

IMPERIAL COLLEGE LONDON

ORDINANCE A10

STANDING ORDERS FOR THE COUNCIL, THE COURT AND THE SENATE AND FOR COMMITTEES OF THE COUNCIL AND THE SENATE

MEMBERSHIP AND TERMS OF REFERENCE

1. The membership, terms of reference and frequency of meetings of the Council and of the Court and the Senate shall be as determined in the Statutes and the Ordinances. The membership, terms of reference, frequency of meetings of the Committees of the Council and Senate shall be as approved by the Council or Senate respectively and shall be published annually on the College's website.

CHAIRMANSHIP AND VICE-CHAIRMANSHIP OF COMMITTEES

2. Except where otherwise stated in the Statutes or Ordinances, the Chairman and Vice-Chairman of all Standing Committees and other Committees of the Council shall be appointed by the Council.

3. Except where otherwise stated in the Statutes or Ordinances, the Chairman and Vice-Chairman of all Standing Committees and other Committees of the Senate shall be appointed by the Senate.

4. The Chairman and Vice-Chairman of any other sub-committees or *ad hoc* committees shall normally be appointed by the parent Committee.

5. Except where otherwise stated in the Statutes or Ordinances, the term of office of the Chairman of every Committee shall be determined by the parent committee.

COMMITTEE SCHEDULING

6. The dates of meetings of the Council, Court, Senate and all Standing Committees of the Council and Senate for the year ahead shall be published prior to the commencement of the academic year on the College's website.

7. The dates of sub-committees of the Council and the Senate shall normally be notified at least fourteen days in advance.

8. In every instance it shall be the responsibility of the Secretary of each committee to inform members of the dates, times and venues of meetings.

QUORA

9. Except where otherwise stipulated, the quorum for each Committee of the Council and Senate shall be one-third of the membership of those Committees.

STANDING ORDERS

10. Notification of the date, time and venue of each meeting and the Agenda and papers for each meeting of a committee shall be sent by the Secretary to every member not less than seven days before each meeting.

11. A special meeting of a committee may be convened by the Chairman, or by the Secretary on receipt of a written request signed by no fewer than one-third of the members of the committee. The meeting shall be held within a minimum of ten days and a maximum of 21 days from the date of receipt of the request by the Secretary. The Secretary shall notify all members of the date, time and venue of any special meeting. No business shall be transacted at a special meeting of any committee except that for which it has been convened.

12. The Agenda for a meeting of a committee may include items marked with an asterisk, which will signify that the item(s) so marked will be expected to pass without discussion. Not less than 24 hours before the start of the meeting any member may request that the asterisk be removed, thereby permitting discussion of the item.

13. Apart from at special meetings (at which only the business for which the meeting has been convened may be transacted) supplementary agenda items may be taken at the discretion of the Chairman.

14. Agendas and papers for, and Minutes of, any meeting relating to Reserved Areas of Business as defined in Statute 6 shall be recorded separately in a confidential minute and circulated only to those members of the meeting entitled to receive them.

15. **Attendance at Meetings.**

a. Only duly appointed members are entitled to attend meetings. Substitutes will not normally be permitted. In exceptional circumstances and with the prior agreement of the Committee's Chairman a substitute may be permitted to attend a meeting, but will not be permitted to vote and may only contribute to a committee's deliberations when invited to do so by the Chairman.

b. A committee's terms of reference may provide for College Officers to attend meetings. The Chairman may also permit other officers to attend individual meetings where they are required to provide advice or guidance to the Committee. Officers in attendance will not be permitted to vote and may only contribute to a committee's deliberations when invited to do so by the Chairman.

c. Any member who is absent from committee meetings for twelve consecutive calendar months shall cease to be a member of that Committee unless the Committee decide otherwise.

16. Order and Conduct of Debate.

- a. Any formal proposal or recommendation which appears on the Agenda or in a paper submitted to the meeting shall be put to the meeting for resolution.
- b. No proposal or motion proposed during the course of a meeting shall be put to the meeting for resolution without the approval of the Chairman.
- c. When an amendment to a proposal or motion has been moved and seconded, no further amendment shall be moved until the first amendment has been carried or defeated. If an amendment is carried, the proposal or motion as amended shall be considered in place of the original proposal or motion and shall become the proposal or motion to which any further amendments may be moved.

17. Voting.

- a. Voting at meetings shall normally be by show of hands of those present. The votes of the majority shall decide. When equal numbers of votes are cast, the Chairman shall have a casting vote.
- b. If a count takes place, the number of votes cast shall be recorded in the Minutes of the meeting.
- c. Notwithstanding the terms of Paragraph 17.a. where a resolution at a meeting of the Council is put to the vote, the resolution shall only be passed where there is a majority of those voting in favour of the resolution and where there is also a majority of the external members voting in favour of the resolution.

18. Minutes.

- a. Minutes of every meeting shall be kept by the Secretary, who shall be responsible for maintaining a master file of all Minutes and Papers and subsequently archiving them.
- b. The Secretary shall circulate the unconfirmed Minutes to all members as soon as reasonably practical after each meeting.
- c. The Minutes of each meeting shall, after confirmation, be signed by the Chairman at the succeeding meeting.

19. A Committee may, at an ordinary meeting, suspend or amend a Standing Order, provided that the suspension or amendment does not conflict with the Statutes or Ordinances, and that the suspension or amendment is approved by two-thirds of those members present and voting.

Approved by the Council 23 March 2007

Effective from 8 July 2007

Revisions approved by the Council: 7 February 2014