committee of convocation, two months notice of motion having been given, and subsequent reporting of the amendment at the next meeting of convocation.
- E3. The university secretary will act as secretary to the committee of convocation, will attend, or arrange for an officer to attend, all meetings of the committee, and will be responsible for the keeping of the minutes of all meetings.
- E4. At its September meeting each year, the committee will agree to a schedule of meetings for the next year and provision of a copy of this schedule to all members will constitute due notice of the convening of these meetings. This schedule must include, but is not limited to, provision for a meeting in each month in which the Council is scheduled to meet.
- E5. The president may vary the date of a scheduled meeting or may cancel a scheduled meeting if there is insufficient business to justify a meeting or other circumstances make it inappropriate to hold that meeting, but two successive scheduled meetings may not be cancelled.
- E6. The president may at any time and must, on requisition signed by at least ten members of the committee and setting out the purpose for which the meeting is sought, convene a meeting of the committee.
- E7. If the president is unavailable or incapacitated, the deputy president will assume the president's powers to convene or cancel a meeting and the powers under Standing Orders E10

and E11; if both the president and deputy president are unavailable or incapacitated, the university secretary will assume those powers.

- E8. At least five days before a meeting on a scheduled date or at least seven days before any other meeting, notice must be given to all members of the date, time, and place of the meeting and a listing of the business to be brought on at the meeting. The maximum possible notice of the cancellation of a meeting must be given.
- E9. At meetings of the committee of convocation,
- (a) motions need not be seconded,
 - (b) matters may be discussed without a formal motion before the chair but the committee may, at any time, resolve to follow the formal rules of debate,
 - (c) a member may speak more than once to the same question and speakers need not alternate between those for or against a proposition, and
 - (d) the chairperson may, without leaving the chair, speak to a question and move a motion or an amendment.
- E10. (a) The university secretary will circulate to members of the committee reports or other documents submitted to the university secretary and addressed to the committee by convocation, the Council, the vice-chancellor's office, or members of the committee since the previous meeting of the committee.
- (b) The university secretary, after consultation with the president, will either circulate or report the receipt of any other submissions or documents which have been received by the university secretary addressed to the committee.
- E11. The university secretary, after consultation with the president, may arrange for persons to address the committee on any submission referred to in Standing Order E10 and will report to the committee any request to address the committee made prior to the particular meeting and which has been refused.
- E12. The committee may appoint among its members sub-committees to carry out, in accordance with any directions from the committee, such matters or duties as the committee determines. Each sub-committee will provide a written report to be distributed with the meeting papers.
- E13. Recommendations or motions pertaining to reports or any agenda item included by members should be set out in writing prior to the meeting and submitted to the Minute Secretary in time for distribution with the meeting papers.
- E14. Any member of the committee who is appointed to another body as a representative of the committee must, whenever appropriate, report to the committee.

DIVISION F - Elections by the Committee of Convocation

Relevant Parts of the Melbourne University Act 1958

Section 23 (10)

Provided that -.....

(c) *in the case of -*

- (i) *any casual vacancy however occurring in the office of an elected member of the committee, the vacancy shall be filled by the election by a majority of the remaining members of the committee of a member of the committee representing the same class or group of classes of graduates; or*

(ii) any casual vacancy in the office of president of convocation, the vacancy shall be filled by the election by a majority of the members of the committee of a member of the committee and the person elected in each case shall be entitled to hold office during the residue of the term of office of the person replaced;.....

F1.

Whenever it becomes necessary for there to be an election to fill a casual vacancy, the election will be organised by the University Secretary as Returning Officer in consultation with the President or, in the President's absence, the Deputy President.

F2.

The election process will follow, as near as is practicable, the process for the election of the Chancellor and Deputy Chancellor in Council Standing Resolution 2.18, the necessary changes being made, as in **Appendix A**.

F3.

Specific timelines will be agreed between the University Secretary and the President (or Deputy President as necessary) providing that there will be:

- at least 14 calendar days between the call for nominations and the close of nominations; and
- at least 14 calendar days between the close of nominations and any ballot.

F4.

The University Secretary, in consultation with the President (or Deputy President as necessary) will decide all questions of detail in relation to the elections. Any such decisions are to be reported to the next meeting of the Committee.

Appendix A

Election to casual vacancies

- 1 In every such election the returning officer must-
 - (i) appoint a date for the election
 - (ii) call for nominations not less than 28 calendar days before the date of the election by written notice (including email) delivered to each member of the Committee;
 - (iii) accept nominations not later than 14 calendar days before the date of the election;
 - (iv) if there is only one nomination declare the candidate so nominated to be duly elected but if there is more than one nomination the returning officer must-
 - (v) issue, via post or email, to every member of the Committee not later than 10 days before the date of the election -
 - (1) a voting paper containing the names of the candidates nominated, in alphabetical order,
 - (2) an envelope ('voting paper envelope') distinctively marked for enclosure of the voting paper,
 - (3) an envelope, bearing the postal address of the returning officer, for the return of the voting paper and voting paper envelope
- 2 Each voter must cause to be returned to the returning officer on or before 5.00 p.m. on the date of the election his or her voting paper, duly completed.
- 3 The election to casual vacancies is to be on the basis of a standard preferential system, i.e. with preferences listed in sequential numbers against each candidate's name, the candidate or candidates with the lowest number(s) being elected.