

STANDING ORDERS FOR COUNCIL

The Council of the University is established under Article 11 of the University's Charter.

The powers and duties of the Council are conferred upon it by the Statutes set out in the Schedule to the Charter.

Articles 17(b), 21 and 22 allow the Council, by Special Resolution, to make application for the revocation, addition or amendment of the Statutes.

Article 18 allows the Council to make such Regulations, as it considers necessary or desirable for the purpose of carrying out the objects of the University.

1. POWERS OF COUNCIL

1.1 The powers and duties of Council are derived from the Charter and Statutes, specifically:

- Statute 5 provides for the appointment of a Vice-Chancellor
- Statute 6 provides for the appointment of a Deputy-Vice-Chancellor
- Statute 7 provides for the appointment of a Director of Finance
- Statute 8 provides for the appointment of a Secretary to the Council
- Statute 9 provides for the appointment of an Honorary Treasurer
- Statute 10 provides for the appointment of such other Officers as the Council may determine
- Statute 11 provides for the appointment of Auditors
- Statute 13 sets out the membership of the Council
- Statute 13 (c), (d) and (e) provide for the appointment of a Chair and Vice-Chair of the Council
- Statute 14 outlines the main powers and functions of the Council
- Statute 20 provides for the removal and retirement of Officers and Members
- Statute 21 sets out the procedures of Statutory Bodies

2. MEETINGS

2.1 There shall be one ordinary meeting of the Council in each term.

2.2 Special meetings of the Council may be held at such times as the Council may determine.

2.3 Extraordinary meetings may, in cases of urgency, be summoned by the Chair, and shall be summoned by the Chair on a written requisition signed by six members of Council.

2.4 Notice of ordinary, special and extraordinary meetings, together with the agenda paper, shall be issued to every member of the Council not later than the fourth working day preceding that on which the meeting is to take place.

2.5 Committee Quorum: Statute 21 (c) states as follows:

"(C) There shall be a quorum at any meeting of any of the Statutory Bodies other than the Convocation when not less than one-third of the members in residence are present. Members in residence are all members not on leave of absence or absent as a result of sickness or other incapacity. Subject to the provisions of the Charter every matter other than the Standing Orders shall be determined by the majority of the members present and voting on the question. In case of equality of votes, the Chair or other presiding Officer shall be a second or casting vote. Every matter concerning Standing Orders shall be determined by a two-thirds majority of the votes cast by those present and voting on the question."

3. COMPOSITION

3.1 Statutes 13(a) (A-H) and 13(b) (A-G) set out the membership of The Council with their length of appointment. This is simplified below as follows:

		Period of Office
Ex-officio	The Chancellor The Vice-Chancellor The Deputy to the Vice-Chancellor The Honorary Treasurer	
Appointed Members	Two members of Convocation appointed by that body	3 Years
	Three members of the Academic Advisory Council appointed by that body	3 Years
	Five members of Senate appointed by that body	2 Years
	Two members of the non-teaching staff to be elected from among their own number by the members of non-teaching staff	2 Years
	Two persons, not being employees of the University, appointed by the Lords of Her Majesty's Most Honourable Privy Council	3 Years
	Two persons, not being employees of the University, appointed by Buckinghamshire County Council	3 Years
	Such other persons, not being employees of the University, and not exceeding sixteen in all, as may be co-opted by the Council	As determined by the Council
Student Members	Three registered students of the University of whom one shall be the President for the time being of the Students' Union, one shall be a Graduate Student, and one shall be elected by the members of the Students' Union from among their own number	1 Year

3.2 Statute 13(b)(H):

"Members of the Council shall normally not be eligible for membership from the 1st January following the date they attain the age of seventy. "

3.3 Statute 13(c):

"The Council shall appoint from among its members or otherwise a Chair, not being a member of the academic or non-academic staff or a student of the University."

3.4 Statute 13(d):

"If the Chair of the Council is appointed from among the members of Council, the Council may require him to vacate office if he ceases to be a member of the Council. If the Chair is appointed from outside the Council he shall cease to be a member of the Council if he ceases to be Chair. Subject thereto the Chair shall hold office for three years."

3.5 Statute 13(e):

"The Council shall appoint from among its own members a Vice-Chair not being a member of the academic staff or a salaried officer in the University. The Vice-Chair shall preside at the meetings of the Council in the absence of the Chair and shall hold office for three years. The Vice-Chair shall have such other responsibilities as the Council may determine."

3.6 The Council has resolved that the term of office of the Graduate Student, which is not specifically referred to in the Charter and Statutes, shall be ONE year.

4. ORDER OF BUSINESS

4.1 Subject to the discretion of the Chair, the order of business at an ordinary meeting shall be:

Unreserved Business

Part A - matters for report

Part B - matters for decision or consultation

Reserved Business

Part A - matters for report

Part B - matters for decision or consultation

5. RESERVED BUSINESS

5.1 Statute 13(a)(H) which sets out the student members of the Council, also states:

"...; provided that such students shall not receive papers or be concerned with discussion on appointments, promotions and matters affecting the personal position of employees of the University or the admission and, academic assessment of individual students. The Chair of the meeting may decide in any case of doubt whether a matter is one to which this paragraph applies and his decision shall be final."

5.2 Reserved business shall also include such other matters, which the Chair considers to be commercially or operationally sensitive.

6. MATTERS TO BE CONSIDERED AT MEETINGS

6.1 Matters to be considered at every meeting include:

1. Minutes of previous meeting(s)
2. Matters arising from the minute
3. Report on the use of the University Seal
4. Chair's action
5. Chair's report
6. Vice-Chancellor's report
7. Business from Senate
8. Reports from Committees
9. Business required by the Statutes, Regulations or Standing Orders
10. Other items of business of which notice appears on the Agenda paper

Except with the approval of the Chair, no matter shall be considered unless notice of the matter appears on the agenda paper.

6.2 In addition, the following items should be considered during the course of the year:

1. Academic Advisory Council Report
2. Annual Accounts
3. Budget
4. Review of the membership of the Council and its sub-committees
5. Honorary Degree recommendations
6. Student Statistics

6.3 Any member of Council may request that an item be placed on the agenda by notice in writing to the Secretary to Council not less than ten working days before the date of the meeting.

6.4 If the Chair declines to accept an item on the agenda the Chair shall notify the proposer. The Chair's decision not to accept an item for the agenda can be raised as a point of order at the next meeting before consideration of other business.

6.5 No business shall be taken at any meeting of Council, which does not appear on the agenda paper without the approval of the Chair.

7. ACTION BETWEEN MEETINGS

7.1 The Chair is authorised to take action on routine matters on behalf of Council between meetings, which require urgent decision and which fall within the remit of Council, subject to a report to the next meeting of Council.

7.2 The Chair may, at his discretion, consult with one or more members of Council before taking such a decision.

7.3 In cases where an urgent decision is required on non-routine matters the Chair may make a provisional decision on behalf of Council applicable for a period of up to 14 days, during which time the views of members of Council will be sought. If more than 50% of members of Council endorse the decision within the given period the decision will be ratified subject to report to the next meeting of Council. If fewer than 50% of

members of Council endorse the decision it will cease to have effect and be referred to the next meeting of Council for determination.

8. COMMITTEES

- 8.1 There will be the following committees and sub-committees of Council. The membership and terms of reference of these committees are attached hereto:

Council Committees:

Audit Committee
Ethics Committee
Finance and General Purposes Committee
Buildings and Development Sub-Committee
Health and Safety at Work Committee
Nominations Committee
Remuneration Committee
University of Buckingham Ethics Committee

Joint Committees of Senate and Council:

Executive Committee
Grievance Committee
Honorary Awards Committee
Equality & Diversity Committee

9. MEMBERSHIP OF COMMITTEES

- 9.1 The Council has resolved that the Chair and Vice-Chair shall be ex-officio members of all committees and sub-committees of the Council, with the exception of:

- a) in the case of the Chair, the Executive Committee and the Audit Committee, although he may be invited to attend meetings of the Audit Committee;
- b) in the case of the Vice-Chair, the Executive Committee.

- 9.2 Statute 5(b) states:

"The Vice-Chancellor shall hold office for such period and upon such terms and conditions as may from time to time be determined by the Council, and having regard to his general responsibility to the University for maintaining and promoting the efficiency and good order of the University. He shall by virtue of his office be a member of the Convocation, the Council, the Senate, and of any committee appointed by any of those bodies."

- 9.3 Statute 6(b) states:

"The deputy to the Vice-Chancellor appointed under this Statute shall hold office for such period, with such title and upon such terms and conditions as may from time to time be determined by the Council. He shall by virtue of his office be a member of the Convocation, the Council, the Senate, and of any committee appointed by any of those bodies."

- 9.4 Notwithstanding Statutes 5(b) and 6(b) above, the Council has resolved that the Vice-Chancellor and Deputy Vice-Chancellor shall not be members of the Audit Committee or the Remuneration Committee.
- 9.5 The Council has resolved that the Director of Finance shall be ex-officio a member of Finance and General Purposes Committee and all its sub-committees.
- 9.6 The Council has resolved that the Chair of Finance and General Purposes Committee shall be ex-officio a member of the Nominations Committee, Remuneration Committee, and all sub-committees of Finance and General Purposes Committee, but shall not be a member of the Audit Committee.
- 9.7 The Council has resolved that the President of the Students' Union shall be ex-officio a member of Health and Safety At Work Committee.
- 9.8 When an Honorary Treasurer is appointed under the Charter and Statutes (Statute 9) his role will be determined by Council at that time.
- 9.9 The approval of the Chair of the relevant committee is required for a substitute to attend in place of a committee member serving in a personal capacity. Where a member has a designated official deputy, the deputy may attend in place of the member. (e.g. the Deputy President of the Students' Union may attend in place of the President)

10. RESOLUTIONS AND PROPOSALS

- 10.1 On an occasion when it is decided that a vote should be taken the Chair may require that any proposal or amendment shall be put in writing and signed by the proposer before a vote is taken.
- 10.2 No resolution may be rescinded or altered in the term in which it is passed or in the term immediately following, nor may any resolution which has been rejected be moved again in the term in which it was rejected or in the term immediately following, unless the notice of the proposal to rescind or alter a resolution which has been passed, or to re-introduce a rejected proposal, be signed by six members of Council.

11. VOTING

- 11.1 Votes on proposals shall be taken by a show of hands unless the meeting shall determine that a secret ballot be held.
- 11.2 No member of the Council shall vote in an election to a paid office for which that member is a candidate.

12. SUSPENSION OF STANDING ORDERS

- 12.1 In cases of urgency any Standing Order may be suspended at any meeting of Council, provided that two-thirds of the members present and voting shall so decide. The suspension shall affect only business transacted at that meeting of the Council.

- 12.2 Where business is conducted at an inquorate meeting the Chair shall act on behalf of Council to approve urgent business. All other decisions shall be reported to the next meeting of Council for confirmation.

13. THE COMMON SEAL

- 13.1 Article 11 of the Charter states that:

"there shall be a Council ... which ... shall be the executive governing body of the University and shall have the custody and use of the Common Seal ..."

- 13.2 The Common Seal shall be in the form approved by the Council.
- 13.3 The Seal shall be retained at the University Office in the custody of the Secretary to Council.
- 13.4 The Secretary to Council may fix the Seal to Degree Certificates, subject to report to the next meeting of Council.
- 13.5 Except when the Seal is used for Degree Certificates, it shall be affixed to documents only in pursuance of a specific resolution of the Council and this shall be witnessed by the signature of either two members of the Council or of one member of the Council and the Secretary to Council.
- 13.6 The Secretary to Council shall keep a Sealing Register in which particulars of documents sealed under 13.5 above, the date of sealing and the names of the persons witnessing the sealing, shall be recorded.

14. REGULATIONS GOVERNING THE ELECTION AND APPOINTMENT OF MEMBERS OF COUNCIL AND COUNCIL COMMITTEES

Students' Union

- 14.1 The elections for President and other officers of the Students' Union shall be arranged by the Students' Union.

Student Members of Council and Council Committees

- 14.2 The regulations governing the election and appointment of Student members of Statutory Bodies are published as a separate document entitled **Regulations Governing the Election and Appointment of Student Members of Statutory Bodies**. The Student members, other than the President of the Students' Union, shall be appointed in accordance with these regulations for the conduct of such elections.
- 14.3 Council shall appoint student representatives on Council Committees on the nomination of the Students' Union.

Representatives of Convocation

- 14.4 The members of Convocation shall be appointed by an election in which only the graduate members of the University shall be eligible to vote and to be appointed.

Representatives of Academic Advisory Council and Senate

- 14.5 The appointment of representatives of Academic Advisory Council and Senate shall be made in accordance with the Standing Orders of Academic Advisory Council and Senate.

Representatives of Non-Teaching Staff

- 14.6 The members of the non-teaching staff shall be appointed by an election in which the following members of the non-teaching staff shall be eligible to vote and to be appointed:

All permanent non-teaching staff.

Co-opted Members

- 14.7 Names proposed for co-opted membership of Council, and members of sub-committees appointed by Council shall be considered by the Nominations Committee and appointed by Council on the recommendation of that Committee.