

## Standing Orders of Senate

### 1. Dictionary

Unless the context precludes it:

**Chancellor** refers to the person presiding at a meeting.

**Simple majority** means more Senators vote for than against.

**2/3 majority** means at least 2/3 of the Senators present when the vote is taken vote for the motion.

**Absolute majority** means more than half of the total number of Senators vote for the motion.

**S.O.n** means the standing order numbered n.

### 2. Date of meetings

2.1 Each year, Senate determines its meeting days in advance.

2.2 Meetings start at 5.30pm unless Senate sets a different time.

### 3. Lack of business

On deciding there is too little business, the Chancellor may cancel a meeting.

### 4. Business papers

4.1 Normally 7 days before a meeting, the University Secretary and General Counsel must circulate business papers which must include:

(a) notice of the date, time and location of the meeting;

(b) minutes and flying minutes not yet confirmed by Senate; and

(c) an agenda with the available supporting papers for items likely to be discussed at the meeting.

4.2 At least 3 days before a meeting the University Secretary and General Counsel may circulate further business papers.

4.3 The Chancellor may allow additional business papers to be circulated closer to the meeting or to be tabled at the meeting.

4.4 Senate may resolve that business circulated under S.O. 4.3 is not to be considered at the meeting.

4.5 A Senator must provide the University Secretary and General Counsel with an address to which business papers may be circulated and other communications sent.

### 5. Special meetings

5.1 The Chancellor may convene a special meeting by ensuring Senators are given written notice at least 3 days before the meeting.

5.2 (a) Five Senators may call for a special meeting by giving the University Secretary and General Counsel written notice setting out in detail why the meeting is required and what is to be discussed.

(b) The Chancellor or if absent, the Deputy Chancellor or, if absent, the Vice-Chancellor must convene a special meeting of Senate to be held between 3 and 14 days after the University Secretary and General Counsel receives the notice.

5.3 On being convinced of an urgent need, the Chancellor may convene a special meeting with less than 3 days notice but the meeting will lapse unless at the start of the meeting, 1/3 of the total number of Senators ratify the Chancellor's action.

### 6. Lapse

If, half an hour after the time appointed for a meeting, a quorum is not present, the meeting lapses.

## **7. Chancellor's vote**

The Chancellor may vote and, if votes are equal, has a casting vote.

## **8. Adjournments**

Senate may adjourn a meeting or debate to a future sitting.

## **9. Minutes**

9.1 Minutes of Senate's proceedings must be kept in permanent form.

9.2 The minutes must include —

- (a) the nature of the meeting, whether regular, special or adjourned;
- (b) the date, time and place of the meeting;
- (c) the names of Senators; officers of the University, and anyone present by invitation;
- (d) who chaired the meeting; and
- (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) the figures where a vote is taken, or, in a case where there is a clear majority, the number voting against or a statement that the motion was carried with none against or unanimously, as the case may be; and
  - (iii) at the request of any member, a noting that the member voted against the motion.

9.3 No record is to be made of motions that are not seconded.

9.4 Unless the Chancellor or the Senate directs a further record of the discussion is to be made, none need be included.

9.5 The minutes of those proceedings or classes of proceedings that Senate or the Vice-Chancellor decides are confidential, must be kept separately.

## **10. Order of business**

10.1 The order of business at each regular meeting is —

- (a) (i) requests for the starring of any item;
- (ii) formal approval or noting of unstarred items;
- (b) (i) amendment, confirmation and signature by the Chancellor of previously unconfirmed minutes;
- (ii) business arising out of the minutes;
- (c) statement by the Vice-Chancellor;
- (d) questions;
- (e) non-confidential correspondence and matters listed for the information and consideration of Senate;
- (f) confidential matters listed for the information and consideration of the Senate;
- (g) reports of committees;
- (h) motions in the business papers; and
- (i) general business.

10.2 The Chancellor may vary the regular order of business.

10.3 (a) At a special meeting, only the business for which it is called is to be discussed.

- (b) Despite paragraph (a), if an absolute majority agree, other business may be discussed.

**11. Discussion of motions**

- 11.1 A Senator may raise any matter for discussion.
- 11.2 A motion of which formal notice has not been given may be moved only about business listed for that meeting under paragraphs (b) (ii), (c), (e), (f), (g), and (h) of S.O. 10.1
- 11.3 A motion may be moved about anything else if permitted by a 2/3 majority.

**12. Notices of motion**

- 12.1 (a) A Senator may give formal notice of motion.  
(b) The notice must be written and delivered to the University Secretary and General Counsel at least 7 days before the meeting.
- 12.2 A notice of motion may be given by one Senator on behalf of another.
- 12.3 Any Senator may move the motion in the absence of the one who has given notice.

**13. Amendment or withdrawal of motion**

The mover of a motion may amend or withdraw it with leave of Senate.

**14. Amendment of motion**

The Chancellor may require a Senator proposing an amendment to provide it in writing.

**15. Motion or amendment to be seconded**

A motion or amendment must be seconded before it is discussed.

**16. When an amendment is carried**

When an amendment to a motion is carried, debate may continue on the original motion as amended.

**17. When an amendment is negatived or withdrawn**

- 17.1 When an amendment is negatived or withdrawn, the question shall be put as originally proposed subject to any further amendments.
- 17.2 Despite S.O. 17.1, if convinced the matter needs more discussion, the Chancellor may allow further debate.

**18. Procedure when the Chancellor rises during debate**

If the Chancellor rises during a debate, Senators standing must promptly sit down and the Chancellor is to be heard without interruption.

**19. Chancellor may take part in debate**

The Chancellor may take part in debate from the Chair or may vacate the Chair and call upon another Senator to take the chair while the Chancellor speaks from the floor.

**20. Senator wishing to speak**

A Senator wishing to speak must signify that wish to the Chancellor.

**21. Two or more Senators wish to speak**

When two or more Senators signify a wish to speak, the Chancellor must decide the order in which they are to speak.

**22. Members to address the Chair**

A Senator must stand when speaking and address the Chair.

**23. Senators to speak only once to a matter**

- 23.1 A Senator may speak only once to an item.
- 23.2 Despite S.O. 23.1, a Senator may speak more often —
- (a) in explanation;
  - (b) in reply;
  - (c) with the Chancellor's permission; or
  - (d) with the consent of a 2/3 majority.
- 23.3 A Senator who seconds a motion or amendment without debate is taken not to have yet spoken.

**24. Replies**

- 24.1 A Senator who moves a substantive motion has a right of reply.
- 24.2 A Senator who moves an amendment has no right of reply.

**25. Suspension of debate**

- 25.1 Debate on a motion or amendment is immediately suspended, even if someone is speaking, if any of the following motions is moved:
- (a) "that Senate proceed to the next business";
  - (b) "that Senate adjourn";
  - (c) "that the question be put";
  - (d) "that the speaker be no longer heard"; or
  - (e) "that the matter be referred back".
- 25.2 If motion (e) is passed, the matter is to be referred back to the person or body which submitted the proposal.
- 25.3 Any of these motions except (e) may be moved or seconded only by a person who has not already spoken to the item either on the original motion or an amendment.
- 25.4 (a) Any of these motions except (e) must be put immediately without amendment or debate.
- (b) Despite paragraph (a) the Chancellor may express the view that the matter has not been adequately debated and that the procedural motion should not be carried.
  - (c) These motions must be carried by a 2/3 majority.
  - (d) If motion (c) is carried in relation to an original motion, the mover may reply before the motion is put.
  - (e) If motion (e) is moved, debate may continue on matters to which attention should be drawn when the item is referred back.

**26. Procedure on conclusion of debate**

The Chancellor decides when the debate is concluded and must then put the question.

**27. Method of voting**

- 27.1 A question is decided by a show of hands, unless 3 Senators require a ballot.
- 27.2 Unless a different majority is specified in a standing order, a question is decided by a simple majority.

**28. Procedure after vote taken**

No member may speak to a question after voting is concluded.

**29. Flying minute**

- 29.1 If the Chancellor or the Vice-Chancellor considers that Senate should decide a matter or matters before the next regular meeting and that a special meeting is unnecessary, the University Secretary and General Counsel may circulate a flying minute to Senators.
- 29.2 The flying minute must include relevant information and the proposed motion in a form that allows Senators to vote for or against it.
- 29.3 A flying minute may be circulated —  
 (a) separately to individual Senators; and  
 (b) electronically.
- 29.4 Senators may vote and inform the University Secretary and General Counsel electronically.
- 29.5 A motion passed by a 2/3 majority becomes a resolution of Senate immediately.

**30. Questions**

- 30.1 A Senator may put questions relating to the affairs of the University to the Chancellor, or through the Chancellor to any Senator.
- 30.2 However, the Chancellor may disallow a question.
- 30.3 Matters contained only in answers to questions are not to be debated.

**31. Constitution of Committees**

Senate may appoint the members and the chairperson of a committee, and may set its quorum.

**32. Chairperson of Committee**

The chairperson of a committee may vote, and, if votes are equal, has a casting vote.

**33. Report of Committee**

The chairperson must sign a committee report and present it to Senate.

**34. Matters not dealt with in Standing Orders**

On questions not dealt with in these Standing Orders, the decision of the Chancellor is final.

**35. Suspension of Standing Orders**

- 35.1 All or any Standing Orders may be suspended by an absolute majority.
- 35.2 The motion to suspend must specify how long the suspension is to operate.

**36. Election of Chancellor**

When Senate elects a Chancellor under s.30(2) of the University of Queensland Act 1998 —

- (a) Senate will determine the procedures for nominations and the election process;
- (b) The election will be by secret ballot and may take place at a meeting or by postal ballot, as decided by Senate;
- (c) Where the ballot is to be conducted at a meeting, the agenda papers for the meeting must include a ballot paper listing the nominations for Chancellor, any Candidate Statements which have been provided and an envelope to be used by absentee voters. Any member of Senate who is not able to be present at the meeting may lodge an absentee vote with the University Secretary and General Counsel by 12.00 noon on the day of the meeting;
- (d) Where the ballot is to be conducted by postal ballot, the returning officer must send each person eligible to vote a ballot paper listing the nominations for Chancellor, any Candidate Statements which have been received, details

of the closing date and time, and an envelope. Only completed ballot papers received by the University Secretary and General Counsel by the designated time on the closing date will be counted.

**37. Election of Elected Members of Senate**

When members of Senate are elected under s.15(3) of the University of Queensland Act 1998, the ballot may be held by via postal ballot, or by electronic means at the discretion of Senate.