



# Standing Orders of the ANU Council and Council Committees

## General procedure at meetings

1. These Standing Orders are made pursuant to the powers of the Council as described in section 9 of the Australian National University Act 1991.
2. These Standing Orders only apply if the Chair or the meeting determine to enter into "formal debate". In all other circumstances the Chair will lead the meeting and ensure that it is conducted in a collegial and consultative manner, where all members' views can be expressed and considered.

## Notice paper

3. Subject to the directions of the Chair, the Council or Committee Secretary, must prepare an agenda of the business of each meeting.
4. Matters deemed by the Secretary to require discussion are designated by one "star" on the agenda. Matters which are to be moved for adoption or received as a whole are "unstarred". At the commencement of each meeting, members will be given an opportunity to star any or all of the items which are unstarred on the agenda.
5. The agenda is deemed to include all matters of which notice is given in preliminary or supplementary agendas provided to members prior to the meeting.

## Chairing of meetings

6. For meetings of the Council, section 12 of the Act states:  
"(1) The Chancellor is to preside at all meetings of the Council at which he or she is present.  
(2) If:
  - a) the Chancellor is not present at a meeting of the Council; and
  - b) if the Pro-Chancellor is a member of the Council – he or she is present; the Pro-Chancellor is to preside at the meeting.

(3) If neither the Chancellor nor the Pro-Chancellor (if he or she is a member of the Council) is present at a meeting of the Council, the members present must elect one of their number to preside at the meeting."

7. For meetings of Committees of Council, the Chair and Deputy Chair will be the person prescribed by the relevant statute, rule or resolution of the Council. If neither the Chair nor the Deputy Chair, if any, is present at a meeting of a Committee, the members present must elect one of their number to preside at the meeting.

### **Confirmation of minutes of previous meeting**

8. On completion of all preliminary matters, including ceremonial, welcome to country, announcements, ordering of the agenda and matters relating to Council/Committee membership, the first business at every meeting is the consideration of a motion for the confirmation of the minutes of the previous meeting ("Minutes").
9. Unless any member of Council/Committee raises any question as to the accuracy of the previous minutes, and, after insertion of any amendments agreed by a majority of members of Council/Committee present, the minutes of the previous meeting are confirmed and must then be signed by the Chair.

### **Usual order of business**

10. Unless Council resolves otherwise, the order of business of every ordinary meeting of the Council (after the signing of the minutes of the previous meeting) must be as set out in the agenda for the meeting as follows:
  - a) Key Business Items
  - b) Strategic Issues
  - c) Other Matters for Decision
  - d) Other Matters for Noting
  - e) Other Business
11. The order of business of every ordinary meeting of a Committee (after the signing of the minutes of the previous meeting) will be set out in the agenda determined at the discretion of the Chair, subject to any previous resolutions of the Committee on the order of business.

### **General Discussion Item**

12. At each meeting of Council, following receipt of the Vice-Chancellor's report, provision will be made for members to raise issues of concern. During this session, the formal rules of debate do not apply and motions will not be

considered. Any motion which might arise is to be taken as a motion on notice for the subsequent meeting.

## **Voting**

13. The voting procedure at Council/Committee meetings is as follows:
  - 13.1 Subject to paragraph 13.2 below, voting must be by show of hands and the result must be declared by the Chair.
  - 13.2 The Council/Committee may, in relation to any motion before it, resolve that voting is to be by secret ballot.
  - 13.3 A motion is carried if voted for by a majority of the members present or, if the agreement of a specified number of members is required by statute, by the number of members so prescribed.
  - 13.4 The Chair has a deliberative, but not a casting vote. In the event that there is an equality of votes in relation to any motion, the motion is lost.

## **Petitions**

14. After any petition or application of a similar kind has been presented at a meeting, no motion is permitted on any of the matters raised within it until the next ordinary meeting unless Council/Committee decides that in all the circumstances the matters should be dealt with urgently.

## **Nature of motion to be stated**

15. Any member wishing to move a substantive motion or amendment must state the nature of the proposed motion before addressing Council/Committee and must complete their address by formally moving the motion.

## **Motion to be seconded**

16. A motion or amendment moved by a member must not be discussed, nor put to the vote of Council/Committee, unless it has been seconded by another member.

## **Motions to be in writing**

17. At every meeting of Council/Committee, every motion other than a procedural motion, whether a substantive motion or an amendment, except:
  - 17.1 a motion by a member presenting a report from a Council Committee or Sub-Committee; or

17.2 a motion by the Vice-Chancellor presenting the Vice-Chancellor's report;  
or

17.3 when leave is granted by the Chair;

must be made in writing, signed by the mover, and delivered to the Chair immediately it has been moved and seconded.

### **Absence of members giving notice**

18. A motion must not be proceeded with in the absence of the member who has given notice of the same unless the member so consents in writing.

### **Order of debate**

19. The order of debate is to be conducted on the following basis:

19.1 Each starred item must be placed before the meeting by the Chair who must then call upon the appropriate member, or members, of Council/Committee to present the item.

19.2 If two or more members seek to address the meeting at the same time the Chair must decide the order in which they are to be heard.

19.3 Any member wishing to move a motion or amendment or wishing to take part in any discussion must address the Chair and must not be interrupted except by the Chair or upon a point of order being made. When a ruling has been made on the point of order, the member may, unless prohibited by the ruling, proceed with his or her address.

### **Members not to digress**

20. A member must not digress from the subject matter of the question under discussion.

### **Enforcement of Standing Orders**

21. A member may, at any time, seek the enforcement of any Standing Order by raising a point of order.

### **Withdrawal of motion**

22. A motion or amendment must not be withdrawn except by leave of the Council/Committee.

## **Chair addressing the Council/Committee**

23. The Chair must not leave the chair when addressing the Council/Committee or discussing any question.

## **Time for speeches**

24. The mover of a motion may not speak for more than five minutes, and all other members must not speak to a motion for more than three minutes without the leave of Council/Committee. Any extension of time granted by Council will not normally exceed three minutes.

## **Members not to speak twice**

25. A member must not speak a second time on the same question, unless:
  - 25.1 the member has a right of reply; or
  - 25.2 the member wishes to explain any misrepresentation or misunderstanding apparently arising in connection with the motion; or
  - 25.3 the Chair gives leave; or
  - 25.4 the member's address has been interrupted on a point of order.

For the purposes of this Standing Order, a member who has moved a substantive motion is deemed to have spoken on it, but a member seconding the motion is deemed not to have spoken on it.

## **Mover's right of reply**

26. The mover of a substantive motion, but not a person moving an amendment to a motion, has a right of reply, after the exercise of which the motion must be put to the vote by the Chair.

## **Points of order**

27. When ruling upon points of order the Chair must refer to the provision, rule, or practice which he or she considers to be applicable to the case and must give reasons for the decision. With the exceptions provided in Standing Orders 28 and 38 the Chair's decision on the point of order is, in each case, final.

## **Out of order**

28. If the Chair rules any motion or amendment out of order it must be removed from the business of the meeting unless a further motion is passed by Council permitting further discussion and voting on the original motion or amendment.

## **Amendments**

29. In respect of amendments:
  - 29.1 If any amendment is rejected by Council/Committee, a second amendment may be moved to the question to which the first mentioned amendment was moved, but only one amendment is to be submitted to Council/Committee for discussion at a time.
  - 29.2 No second or subsequent amendment of a substantive motion is to be debated until the previous amendment has been dealt with and concluded. The Chair must rule an amendment of an amendment out of order.

## **Effect of rejection of words in original motion**

30. If any words in an original motion are deleted, any words proposed in their substitution must form the next motion, after which any further amendment to substitute yet other words may be moved.

## **Rescission of resolution**

31. No resolution of Council/Committee may be rescinded within three months of the date on which it has been passed unless Council resolves that special or changed circumstances make it necessary to do so.

## **Loss of Quorum**

32. If a debate on any motion is interrupted because the number of members present ceases to be a quorum the debate may be resumed at the next meeting of Council/Committee from the commencement point of that debate.

## **Motion that question now be put to the vote**

33. Any member may move that a motion or amendment before the meeting be put to the vote. The Chair has the discretion to refuse the closure motion. If the closure motion is accepted and carried, the question must be put to the vote but only after a member entitled to reply has been given that right.

## **Attendance by non-members**

34. A person who is not a member of the Council/Committee may only attend a meeting as an observer at the discretion of the Chair, after requesting to attend through the Secretary. A non-member may only speak on a matter with the leave of the meeting.

## **Disorderly conduct**

35. The Chair may call to order any person who behaves in a disorderly or offensive manner or uses offensive language.

## **Members called to order**

36. A member who is called to order must be seated and silent unless permitted by the Chair to explain his or her conduct.

## **Misconduct**

37. Any member or other person attending a meeting of Council/Committee who behaves in a disorderly or offensive manner may be requested by the Chair to leave the meeting.
38. Any member or other person who engages in any disorderly or offensive conduct at a Council/Committee meeting, or who fails to leave the meeting when requested to do so, may be found by the Chair to be guilty of misbehaviour unless Council/Committee dissents from the Chair's ruling.
39. Any member found guilty of misbehaviour who, when called upon to do so, fails to explain the misbehaviour or to offer an apology, in either case to the satisfaction of the Chair, may be suspended for the remainder of that meeting by the Chair or for any further period Council/Committee may determine.

## **Removal of disorderly persons**

40. Any disorderly person who fails to leave a meeting when so requested by the Chair may be removed from the meeting.

## **Time of closure of meetings and unfinished business**

41. Meetings of Council/Committee must conclude not later than three hours after their commencement, unless the majority of members present at a meeting resolves otherwise. Any unfinished business must be added to the agenda for the next ordinary meeting of Council/Committee.

## **Block passage of grouped recommendations**

42. Where a report to Council/Committee groups a sequence of similar recommendations, they may be considered and dealt with as a block, unless Council/Committee resolves otherwise.

## **Removal of Members from Office**

43. A notice of motion to remove a member from office pursuant to Section 11 of the Australian National University Act 1991 (the Act) must be submitted in writing, and is to be distributed by the Council Secretary to members of Council only.
44. Written notice to a member of Council pursuant to Section 11 of the Act must be given not later than 21 days' prior to the meeting at which the motion for removal of that member will be considered.
45. Motions for removal will be considered in camera, with only members of Council and the Council Secretary present, provided that the Chair may require the attendance of specified University officers to assist Council in dealing with the matter.

## **Amendments to Standing Orders**

46. Amendments to these Standing Orders may only be made by a resolution of the Council of which notice of at least 7 days has been given.

*Adopted by the 425<sup>th</sup> meeting of the Council on 27 March 2015*