



# **The Standing Committees of the Senate Standing Orders**

September 2017

## Contents

<b>1. Introduction</b>	4
<b>2. General Matters</b>	4
2.1 Powers and Functions of the Standing Committees	4
2.2 Accountability	5
2.3 Competency	5
2.4 Chairs of the Standing Committees	5
2.5 Members of the Standing Committees	5
2.6 Secretary of the University	6
2.7 Establishment of Fixed-Term Groups	6
2.8 Approval and Maintenance of the Standing Orders	7
2.9 Interpretation of the Standing Orders	7
2.10 Suspension of the Standing Orders	7
<b>3. Matters of Procedure</b>	8
3.1 Responsibility of the Chair	8
3.2 Quoracy of Meetings	8
3.3 Persons in Attendance and Observers	9
3.4 Ordinary Meetings	9
3.5 Extraordinary Meetings	10
3.6 Adjournment of Meetings	10
3.7 Work Plan and Meeting Agendas	11
3.8 Order of Business	12
3.9 Interim Business	13
3.10 Any Other Business	13
3.11 Reserved Matters	14
3.12 Circulation of Papers	14
3.13 Voting and Ballots	15
3.14 Closing the Meeting	16
3.15 Minutes of Meetings	17
<b>4. Matters of Conduct</b>	18
4.1 Responsibility of the Chair	18
4.2 Responsibility of the Members	18
4.3 Attendance	18
4.4 Apologies	19
4.5 Substitutes	19

4.6	Disclosure of Interests .....	19
4.7	Conduct of Discussions .....	20
4.8	Confidentiality of Business .....	21
4.9	Electronic Devices .....	22
4.10	Dissent from Decisions .....	22
4.11	Disruption to Proceedings .....	22

Author: **Brett Dodgson, Clerk to the Senate 2015-2017**

Date of Original Approval: **17 May 2017, by the Senate (subject to a specific addition)**

Last Amended: **19 September 2017,  
by the Senate Committee for Interim Business and Effectiveness**

Date of Next Review: **The Senate Committee for Interim Business and Effectiveness shall periodically review these Standing Orders. This shall normally be as part of scheduled reviews of the effectiveness of the Senate and the Senate Committees.**

# The Standing Committees of the Senate – Standing Orders

## 1. Introduction

- 1.1 The Court delegates to the Senate all of its powers in relation to academic work and standards so that, subject to the terms of the Charter and the Statutes and to the powers reserved to the Court, the Senate is the principal body responsible for the academic work and standards of the University.
- 1.2 The Senate may approve the establishment or the disestablishment of Standing Committees of the Senate. The Standing Committees, with the approval of the Senate, may establish or disestablish Standing Sub-Committees.
- 1.3 These Standing Orders set out the requirements and expectations for the way in which the Standing Committees and the Standing Sub-Committees shall work and the way in which they shall conduct their business.
- 1.4 These Standing Orders should be read with the Charter, Statutes, and Ordinances as well as with other relevant instruments such as the Senate Statement of Primary Responsibilities and Delegations. In particular, terms used in these Standing Orders shall have the definitions given in the Charter, Statutes, and Ordinances unless indicated otherwise.
- 1.5 Nothing in these Standing Orders shall be interpreted in a way that is contrary to the Charter, Statutes, and Ordinances. The Charter, Statutes, and Ordinances shall have primacy should these Standing Orders be found to be in any respect contrary to the Charter, Statutes, or Ordinances.

## 2. General Matters

### 2.1 Powers and Functions of the Standing Committees

- 2.1.1 The Senate, in approving a Statement of Primary Responsibilities and Delegations, shall approve the primary powers and functions of the Standing Committees and the Standing Sub-Committees.
- 2.1.2 The Standing Committees and the Standing Sub-Committees shall additionally have the power to:
  - a. consult with other Standing Committees, Standing Sub-Committees, and persons;
  - b. conduct such other business as is consistent with their approved terms of reference; and

- c. conduct such other business consistent with the Charter, Statutes, Ordinances, and Regulations as the Senate may authorise.

## **2.2 Accountability**

- 2.2.1 The Standing Committees and the Standing Sub-Committees at all times shall each accept corporate responsibility for actions taken by them or under their authority.

## **2.3 Competency**

- 2.3.1 The Chair of the Senate, with the advice of the Secretary of the University, shall have the final say on all questions as to whether business falls within the competency of the Senate or its committees.

## **2.4 Chairs of the Standing Committees**

- 2.4.1 The Chairs of the Standing Committees and the Standing Sub-Committees must be members of the Academic Staff. The Chair of a Standing Committee or a Standing Sub-Committee shall hold the office of Chair ex officio or be appointed to the office of Chair by the Senate.
- 2.4.2 The Chairs of the Standing Committees and the Standing Sub-Committees shall appoint a member of that committee as the Vice-Chair. The Vice-Chair must be a member of the Academic Staff. The Vice-Chair, should the Chair be absent from a meeting, shall be the Chair for the meeting.
- 2.4.3 The Clerk, should the Chair and the Vice-Chair be absent from a meeting, shall invite the members of the Standing Committee or the Standing Sub-Committee to appoint a member of that committee as the Chair for the meeting. The member appointed as Chair must be a member of the Academic Staff.

## **2.5 Members of the Standing Committees**

- 2.5.1 The membership of a Standing Committee or a Standing Sub-Committee must include three members of the Senate at least one of whom should be a member of the Senate ex officio.
- 2.5.2 The Principal and Vice-Chancellor, ex officio, shall be a member of all Standing Committees and Standing Sub-Committees, and, at his/her discretion shall appoint a nominee to attend in his/her place.

2.5.3 Members shall be responsible for ensuring that they familiarise themselves with the requirements and expectations contained in these Standing Orders. Members shall be responsible for conducting themselves in accordance with the requirements and expectations contained in these Standing Orders. Members who have any questions regarding these Standing Orders should in the first instance raise these with the Clerk.

2.5.4 Neither the holding of a meeting or the business conducted at that meeting shall be invalidated by any vacancies in the membership of the Standing Committee or the Standing Sub-Committee provided that requirements with respect to quoracy are satisfied.

## **2.6 Secretary of the University**

2.6.1 The Secretary of the University shall be eligible to attend all meetings of the Standing Committees and the Standing Sub-Committees. The Secretary of the University, at the invitation of the Chair of the Standing Committee or the Standing Sub-Committee, may speak to any item of business but shall not be eligible to vote in any vote or ballot of the Standing Committee or the Standing Sub-Committee.

2.6.2 The Secretary of the University shall appoint a Clerk who, on behalf of the Secretary of the University, shall be responsible for the day-to-day administration of the Standing Committee or the Standing Sub-Committee and its meetings. The Clerk, at the invitation of the Chair of a Standing Committee or the Standing Sub-Committee, may speak to any item of business but shall not be eligible to vote in any vote or ballot of the Standing Committee or the Standing Sub-Committee.

## **2.7 Establishment of Fixed-Term Groups**

2.7.1 The Standing Committees may approve the establishment or disestablishment of fixed-term working groups or project boards provided that the term of the working group or project board shall not exceed twenty-four months. The Standing Committee, in approving the establishment of a fixed-term working group or project board, shall approve the Terms of Reference of the working group or project board.

2.7.2 The Standing Sub-Committees, with the approval of the establishing Standing Committee, may establish or disestablish fixed-term working groups or project boards provided that the term of the working group or project board shall not exceed twenty-four months. The Standing Committee, in approving the establishment of a fixed-term working group or project board, shall approve the Terms of Reference of the working group or project board.

## **2.8 Approval and Maintenance of the Standing Orders**

2.8.1 The Senate shall approve these Standing Orders.

2.8.2 The Clerk shall be responsible for ensuring that these Standing Orders are circulated to all members at the start of each academic year and are available for consultation at each meeting.

2.8.3 The Senate Committee for Interim Business and Effectiveness shall periodically review these Standing Orders. The Chair of the Senate, with the advice of the Secretary of the University, may approve amendments to the Standing Orders not affecting their substance provided that the amendments are reported to the Senate at its next ordinary meeting. Amendments affecting the substance of these Standing Orders shall require the approval of the Senate.

## **2.9 Interpretation of the Standing Orders**

2.9.1 The Chair of the Senate, with the advice of the Secretary of the University, shall have the final say on all questions as to the interpretation of these Standing Orders. Nothing in these Standing Orders shall be interpreted in a way that is contrary to the Charter, Statutes, or Ordinances.

## **2.10 Suspension of the Standing Orders**

2.10.1 The Chair of the Senate, with the advice of the Secretary of the University and with the agreement of the Standing Committee or the Standing Sub-Committee, may suspend all or part of these Standing Orders for all or part of a meeting – provided that in doing so the Standing Committee or the Standing Sub-Committee does not act in a way that is contrary to the Charter, Statutes, or Ordinances.

### **3. Matters of Procedure**

#### **3.1 Responsibility of the Chair**

3.1.1 The Chair of the Senate shall be responsible for matters of procedure in relation to the Standing Committees and the Standing Sub-Committees and, with the advice of the Secretary of the University, for ensuring that matters of procedure are handled in accordance with these Standing Orders.

3.1.2 The Chair of the Senate, with the advice of the Secretary of the University, shall have the final say on all questions as to matters of procedure.

#### **3.2 Quoracy of Meetings**

3.2.1 The Standing Committees and the Standing Sub-Committees shall conduct business at an ordinary or extraordinary meeting only if a quorate number of members are present with the exception of business conducted in accordance with paragraphs 3.2.5 (d) and 3.6.5 below.

3.2.2 The quorum at meetings of a Standing Committee shall be five members of whom at least two are members of the Senate.

3.2.3 The quorum at meetings of a Standing Sub-Committee shall be four members of whom at least two are members of the Senate.

3.2.4 Members who are participating in a meeting by means of audio-visual conferencing or other means enabling them to speak with and be heard by all members present at the meeting simultaneously shall be deemed to be present at the meeting and to count towards the quorum.

3.2.5 If a quorate number of members is not present or if, owing to members leaving, the meeting becomes inquorate the Chair of the Standing Committee or the Standing Sub-Committee shall:

- a. adjourn the meeting to another date; or
- b. defer all outstanding business on the agenda to the next ordinary meeting and declare the meeting closed; or
- c. resolve that any urgent business should be conducted in accordance with paragraph 3.9 below, defer all other business on the agenda to the next ordinary meeting, and declare the meeting closed; or

- d. resolve that the Standing Committee or the Standing Sub-Committee shall conduct any outstanding business on the agenda which does not require the agreement, endorsement, or approval of the Standing Committee or the Standing Sub-Committee and then either adjourn the meeting to another date or defer the remaining business to the next ordinary meeting before declaring the meeting closed.

3.2.6 The Clerk shall be responsible for ensuring that the minutes indicate any business conducted while the meeting was inquorate.

### **3.3 Persons in Attendance and Observers**

3.3.1 The Chair of the Standing Committee or the Standing Sub-Committee may approve the attendance of other persons who are not members of that committee for all or part of a meeting.

3.3.2 Persons in attendance, at the invitation of the Chair of the Standing Committee or the Standing Sub-Committee, may speak to any item of business but shall not be eligible to vote in any vote or ballot of the Standing Committee or the Standing Sub-Committee.

### **3.4 Ordinary Meetings**

3.4.1 The Chair of a Standing Committee, with the advice of the Clerk, shall approve the schedule of ordinary meetings for each academic year. The schedule of meetings shall be approved two years in advance. The schedule of meetings should be aligned with the schedule of meetings of the Senate.

3.4.2 The Chair of a Standing Sub-Committee, with the advice of the Clerk, shall approve the schedule of ordinary meetings for each academic year. The schedule of meetings shall be approved two years in advance. The schedule of meetings should be aligned with the schedule of meetings of the establishing Standing Committee.

3.4.3 The Clerk shall be responsible for ensuring that the schedule of ordinary meetings is circulated to all members at the start of each academic year and is published in accordance with the University publication scheme.

- 3.4.4 The Clerk shall be responsible for ensuring that notices of ordinary meetings are sent to all members at least ten working days before the meeting date. Notices of meetings shall specify the date, time, and venue of the meeting. Neither the holding of a meeting or the business conducted at that meeting shall be invalidated should any member not receive notice of that meeting.
- 3.4.5 The Chair of a Standing Committee or a Standing Sub-Committee, with the advice of the Clerk, may change the date and/or time of an ordinary meeting provided that members shall be given notice of at least ten working days.

### **3.5 Extraordinary Meetings**

- 3.5.1 The Chair of a Standing Committee or a Standing Sub-Committee may approve the calling of extraordinary meetings.
- 3.5.2 The Clerk shall be responsible for ensuring that notices of extraordinary meetings are sent to all members at least five working days before the meeting date. Notices of meetings shall specify the date, time, and venue of the meeting. Neither the holding of a meeting or the business conducted at that meeting shall be invalidated should any member not receive notice of that meeting.
- 3.5.3 At an extraordinary meeting the Standing Committee or the Standing Sub-Committee may conduct only that business as given in the agenda.

### **3.6 Adjournment of Meetings**

- 3.6.1 The Chair of a Standing Committee or a Standing Sub-Committee may adjourn a meeting either temporarily or to another date if the meeting is or becomes inquorate or if the Chair of the Standing Committee or the Standing Sub-Committee deems that there is good cause for the adjournment.
- 3.6.2 Where a meeting is adjourned to another date the Chair of the Standing Committee or the Standing Sub-Committee, with the advice of the Clerk, shall approve the new date for the adjourned meeting.
- 3.6.3 The Clerk shall be responsible for ensuring that notices of meetings adjourned to another date are sent to all members at least ten working days before the meeting date. Notices of meetings shall specify the date, time, and venue of the meeting. Neither the holding of a meeting or the business conducted at that meeting shall be invalidated should any member not receive notice of that meeting.

- 3.6.4 At a meeting which has been adjourned to another date the Standing Committee or the Standing Sub-Committee may conduct only that business which is outstanding from the original agenda of the adjourned meeting.
- 3.6.5 At a meeting which has been adjourned to another date the Standing Committee or the Standing Sub-Committee, even if a quorate number of members is not present, may conduct business requiring its agreement, endorsement, or approval which is outstanding from the original agenda of the adjourned meeting.

### **3.7 Work Plan and Meeting Agendas**

- 3.7.1 The Standing Committees and the Standing Sub-Committees shall be invited at the first ordinary meeting of each academic year to approve their work plans for the year ahead.
- 3.7.2 The Chair of a Standing Committee or a Standing Sub-Committee, with the advice of the Clerk, shall approve the agenda for each meeting. The agendas for ordinary meetings shall be aligned with the work plan approved by the Standing Committee or the Standing Sub-Committee with due allowance for changing business needs.
- 3.7.3 The Clerk shall circulate the agenda for each meeting with the notice of that meeting.
- 3.7.4 The Chair of a Standing Committee or a Standing Sub-Committee, if they deem that there is good cause to do so, may table business at an ordinary meeting that was not included on the agenda as circulated.
- 3.7.5 Members may request the inclusion of additional business in the agenda for a specified ordinary meeting. Requests to include items of additional business should normally be given to the Clerk as a written (letter/email) notice at least eight working days before the meeting. The Chair of a Standing Committee or a Standing Sub-Committee shall be responsible for deciding whether additional business may be included in the agenda.

### **3.8 Order of Business**

- 3.8.1 The Chair of the Standing Committee or the Standing Sub-Committee shall be responsible for declaring a meeting to have opened.
- 3.8.2 The Standing Committee or the Standing Sub-Committee shall normally conduct the business of the meeting in the order as given in the agenda. The Chair of a Standing Committee or a Standing Sub-Committee, if needed, may change the order in which the business of the meeting shall be conducted.
- 3.8.3 The Chair of a Standing Committee or a Standing Sub-Committee, at any time, may conclude the discussion on an item of business and proceed to the next item of business.
- 3.8.4 The Chair of a Standing Committee or a Standing Sub-Committee, with the agreement of the Standing Committee or the Standing Sub-Committee, may defer any item of business to another specified meeting.
- 3.8.5 The Chair of a Standing Committee or a Standing Sub-Committee may designate specified agenda items as to be presented for notice/agreement/endorsement/approval without discussion. Such items shall be indicated in the agenda with an asterisk (\*). Agenda items concerning routine or uncontentious matters are examples of the types of business which might be presented in this way. Members who wish at the meeting to discuss or raise any questions in respect to such items should normally give the Clerk written (letter/email) notice at least one working day before the meeting.
- 3.8.6 The agenda for ordinary meetings shall normally be organised so that the order of business is as follows:

#### *Procedural Matters*

This section shall include notice of apologies given to the Clerk and approval of the minutes of the previous meeting.

#### *Matters to Consider*

This section shall include the substantive business of the meeting which is presented for deliberation and discussion.

#### *Matters to Receive*

This section shall include regular reports which are presented for notice rather than deliberation and discussion.

### *Any Other Business*

This section shall include matters which are raised by members in addition to the business as given in the agenda.

### *Reserved Matters*

This section shall include business which is presented in confidence.

## **3.9 Interim Business**

- 3.9.1 The Chair of a Standing Committee or a Standing Sub-Committee, where they deem it to be not practicable to wait until the next ordinary meeting or to call an extraordinary meeting, may resolve that interim business shall be conducted by correspondence. Matters conducted as interim business shall normally be uncontentious in nature and not lead to significant decisions of strategy, policy, or practice.
- 3.9.2 The Chair of a Standing Committee or a Standing Sub-Committee may conduct interim business by way of chair's action where they deem it to be not practicable to wait until the next ordinary meeting, or to call an extraordinary meeting, or to conduct business by correspondence.
- 3.9.3 The Standing Committee or the Standing Sub-Committee shall receive at the next ordinary meeting a report on any business that has been conducted by correspondence or that has been conducted by the Chair by way of chair's action.

## **3.10 Any Other Business**

- 3.10.1 The agenda for ordinary meetings shall include provision for members to raise matters as an item of any other business. Matters raised as any other business shall normally be uncontentious in nature and not lead to significant decisions of strategy, policy, or practice. The Chair of a Standing Committee or a Standing Sub-Committee, exceptionally, may resolve that matters which are contentious in nature or lead to significant decisions of strategy, policy, or practice can be raised as any other business.

- 3.10.2 Members who wish to raise matters as an item of any other business should normally give the Clerk written (letter/email) notice at least one working day before the meeting. The Chair of a Standing Committee or a Standing Sub-Committee, exceptionally, may resolve that matters can be raised as any other business provided that this shall be requested no later than the opening of the meeting.

### **3.11 Reserved Matters**

- 3.11.1 The Chair of a Standing Committee or a Standing Sub-Committee may designate specified agenda items as reserved matters. Agenda items concerning identifiable persons or where there might be commercial or other sensitivities are examples of the types of business which might be conducted as reserved matters.
- 3.11.2 Reserved matters are confidential to members and information regarding reserved matters must not be shared more widely without the stated approval of the Chair of the Standing Committee or the Standing Sub-Committee.
- 3.11.3 The Chair of a Standing Committee or a Standing Sub-Committee may require student members and persons in attendance to withdraw from a meeting while reserved matters are conducted. Papers and minutes relating to reserved matters may be withheld from student members and persons in attendance.

### **3.12 Circulation of Papers**

- 3.12.1 The Clerk shall normally circulate the papers for ordinary meetings and meetings which have been adjourned to another date at least five working days before the meeting. Papers which are not available for circulation at that time shall be marked on the agenda as being to follow. Papers marked as being to follow shall be circulated as soon as they are available or, should that not be possible before the meeting, withdrawn from the agenda. The Chair of a Standing Committee or a Standing Sub-Committee, exceptionally, may resolve that a paper which cannot be circulated before the meeting shall be tabled at the meeting.
- 3.12.2 The Clerk shall circulate the papers for extraordinary meetings at least one working day before the meeting. Papers which are not available for circulation at that time shall be tabled at the meeting.

- 3.12.3 Papers shall be circulated with a cover sheet which summarises the contents of the paper and indicates the action(s) which the Standing Committee or the Standing Sub-Committee is invited to take. Where business will be presented as a verbal report or audio-visual presentation a cover sheet will be circulated with the papers for that meeting which summarises the contents of the verbal report/audio-visual presentation and indicates the action(s) which the Standing Committee or the Standing Sub-Committee is invited to take. Cover sheets shall indicate whether information on the business to which it relates may be exempt from disclosure under the Freedom of Information (Scotland) Act 2002.
- 3.12.4 Members shall be presumed to have read all papers which have been circulated before a meeting. Presenters of papers shall not normally reiterate the contents of the paper or provide time in the meeting for members and other persons in attendance to read the paper.
- 3.12.5 Neither the holding of a meeting or the business conducted at that meeting shall be invalidated should any member not receive the papers for that meeting.

### **3.13 Voting and Ballots**

- 3.13.1 The Standing Committee / Standing Sub-Committee shall normally reach decisions by way of constructive discussion and the establishing of a consensus.
- 3.13.2 The Standing Committee or the Standing Sub-Committee shall reach decisions by way of a vote where this is required by the Charter, Statutes, or Ordinances or where the Standing Committee / Standing Sub-Committee agrees that a vote should be held.
- 3.13.3 Voting shall be by way of a show of hands unless a ballot is required by the Charter, Statutes, or Ordinances; or the Standing Committee / Standing Sub-Committee agrees that a ballot should be held.
- 3.13.4 Where a vote pertains to a matter that has been delegated by the Senate to the Standing Committee / Standing Sub-Committee, the Chair shall invite those members of the Standing Committee / Standing Sub-Committee who are not also members of the Senate to abstain from the vote.
- 3.13.5 On any other matter, the Chair of the Standing Committee / Standing Sub-Committee and **all** members shall be eligible to vote in a vote or ballot of the Standing Committee / Standing Sub-Committee.

- 3.13.6 Persons in attendance shall not be eligible to vote in any vote or ballot of the Standing Committee or the Standing Sub-Committee.
- 3.13.7 A vote or ballot shall be decided by a simple majority of the votes cast unless an alternative voting system is required by the Charter, Statutes, or Ordinances or the Standing Committee or the Standing Sub-Committee agrees that an alternative voting system should be used.
- 3.13.8 The Chair of the Standing Committee or the Standing Sub-Committee, in all votes and ballots excluding those elections required by the Charter, Statutes, or Ordinances, shall have an additional deciding vote in the event of a tie.
- 3.13.9 The Clerk shall be responsible for the administration of all votes and ballots of the Standing Committee or the Standing Sub-Committee and shall be the returning officer for such votes and ballots.
- 3.13.10 Members may challenge the result of any vote or ballot provided that they do so at the earliest opportunity. A challenge to the result of a vote or ballot conducted at a meeting must be given to the Clerk before the meeting at which the vote or ballot was conducted is declared closed. A challenge to the result of a vote or ballot conducted outside of a meeting must be given to the Clerk as a written (letter/email) notice within two working days of the result being announced to members.

### **3.14 Closing the Meeting**

- 3.14.1 The Chair of the Standing Committee or the Standing Sub-Committee shall be responsible for declaring a meeting to have closed. The Chair of the Standing Committee or the Standing Sub-Committee should, before declaring a meeting to have closed, confirm with the Clerk that there is no business from the agenda which has not been completed or deferred to another specified meeting.
- 3.14.2 The Standing Committee or the Standing Sub-Committee, should the Chair of the Standing Committee or the Standing Sub-Committee declare a meeting to have closed when there is business from the agenda which has not been completed or deferred to another specified meeting, may agree that this business should be completed before the meeting is closed, that this business should be deferred to another specified meeting, that this business should be conducted in accordance with paragraph 3.9 above, or that the meeting should be adjourned.

### **3.15 Minutes of Meetings**

- 3.15.1 The Clerk shall be responsible for keeping the minutes of each meeting. The minutes shall clearly record all decisions reached at the meeting but shall not provide a verbatim record of the meeting and shall not normally reveal the identity or the affiliation of any individual speaker.
- 3.15.2 The minutes shall record which members of the Standing Committee or the Standing Sub-Committee are also members of the Senate.
- 3.15.3 The Chair of the Standing Committee or the Standing Sub-Committee shall be invited to confirm that the minutes are accurate and complete before they are circulated to members. The minutes shall normally be circulated to members no more than ten working days following the meeting.
- 3.15.4 The minutes shall be considered as unapproved until such time as the Standing Committee or the Standing Sub-Committee has approved them as a correct record. The Standing Committee or the Standing Sub-Committee shall be invited to approve the minutes at the next ordinary meeting.
- 3.15.5 The Clerk shall be responsible for ensuring that a copy of the approved minutes is signed by the Chair of the Standing Committee or the Standing Sub-Committee and deposited in the University archives. The Clerk shall be responsible for ensuring that the approved minutes, excluding minutes relating to reserved matters, are published in accordance with the University publication scheme.
- 3.15.6 All or part of the minutes may be exempt from disclosure under the Freedom of Information (Scotland) Act 2002. The minutes shall indicate any parts which may be exempt from disclosure under the Freedom of Information (Scotland) Act 2002. Any part of the minutes which may be exempt from disclosure under the Freedom of Information (Scotland) Act 2002 shall normally be redacted from the published version. Members must not share more widely information which may be exempt from disclosure under the Freedom of Information (Scotland) Act 2002.
- 3.15.7 The minutes of each meeting of a Standing Committee shall be presented to the next ordinary meeting of the Senate. The Senate shall normally receive the approved minutes but, where the schedule of the Senate's meetings is such that this is not possible, the Chair of the Standing Committee or the Standing Sub-Committee may resolve that the Senate shall receive the unapproved minutes.

3.15.8 The minutes of each meeting of a Standing Sub-Committee shall be presented to the next ordinary meeting of the establishing Standing Committee. The establishing Standing Committee shall normally receive the approved minutes but, where the schedule of the establishing Standing Committee's meetings is such that this is not possible, the Chair of the Standing Sub-Committee may resolve that the establishing Standing Committee shall receive the unapproved minutes.

## **4. Matters of Conduct**

### **4.1 Responsibility of the Chair**

4.1.1 The Chair of the Senate shall be responsible for matters of conduct in relation to the Standing Committees and the Standing Sub-Committees and, with the advice of the Secretary of the University, for ensuring that matters of conduct are handled in accordance with these Standing Orders.

4.1.2 The Chair of the Senate, with the advice of the Secretary of the University, shall have the final say on all questions as to matters of conduct.

### **4.2 Responsibility of the Members**

4.2.1 Members shall at all times in the course of their work as members observe the seven principles of public life as defined by the UK Committee on Standards in Public Life – namely, selflessness; integrity; objectivity; accountability; openness; honesty; and leadership.

4.2.2 Members shall at all times in the course of their work as members act in the best interests of the University.

### **4.3 Attendance**

4.3.1 Members shall be eligible to attend all meetings of the Standing Committee or the Standing Sub-Committee and should normally attend every meeting.

4.3.2 Members shall be responsible for conducting themselves in accordance with such policies on attendance as may be approved by the Senate.

4.3.3 The Clerk shall keep a record of those members present at each meeting and of those persons in attendance and this record shall form part of the minutes of that meeting.

#### **4.4 Apologies**

4.4.1 Members who are unable to attend a meeting or who need to leave a meeting before it has been declared closed should notify the Clerk as soon as is practicable before the meeting. Members must give apologies to the Clerk as a written (letter/email) notice.

4.4.2 Neither the holding of a meeting or the business conducted at that meeting shall be invalidated by the absence of any member provided that requirements with respect to quoracy are satisfied.

#### **4.5 Substitutes**

4.5.1 Members who cannot attend a meeting or who need to leave a meeting before it has been declared closed may not in their absence be represented by another person.

#### **4.6 Disclosure of Interests**

4.6.1 Conflicts of interest are where there exists or appears to exist situations where an independent observer might reasonably question whether the professional actions or decisions of a person have been influenced by their own interests. Members should understand the potential for conflicts of interest and must avoid situations which could give rise to a conflict of interest or the appearance of a conflict of interest.

4.6.2 Members who have a financial, family, or other personal interest in any business to be conducted by the Standing Committee or the Standing Sub-Committee must, as soon as is practicable, declare that interest to the Chair of the Standing Committee or the Standing Sub-Committee. The Chair of the Standing Committee or the Standing Sub-Committee may require members who have declared such an interest to withdraw from the conducting of that business.

## **4.7 Conduct of Discussions**

- 4.7.1 The Chair of the Standing Committee or the Standing Sub-Committee shall be responsible for facilitating open and constructive discussions at meetings of the Standing Committee or the Standing Sub-Committee.
- 4.7.2 The Chair of the Standing Committee or the Standing Sub-Committee shall be responsible for ensuring that the Standing Committee or the Standing Sub-Committee operates effectively within its approved terms of reference and that all members are able to make a positive contribution to its work wherever they are based.
- 4.7.3 Members at all times should contribute to the work of the Standing Committee or the Standing Sub-Committee in an honest, open, and objective way. Members at all times should contribute to the work of the Standing Committee or the Standing Sub-Committee in a spirit of inclusivity, respecting the views of other members, and taking care to avoid the taking of factional positions or any other activity which could undermine the unity of the Standing Committee or the Standing Sub-Committee.
- 4.7.4 Members at all times should observe and respect the boundaries set between the responsibilities of the Senate and the responsibilities of the Court and the University's executive management.
- 4.7.5 The Chair of the Standing Committee or the Standing Sub-Committee shall be responsible for inviting members and other persons in attendance to speak at meetings of the Standing Committee or the Standing Sub-Committee. The Chair of the Standing Committee or the Standing Sub-Committee, when two or more members or other persons in attendance wish to speak, shall decide who will be invited to speak first.
- 4.7.6 Members and other persons in attendance must address the Chair of the Standing Committee or the Standing Sub-Committee when they speak at meetings of the Standing Committee or the Standing Sub-Committee.
- 4.7.7 Members and other persons in attendance who are invited to speak should do so in a way that is clear, concise, and relevant to the item of business. The Chair of the Standing Committee or the Standing Sub-Committee, at any time, may require a member or other person in attendance who has been invited to speak to draw their remarks to a close.

- 4.7.8 Members and other persons in attendance must not interrupt others who have been invited to speak at meetings of the Standing Committee or the Standing Sub-Committee.
- 4.7.9 Members and other persons in attendance must not use offensive or abusive language when they speak at meetings of the Standing Committee or the Standing Sub-Committee.
- 4.7.10 The Chair of the Standing Committee or the Standing Sub-Committee shall be responsible for ensuring that all members who wish to do so have the opportunity to speak to any item of business presented to the Standing Committee or the Standing Sub-Committee.
- 4.7.11 The Chair of the Standing Committee or the Standing Sub-Committee, in order to ensure that all members who wish to do so have the opportunity to speak, may require members to limit the duration of their remarks and/or may limit the opportunity for members who have already spoken on a particular item of business to make further remarks on the same item.
- 4.7.12 The Chair of the Standing Committee or the Standing Sub-Committee shall be responsible for ensuring that members who are participating in a meeting by means of audio-visual conferencing or other means are able to contribute to the work of the Standing Committee or the Standing Sub-Committee. Members should follow any guidance or instructions provided in respect of the use of audio-visual conferencing facilities.

#### **4.8 Confidentiality of Business**

- 4.8.1 Members and other persons in attendance must observe and respect any requirements stated by the Chair of the Standing Committee or the Standing Sub-Committee in respect to the confidentiality of business.
- 4.8.2 Members and other persons in attendance must not share information relating to the meetings and the business of the Standing Committee or the Standing Sub-Committee where this could harm the maintenance of the convention of the corporate responsibility of the Standing Committee or the Standing Sub-Committee, the free and frank provision of advice, the free and frank exchange of views for the purposes of deliberation, or the effective conduct of business. In particular:
  - a. meeting papers are provided in confidence for members and, as appropriate, other persons in attendance; meeting papers may be shared more widely only if the cover sheet explicitly states that the paper is suitable for wider circulation; and

- b. statements made at a meeting by any member or person in attendance are confidential; statements made at a meeting may only be reported more widely in a way that does not reveal either the identity or the affiliation of the speaker.

#### **4.9 Electronic Devices**

- 4.9.1 Members and other persons in attendance should use electronic devices in meetings only where this is directly related to the business of the meeting – such as referring to electronic copies of the papers for the meeting.

#### **4.10 Dissent from Decisions**

- 4.10.1 Members who are present at a meeting may request to be recorded in the minutes as dissenting from any decision that was reached at that meeting. Members who wish to be recorded in the minutes as dissenting from a decision must give their request to the Clerk before the meeting has been declared closed.

#### **4.11 Disruption to Proceedings**

- 4.11.1 Members and other persons in attendance must not act in a way which could disrupt a meeting or the conduct of business.
- 4.11.2 The Chair of the Standing Committee or the Standing Sub-Committee, at any time, may require a member or other person in attendance to withdraw from a meeting if they deem that this is necessary to avoid disruption to the meeting or the conduct of business.

**Ms Ann Marie Dalton-Pillay, Secretary of the University  
September 2017**