

**PROPOSED CHANGES TO THE SENATE STANDING
ORDERS - APPROVED BY SENATE MARCH 2018**

THE UNIVERSITY OF SUSSEX SENATE - WAYS OF WORKING

Introduction

1. This document sets out the ways of working adopted by Senate. They are designed to help all Senators understand their role and to make Senate as efficient and productive as possible in fulfilling its role. Appendix A to these ways of working gives the six Standing Orders of Senate. These cover aspects of the governance of Senate meetings designed to protect the integrity of Senate meetings and the decisions made at Senate. These are therefore set out as formal Standing Orders.

Conduct of Discussions

2. All Senators agree to abide by the Code of Conduct. The Code of Conduct sets out the standards of behaviour expected of Senators to ensure that the meetings are effective and efficient.
3. Senators should endeavour to keep their contributions short to ensure that Senate has time to consider all business on the agenda. The Chair may, at any time, ask Senators

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to allow business to be put to Council meetings that are scheduled at the end of these months. The meetings are normally held on Wednesday afternoons from 13:00 to 17:00 but exact timings can change and the duration of the meeting will be determined by the volume of business.

Attendance at Meetings

8. With few exceptions, the role of Senator is an integral part of an officership or role within the University or is something that individuals have chosen to undertake through nomination for election. Therefore Senators are expected to attend **all** meetings of Senate unless absence is due to illness, urgent personal reasons or teaching commitments. The dates of Senate are set well in advance and therefore other events should be arranged to avoid Senate meetings.
9. Where a Senator cannot attend a meeting, it is important that they send their apologies as soon as they are aware that they cannot attend. This ensures that the Secretary can confirm that there will be a quorum at the meeting. Occasionally a conflicting event can arise that has an impact on a number of Senators. If this is an internal event, the Secretary can liaise with the organisers who may be able to prevent the clash if notified well in advance or, in extraordinary circumstances, move the Senate meeting. Deputies are not normally allowed to stand in for occasional meetings, although in the event of illness or absence for a significant period, deputies may be permitted by special arrangement with the Chair.

Meeting Agendas

10. The agenda is prepared by the Chair and Secretary. The Chair will decide under which section items should be placed. The agenda is circulated to all members of the Senate at least seven days before the meeting and supporting papers will be circulated with at O H D V W W K U H H Z R U N L Q J G D \ V \ Q R W L F H H r a J W e Q n R s d a y D W H U W K meeting).
11. If Senators wish to raise items for inclusion on the Senate agenda they should approach the Secretary well in advance of the meeting but no less than 10 days before the meeting. Items for any other business can be raised 48 hours before the meeting. In all cases the Chair will decide if items can be added to the agenda.
12. Senators are strongly recommended to discuss any potential items with the Secretary. The Secretary can help identify the correct forum for issues, which may not be Senate. They can also direct Senators to the leads on particular initiatives who may be better placed to assist Senators seeking information and/or set out consultation plans so Senators know how and when they (and their constituents) can get involved.
13. The agenda is organised into four sections:
 - I. Procedural Matters
 - II. Matters for Discussion and Decision
 - III. Reports
 - IV. Matters for Information

THE UNIVERSITY OF SUSSEX

STANDING ORDERS OF THE

SENATE

1. Regulatory status and Quorum

The functions, powers, composition/membership, quoracy and election rules of Senate are set out in Regulation 4, and these Standing Orders are subordinate to those provisions.

These rules include provision that one-third of the total actual membership of the Senate shall constitute a quorum, and in the absence of a quorum no business shall be transacted other than the adjournment of the meeting.

2. Calling and Adjourning of Meetings

Meetings shall be called by the Secretary of Senate ~~μ W K H 6 H F~~ ~~at the request of the~~ ~~instruction of the Chair or at the request of not less than one-third of the members of Senate.~~

If thirty minutes after the time appointed for the meeting to commence, a quorum is not present, no business shall be transacted other than the adjournment of the meeting. If, during a meeting, the number of members present falls below the quorum, the Secretary shall inform the meeting and business shall be suspended immediately. In such an event, the meeting shall normally be either adjourned or terminated. However, when exceptionally important business remains and where the possibility of regaining a quorum exists, the Chair may maintain suspension of the session for a reasonable period of time to allow members not present at the meeting to be summoned.

When urgent matters remain for decision, the Chair may, in consultation with the Secretary of Senate, determine the date and time for an adjourned meeting. Notification thereof shall be given, where possible in writing, to members normally at least three days before the adjourned meeting is to take place. An adjourned meeting may consider the business for which the original meeting was called, but may not consider business additional to that for which the original meeting was called. The adjourned meeting, if inquorate, may complete the business for which the original meeting was called, but may not complete any business additional to that for which the original meeting was called.

3. Student Membership

A section of certain agenda papers may contain items on reserved areas of business during which, if discussed, the student members shall be required to leave. Provided such an item is not the subject of discussion, the student members may remain present for, but shall not be entitled to participate in, any formal decision on the item. The reserved areas of business comprise matters relating to any named individual staff member or student, in particular concerning:

- x The appointment, confirmation, promotion or dismissal of any member of staff (or any other matter relating to the terms and conditions of employment of an individual).
- x The admission or withdrawal of individual students.
- x The academic progress, assessment and examination of individual students.

Subject to any overriding powers of the Council, exceptions to the above may be made only with the prior agreement of Senate.

The student members shall, however, be entitled to participate in and vote on any general discussions of the principles and procedures relating to the above areas of business but not to named individuals.

4. Chair

The Vice-Chancellor is Chair of the Senate ex-officio and cannot be removed from the Chair. The Vice-Chancellor may choose to relinquish it to the Deputy Vice-Chancellor for the whole or part of a meeting.

5. Chair ¶ V 5 X O L Q J

The conduct of the meeting is in the hands of the Chair. The ruling of the Chair on any question under the Standing Orders, or on any points of order or explanation, shall be final, although they shall have the right to reconsider any such ruling. The Chair, having

Appendix to Senate Standing Orders: Motions and Voting

1. Motions and Amendments

In the discussion of formal motions, no member shall be allowed to speak more than once upon any one motion, unless on a point of order or information, other than the mover of the Original Motion and the mover of a substantial amendment, each of whom has the right of reply immediately before the motion or amendment is put. But on an amendment being moved, any member, even though they have spoken on the Original Motion, may speak again on the amendment. Members wishing to raise points of order or information (see item 6 below) must first obtain the permission of the Chair. Points of information must relate to the matter immediately under discussion. Any member may formally second any motion or amendment and reserve their speech until a later period in the debate.

5. Closing Debate

The procedural motions that: (a) the meeting move to further business, (b) the question be now put, (c) the question be not put, or (d) that the debate be closed, may be moved and seconded only by members who have not previously spoken at any time during the debate. No speeches shall be allowed on such motions. In the event of motion (b) or (d) being carried, the mover of the Original Motion shall have the right to reply in accordance with item 3 above before the question is put. Should any of the motions mentioned in this Standing Order be defeated, fifteen minutes shall elapse before that particular motion can be accepted again by the Chair, unless they are of the opinion that the circumstances have materially altered in the meantime.

6. Points of Information and of Order

Points of information may be raised at any time if the speaker holding the floor will accept them. They shall be raised only to question or correct a speaker on a matter of fact. Points of order may be raised at any time to question the conduct or procedure of the meeting. If, in the opinion of the Chair, points of order or of information are being raised in order to