

Council Meeting Procedures

Approving authority	University Council
Approval date	6 June 2016
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Next scheduled review	2021
Document URL	http://policies.griffith.edu.au/pdf/Council Meeting Procedures.pdf
TRIM document	2016/0000068
Description	This document describes the nomination and election procedures to University Council, the Chairing, proceedings and business of Council, the admission of observers and visitors, the minutes of proceedings, and the conduct of debate in Council meetings.

Related documents

[Griffith University Act](#)

[University Committee Meeting Procedures](#)

[\[Chancellor and Deputy Chancellor\]](#) [\[Chairing of the Council\]](#) [\[Proceedings and Business of the Council\]](#) [\[Quorum\]](#) [\[Admission of Observers and Visitors\]](#) [\[Minutes of Proceedings\]](#) [\[Petitions\]](#) [\[Notice of Motion\]](#) [\[Conduct of Debate\]](#) [\[Committees of Council\]](#)

1. CHANCELLOR AND DEPUTY CHANCELLOR

1.1 Nomination procedures

- (1) Under section 30 of the Griffith University Act, the Council must elect a Chancellor whenever there is a vacancy in the office. The person elected need not be a Council member. The Chancellor shall hold office for a term, not longer than 5 years, fixed by the Council. The term of office shall be determined by Council at a meeting prior to the expiration of the Chancellor's regular term, or as outlined in section [3 \(b\)](#) below.
- (2) Under section 31 of the Griffith University Act, the Council must elect one of its members as Deputy Chancellor whenever there is a vacancy in the office. The Deputy Chancellor shall hold office for a term, not longer than 4 years, fixed by the Council. The term of office shall be determined by Council at a meeting prior to the expiration of the Deputy Chancellor's regular term, or as outlined in section [3 \(b\)](#) below.
- (3) Nominations for election to the office of Chancellor or the office of Deputy Chancellor shall be made by members of the Council.
 - (a) Whenever a regular vacancy is about to occur in the office of Chancellor and/or Deputy Chancellor, the Vice President (Corporate Services) shall inform the members of the Council of the impending vacancy and invite nominations of persons for election to the office.
 - (b) Whenever a casual vacancy occurs in either the office of Chancellor or the office of Deputy Chancellor, the Vice President (Corporate Services) shall immediately inform the members of the Council of the vacancy. The Council, at its next scheduled meeting, shall determine the term of office for the position as provided for in sections [1.1\(1\)](#) or [1.1\(2\)](#) above.
- (4) Nominations for election to fill both casual and regular vacancies in the offices of Chancellor and Deputy Chancellor shall be invited by the Vice President (Corporate Services) at least 14 calendar days before the meeting of the Council at which the elections are to be held. Such nominations shall be made in writing, endorsed with the signature of the person nominated or that person's agent, and with the signatures of two

other members, and delivered to the Vice President (Corporate Services) by the date and the time prescribed by the Vice President (Corporate Services), which shall be not less than seven calendar days before the meeting at which the election is to be held.

- (5) The Vice President (Corporate Services) shall, as soon as practicable after the close of the nominations, inform members of the Council of the names of the persons duly nominated.

1.2 Election procedures

- (1) Where an election is required for the office of Chancellor or Deputy Chancellor, this election shall take place at the next scheduled Council meeting following the close of nominations. If only one nomination for an office is duly made and delivered, the Vice President (Corporate Services) shall put the name of the nominated candidate to Council for approval. Should Council not approve the nomination, the procedures provided for in section [1.1\(4\)](#) above shall apply.
- (2) Where both the Chancellor and the Deputy Chancellor are to be elected at a meeting, the election of the Chancellor shall be held first. Unsuccessful candidates for the office of the Chancellor shall be deemed to have been duly nominated for the office of the Deputy Chancellor, provided that -
 - (a) they are members of the Council; and
 - (b) they do not withdraw their nominations.
- (3) The Vice President (Corporate Services) shall preside at that part of the meeting at which the election to the office of the Chancellor is to be held, and no business other than the election shall be conducted while the Vice President (Corporate Services) is so presiding.
- (4) If two or more nominations for an office have been duly made and delivered, each Council member then present at the meeting shall be entitled to vote by delivering in writing to the Vice President (Corporate Services) the name of one of the candidates.
- (5) The Vice President (Corporate Services) shall count the number of votes cast for each candidate and if one candidate has a greater number of votes than any other, the Vice President (Corporate Services) shall declare that candidate to be elected.
- (6) If two or more candidates receive an equal number of votes cast, and if no other candidate receives a greater number of votes, each Council member then present shall again be invited to vote for one of the candidates who received that equal number of votes.
- (7) The Vice President (Corporate Services) shall count the votes cast for each candidate, and if one candidate has a greater number of votes than the other(s), the Vice President (Corporate Services) shall declare that candidate to be elected. In the event of two or more candidates still polling an equal number of votes cast, and if no other candidate received a greater number of votes, the Vice President (Corporate Services) shall determine by lot, which of those candidates who received that equal number of votes shall be declared elected in accordance with the following procedure -
 - the names of the candidates concerned having been written on similar slips of paper, and the slips having been folded so as to prevent identification, and mixed and drawn at random, the candidate whose name is first drawn shall be declared elected.

2. CHAIRING OF THE COUNCIL

- (1) The Chancellor shall preside at all meetings of the Council. [Griffith University Act 1998, sub-section 27(1)]
- (2) At any meeting of the Council at which the Chancellor is not present -
 - (a) the Deputy Chancellor; or
 - (b) where the Deputy Chancellor is not present, a member of the Council elected by and from the members present;

3. PROCEEDINGS AND BUSINESS OF THE COUNCIL

- (1) An annual strategic retreat shall normally be held in February of each year and ordinary meetings of the Council shall be held in the following months: April, June, August, October, and December.
- (2) The Chancellor or the Vice Chancellor shall have the power to call a special meeting of the Council for the consideration of business which either may wish to submit to the Council.
- (3) At a special meeting of the Council, the business shall be taken in such order as the Chair shall direct and only that business for which the meeting has been convened shall be transacted.
- (4) The Chancellor, or in the Chancellor's absence the Vice President (Corporate Services), shall call a special meeting of the Council at the written request of four members of the Council. The request shall state the purpose for which the meeting is to be convened, such meeting being held within 14 days of the receipt of the request.
- (5) Where the meeting of the Council is convened by requisition of members, the notice convening such meeting shall specify the business to be transacted thereat, and no other business other than that so specified shall be transacted at such special meeting.
- (6) The Chair or the Council, by resolution, may at any time during the course of a meeting, adjourn any meeting from time to time and from place to place, but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place. Notice of an adjourned meeting need not be given unless a meeting is adjourned for more than 30 days.
- (7) The Vice President (Corporate Services) shall notify each member of the Council of the date, the time and the place, and the agenda for the next ensuing meeting of the Council whether such meeting is the annual strategic retreat or an ordinary or special meeting. Such notice shall, except in any case of emergency, be given at least seven calendar days before the day of the meeting. The inadvertent failure to notify a member of any such meeting or in any case where the Chancellor or Vice Chancellor certifies that, having regard to a sudden emergency, it is impracticable to give at least seven days' notice of a meeting as aforesaid, shall not affect the validity of the proceedings of any meeting of the Council.
- (8) The Chair of a meeting may place any notices of motion or items of business upon the agenda in the order in which the Chair desires that they be taken.
- (9) If the Chair of a meeting of the Council deems a matter to be of a confidential nature, that matter shall be considered by the Council towards the end of the meeting or upon the ruling of the Chair.
- (10) If the Chancellor or the Vice Chancellor shall be of the opinion that the Council should consider and come to a decision in relation to a specified matter or matters before the next regular meeting, and that in the circumstances of the case it is not possible or necessary to call a special meeting of the Council, the Vice President (Corporate Services) may circulate to members of the Council in the form of a draft flying minute the relevant information in relation to that matter or matters, together with a form of motion proposed in relation thereto. Members of the Council may signify their vote for or against the motion on the flying minute so circulated. If two-thirds of all members vote in favour of such draft motion, it shall be and shall have the effect of a resolution of the Council forthwith.

4. QUORUM

- (1) At any meeting of the Council, a quorum exists if at least half of Council's members are present.
- (2) If a quorum of the Council is not present within half an hour of the appointed time of the meeting, all business which should have been transacted at such a meeting shall, unless a

special meeting is summoned in the meantime for the transaction of that business, stand over for the next ordinary meeting and shall take precedence thereat.

- (3) If a quorum of the Council is not present within half an hour of the appointed time of a meeting convened under [3.\(2\)](#) and [3.\(4\)](#) the Chair shall adjourn the meeting. The meeting shall be reconvened by the Chancellor or the Vice Chancellor pursuant to the provisions of sub-section [3.\(7\)](#) of this resolution.
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5. ADMISSION OF OBSERVERS AND VISITORS

- (1) The Council may extend a standing invitation to attend Council meetings as observers to certain categories of members of the University.
- (2) Such number of members of the University Community, as determined from time to time by the Council, shall be admitted as observers to Council meetings. Any member of the University Community wishing to attend a meeting of the Council shall first obtain approval from the Vice President (Corporate Services).
- (3) The Chair of a meeting of the Council or the Council by resolution may decide not to admit observers or any group of observers or visitors to any meeting or part of a meeting of the Council and may require any observer to leave the meeting place at any time.

6. MINUTES OF PROCEEDINGS

- (1) Minutes of proceedings of every meeting of the Council shall be recorded and subsequently presented at the next ordinary meeting of the Council, and, if approved as correct, shall be signed by the Chair of that meeting as being confirmed. Any such minutes bearing the signature of the said Chair shall be prima facie evidence of the proceedings of the meeting.
- (2) No motion or discussion shall be allowed upon the minutes submitted for confirmation except as to their accuracy as a record of the business of the Council and any objection upon the ground of inaccuracy must be made by a motion or amendment prior to their confirmation.
- (3) A motion directing attention to alleged inaccuracy in the minutes of proceedings need not be made in writing.

7. PETITIONS

- (1) Any petition to be submitted to the Council shall be in writing.
- (2) Any petition to be submitted to the Council shall be presented by a member of the Council or the Vice President (Corporate Services) who shall state to the Council the parties from whom it comes, the number of signatures attached to it, and the material submissions contained in it. Notwithstanding the foregoing provisions, a group representative of the petitioners numbering not more than three may, on invitation from the Council, attend the meeting to present the petition. On invitation the group may make a statement concerning its submissions and answer questions that members of the Council may wish to ask.

8. NOTICE OF MOTION

- (1) No member shall make any motion initiating a subject for discussion at any meeting of the Council except in pursuance of written notice given to the Vice President (Corporate Services) at least 10 working days previously, except that at any meeting the Chancellor, or other person presiding at the meeting, or the Council by resolution, may permit the introduction of any subject for discussion.
- (2) Any notice of motion shall be relevant to some question affecting the constitution, administration or conduct of the University and within the jurisdiction of the Council.
- (3) When a notice of motion appears on the agenda paper, no discussion shall ensue unless the motion is seconded.
- (4) No member shall have more than three notices of motion on the agenda paper.

9. CONDUCT OF DEBATE

- (1) The Chair may take part in a discussion upon any question before the Council.
- (2) Members present shall, in respect of any motion before a meeting, have the right to have their dissention, abstention, or vote recorded in the minutes.
- (3) When any matter before the Council consists of more than one resolution, such resolutions shall be put seriatim if a majority of members present so require.
- (4) The Chair or the Council by resolution may, on motion without debate, order that a complicated question be divided and put in the form of several motions.
- (5) Subject to the provisions of sub-section [9.0\(6\)](#), all the acts of the Council and all matters coming or rising before the Council may be resolved by the majority of members present and voting at a regularly constituted meeting of the Council. In the case of equality of votes, the Chair shall have a second or casting vote.
- (6) Notwithstanding the provisions of sub-section [9.0\(5\)](#), the Council may by resolution determine that any specific business or classes of business coming before the Council may be resolved by a majority of two-thirds of the members present. In such cases, the specific matter shall be introduced at the meeting next preceding that at which the matter is to be discussed, and shall lie on the table between the meetings.

10. COMMITTEES OF COUNCIL

- (1) There shall be such committees established by the Council as the Council may determine, and each committee shall consist of such person or persons as may be appointed to that Committee and shall exercise such powers and authorise and discharge such duties and functions as the Council may from time to time determine.
- (2) University Committees will undertake a review of performance at least once every two years. The review may be conducted as a self-assessment, and will be coordinated by the Chair of the Committee. A more in-depth review may be undertaken if deemed necessary by the Committee or Council. University Committees will report to Council on the outcome of each review of their performance regardless of whether the review was undertaken as a self-assessment or a more in-depth review. Any changes to a Committee's constitution arising from the reviews will be the subject of recommendations to Council.