

STANDING ORDERS OF THE ACADEMIC BOARD

PART I
CONSTITUTION

I Terms of Reference

- 1.1 To be responsible, subject to the general superintendence and control of the Governors, for the academic work of the College;
- 1.2 To consider and make representations to the Governors on all academic matters and on such other matters as may be referred to the Board by the Governors. No final decision on an academic matter shall be taken by the Governors unless the Academic Board shall have had an opportunity of expressing an opinion on it and the Governors shall have considered such expression of opinion;
- 1.3 To appoint an Executive Committee and other standing and ad hoc committees formed from its own number or otherwise.

2 Scheme of Membership

- 2.1 The Members of the Academic Board shall be:
- The Master
 - The Vice-Master
 - Members of the Academic Staff who are Professors*
 - Members of the Academic Staff who are Readers*

 - The Executive Deans
 - The Assistant Deans
 - The Pro-Vice-Masters
 - The College Dean
 - The Academic Staff Governors

 - The Librarian
 - The Deputy Librarian
 - The Director of IT Services

 - One representative per eight full time equivalent members of the Academic Staff (Lecturers and Senior Lecturers) of each School, to a maximum of ten representatives for each School, broadly reflecting the range of subject areas within the School and

selected annually by the School Executive Board, using a means of selection or election determined by the School Executive Board;

- Two members of the senior Library staff at Grade 7 or above; to be confirmed annually through a means of selection or election determined by the Librarian;
- Seven students, to include one student from each School, one research student and one general representative, identified annually by processes determined by the Students' Union and which may also identify a deputy to attend meetings of the Board if the representative student is unavailable.

* Professors and Readers who have taken early retirement with a part-time teaching re-engagement continue as members of the Board.

2.2 The Board may co-opt annually to membership such persons as the President of BC UCU and members of University Committees if they are not already members of the Board.

PART II CONDUCT OF BUSINESS

3 General

- 3.1 The Master shall be ex officio Chair of the Academic Board. In the absence of the Master the Vice-Master shall take the Chair.
- 3.2 The Academic Registrar shall be ex officio Secretary of the Academic Board.
- 3.3 Ordinary Meetings of the Academic Board shall be held before Ordinary Meetings of the Governors.
- 3.4 The Chair may at any time summon an Extraordinary Meeting of the Academic Board and he/she, or the Academic Registrar in his/her absence, shall do so on receipt of a written requisition to that effect stating the business to be transacted and signed by five members of the Board, unless the requisition is to summon a Meeting to be held during College Vacation, in which case fifteen signatures shall be required. An Extraordinary Meeting shall be held within twenty-one days of the appropriate requisition.
- 3.5 A summons to attend a Meeting, together with a statement of the business to be transacted, shall be issued not later than the fifth day preceding that of a Meeting in term, or the seventh day preceding that of a Meeting not in term.
- 3.6 No business shall be transacted at a Meeting of the Board other than that specified in the Agenda Paper.

3.7 The Chair may take such action on behalf of the Board as he/she may think to be expedient in any matter which, in his/her opinion, is urgent but not of sufficient importance to justify the calling of an Extraordinary Meeting.

4 Business

4.1 Order of Business

4.1.1 Order of Business at every Ordinary Meeting of the Board shall be as follows:

- (i) Minutes of the previous Meeting.
- (ii) Matters arising from the Minutes.
- (iii) Statements by the Chair of the Board.
- (iv) Matters for consideration and discussion
- (v) Reports of Committees.
- (vi) Matters for routine decision and report.

4.1.2 The quorum for a Meeting of the Board shall be not less than twenty members.

4.1.3 The Chair may, with the consent of the members of the Board present, vary the order of business on the Agenda Paper.

4.1.4 The Minutes of the previous Meeting shall be taken as read, with a view to confirmation, provided that a copy of the Minutes shall have been sent to each member of the Board at least seventy-two hours previously.

4.1.5 No motion or discussion shall be allowed upon the Minutes except as to their accuracy.

4.2 Notices of Motion

4.2.1 Every Notice of Motion for an Ordinary Meeting shall be in writing signed by the member of the Board giving the Notice. Any Notice of Motion not received by the Registrar by the first post of the seventh day preceding the Meeting shall not be placed on the Agenda Paper for the Meeting.

4.2.2 Whenever an amendment upon an original Motion has been moved and seconded, no second or subsequent amendment shall be moved until the first amendment has been disposed of. If an amendment is carried, the Motion as amended shall take the place of the original Motion, and shall become the question upon which any further amendment which is in order may be moved.

4.3 Voting

4.3.1 Except as provided in Standing Order 6.1, all acts of the Board shall be done and all questions coming or arising before the Board shall be decided by the majority of such members of the Board as are present and vote.

4.3.2 The voting shall be by show of hands, unless a ballot is required by a majority of those present or by the Chair.

4.3.3 The Chair shall be entitled to vote in the first instance, and in case of an equality of votes may give a casting vote.

4.4 Minutes

4.4.1 Minutes of the Proceedings of every Meeting of the Board shall be drawn up and shall be confirmed at the next Ordinary Meeting and signed by the Chair.

5 Committees

5.1 The Board may appoint Committees, consisting of such persons as the Board may think fit. The Board may if it considers it desirable, grant such Committees the power to co-opt.

5.2 Unless a Chair has been designated by the Board, each Committee at its first meeting in each session shall elect from among its own members a Chair. In the absence of the Chair, the Committee shall elect one of its members to the Chair for the Meeting.

5.3 At each Meeting of the Committee the Chair of such Committee shall be entitled to vote in the first instance, and in case of an equality of votes may give a casting vote.

5.4 Minutes shall be kept at each meeting of a Committee and these Minutes shall be circulated to the members. The Chair shall sign the Minutes when they have been confirmed by members.

5.5 Subject to these Standing Orders and to any other orders made by the Board, each Committee shall regulate its own procedures.

6 Amendments to Standing Orders

6.1 No Standing Order shall be suspended without the consent of a majority of the Board or of three-quarters of the members present, whichever is the less.

6.2 Any alterations in Standing Orders may only be made on a Notice of Motion, such Notice to be issued not less than four weeks before the meeting of the Board at which it shall be considered.

PART III
RULES OF ELECTORAL PROCEDURE

7 Returning Officer

- 7.1 The Master shall be the Returning Officer for elections conducted under these Rules of Electoral Procedure. The Master shall be assisted by the Academic Registrar as Secretary of the Academic Board. Any candidate in an election may nominate a scrutineer.

8 Election of Academic Board Governors

Under Statute 3.2.1 there shall be four Governors who are members of the Academic Staff, two of whom shall be members of the Academic Board (Professors and Readers) and two of who shall be members of the Academic Staff (Lecturers and Senior Lecturers) (“Academic Board Governors” and “Academic Staff Governors” respectively).

Under Statute 4, the rules for selection of these Governors shall be prescribed in Standing Orders. The rules for selection of Academic Staff Governors are set out in the Governors’ Standing Orders. The rules for selection of the Academic Board Governors are set out below.

- 8.1 Two Academic Board Governors shall be elected by the members of the Academic Board from among the members of the Academic Staff who are Professors and Readers.
- 8.2 Notification of an election of an Academic Board Governor shall be made by the Returning Officer as follows:
- 8.2.1 In the case of the forthcoming expiration of the term of office of a Governor, notification shall be given no later than the second week of the Summer Term.
- 8.2.2 In the case of a casual vacancy, notification shall be given at the earliest practicable date following receipt of the notice of a vacancy from the Clerk to the Governors.
- 8.3 Notification shall be by a notice sent by the Returning Officer to each member of the Academic Board designated "Election of an Academic Board Governor to serve from (date) upon the end of the term of office of (name) of (School)/ to fill the casual vacancy arising from (cause, name and School) until (date)", calling for nominations to fill the vacancy to be submitted to him/her by a date twenty-one days later than the date of the notice. The notice shall state the name and School of the continuing Academic Board Governor and the name and School of the serving Academic Staff Governors and shall draw attention to any formal resolutions of the Academic Board on the desirability of maintaining a balance of subject representation.
- 8.4 Nominations must be in writing, must be signed by the proposer, seconder and nominee, and must state the vacancy to be filled. The nominee must be a Professor or Reader.

- 8.5 If only one nomination is received, the Returning Officer shall declare the result forthwith by notice on the College Notice Board and shall report it to the next meeting of the Academic Board. If the vacancy is contested, he/she shall forthwith send to each candidate a list of candidates with the names of their proposers and seconders and shall notify them of his/her intention to conduct an election. Having taken note of any withdrawals, he/she shall, as soon as possible, conduct the election by postal ballot on the system of the single transferable vote. The poll shall remain open for seven days. In the event of a tie, the Returning Officer shall determine the election by the toss of a coin. He/she shall declare the result forthwith by notice on the College Notice Board and shall report it to the next meeting of the Academic Board.
- 8.6 If by the due date the Returning Officer has received no response to his/her call for nominations, he/she shall cause to be included in the agenda paper of the next meeting of the Academic Board a statement that he/she will call for oral nominations to be made at the meeting and the vacancy shall be filled by resolution or by ballot at that meeting.

10 Alterations to the Rules for Electoral Procedure

- 10.1 Any alterations in these Rules may only be made on a Notice of Motion, such Notice to be issued not less than four weeks before the meeting of the Academic Board at which it shall be considered.

PART IV NOMINATION OF THE DEAN AND THE VICE-MASTER

11 Nomination of the Dean

Statute 15 makes provision for the Governors to appoint the Dean. The role of the Dean is specified in the Governors' Standing Orders. The Dean's term of office is normally five years, ending on 30 September. The rules for nomination of a Dean to be appointed by the Governors are set out below:

- 11.1 The Academic Board shall be invited to nominate candidates for the Dean and shall be notified of the Master's choice from the nominees which shall then be put to Governors for approval.
- 11.2 Notification of a vacancy for the post of Dean shall be made by the Returning Officer. In the case of the forthcoming expiration of the term of office of the Dean, notification shall be given not later than the eighth week of the Spring term preceding the date of the expiration. If the post falls vacant for any other reason, notification shall be given at the earliest practicable date.

- 11.3 Notification shall be by a notice sent by the Returning Officer to each member of the Academic Board designated "Nomination to the role of Dean to succeed", calling for nominations to fill the vacancy to be submitted to him/her by a date twenty-one days later than the date of the notice.
- 11.4 Nominations must be in writing and must be signed by the proposer, seconder and nominee.
- 11.5 The nominations shall be submitted to the Master who shall choose a candidate from among them. Members of the Board shall be notified of the Master's choice.
- 11.6 The Master's nomination shall be put to Governors for approval at their next meeting.
- 11.7 If no nomination acceptable to the Master is received or if, after consideration, Governors do not approve the appointment of the nominee, there shall be a re-notification of the vacancy in accordance with the procedures set out above, the dates to be suitably amended by the Returning Officer.

12 Nomination of the Vice-Master

Statute 15 makes provision for the Governors to appoint the Vice-Master. The role of the Vice-Master is specified in the Governors' Standing Orders. The Vice-Master's term of office is normally three years, with the possibility of re-appointment, ending on 31 July. The rules for nomination of a Vice-Master to be appointed by the Governors are set out below:

- 12.1 The Academic Board shall be invited to nominate candidates for the Vice-Mastership and shall be notified of the Master's choice from the nominees which shall then be put to Governors for approval.
- 12.2 Notification of a vacancy for the post of Vice-Master shall be made by the Clerk to the Governors. In the case of the forthcoming expiration of the term of office of the Vice-Master, notification shall be given not later than the eighth week of the Autumn term preceding the date of the expiration. If the Vice-Mastership falls vacant for any other reason, notification shall be given at the earliest practicable date.
- 12.3 Notification shall be by a notice sent by the Clerk to each member of the Academic Board designated "Nomination to the Vice-Mastership to succeed", calling for nominations to fill the vacancy to be submitted to him/her by the end of the first week of the Spring term or, in the case of a casual vacancy, by a date twenty-one days later than the date of the notice.
- 12.4 Nominations must be in writing and must be signed by the proposer, seconder and nominee.

- 12.5 The nominations shall be submitted to the Master who shall choose a candidate from among them; members of the Board shall be notified of the Master's choice.
- 12.6 The Master's nomination shall be put to Governors for approval at their next meeting.
- 12.7 If no nomination acceptable to the Master is received or if, after consideration, Governors do not approve the appointment of the nominee, there shall be a re-notification of the vacancy in accordance with the procedures set out above, the dates to be suitably amended by the Clerk.

Procedure for Extension of Appointment

- 12.8 In the Summer term of the Vice-Master's final year of office, there shall be consultation between the Master and the Vice-Master on the extension of the term of office. If they agree that it should be extended the Academic Board shall be notified at its summer term meeting and a recommendation for extension shall be brought to the summer term meeting of Governors. If either or both do not wish the appointment to be extended or if Governors do not approve the recommendation, the procedure for nomination set out in 11.2 shall be set in motion in the following Autumn term.

13 Alterations to the Rules for Nomination of the Dean and Vice-Master

- 13.1 Any alterations in these Rules may only be made on a Notice of Motion, such Notice to be issued not less than four weeks before the meeting of the Academic Board at which it shall be considered.

Approved 22 November 2007
Amended 18 November 2009