



Meetings & Agendas Requirements

The Council usually meets about six times a year, presided over by the Chancellor.

At a meeting of the Council, a quorum is constituted by a majority of the persons holding office as members of the Council.

The order of business on the Council agenda paper is normally determined two weeks prior to the relevant meeting of Council. Items for the Council agenda should be sent to the [Corporate Governance and Risk Office](#) in electronic format.

The Council agenda will include only those items that have been accepted at the Pre-Agenda Briefing. A template for agenda items can be obtained from the [Corporate Governance and Risk Office](#).

The ANU Act 1991 provides that the Chancellor or Pro-Chancellor (if he or she is a member of Council) may, in writing, request members to pass a resolution without a meeting. A copy of the request and the text of the proposed resolution must be sent to each member of the Council. The resolution is passed if a majority of the members eligible to vote each signs a document containing the text of the resolution and returns it to the Chancellor or Pro-Chancellor (if he or she is a member of Council). However, if the proposed resolution deals with whether a member of Council has breached his or her duties under Sections 18A to 18F of the Act as a member of the Council, at least a two-thirds majority of Council members eligible to vote on a resolution is required.

Records for Council meetings held prior to those listed on the Council website can be obtained from the [Corporate Governance & Risk Office](#).