

University Committee Meeting Procedures

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Description	This document outlines the procedures of University Committees, including chairing meetings, conduct of proceedings and business of committees, managing committee vacancies and requirements for review of committee performance.

Related documents

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1. CHAIRPERSON

Where the Chairperson and the Vice Chairperson of a committee are absent from a meeting of the committee, the members present shall elect from among their number a Chairperson for that meeting.

2. PROCEEDINGS AND BUSINESS OF COMMITTEES

(1) Notification of Meetings

The secretary shall notify each member of the committee of the date, time and place, and agenda for the next ensuing meeting of the committee whether such meeting is an ordinary or a special meeting. Such notice shall, except in case of emergency, be given at least seven days before the day of the meeting.

(2) Adjournment of Meetings

The committee may 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 any adjournment need not be given unless a meeting is adjourned for more than 30 days.

(3) Voting at Meetings

Questions arising at any meeting of a committee shall be decided by a majority of the votes cast by those present. In the case of an equality of votes, the Chairperson shall have a casting vote as well as a deliberative vote.

(4) Special Meetings

A special meeting is a meeting convened in between ordinary meetings to consider business which requires immediate or urgent attention. The Chairperson of the committee shall have

power to call a special meeting of the committee for the consideration of business which the Chairperson may wish to submit to the committee.

A special meeting of a committee shall be convened by the Chairperson or in the absence of the Chairperson by the secretary to the committee, upon the written request of four members of the committee setting forth in general terms the objects for which the meeting is required to be convened. The meeting shall be held within 14 days after the receipt of the secretary of such request.

(5) Quorum

In respect of any committee, unless otherwise stated in the Constitution of that committee, the quorum shall be the whole number next above one-half of those persons who are members of the committee for the time being; provided that in any case where the Vice Chancellor considers that any of the matters before an ordinary meeting of a committee requires immediate decision, the quorum for the consideration of such a matter shall be not fewer than one third of the committee membership.

If a quorum of the committee is not present within fifteen minutes of the appointed time for an ordinary meeting, all business which should have been transacted at such a meeting shall stand over until the next ordinary meeting and shall take precedence thereat.

(6) Admission of Observers and Visitors

Visitors or observers shall not be permitted to attend meetings of committees unless expressly invited to do so by the Chairperson of the committee or by resolution of the committee.

(7) Flying Minutes

If the Chairperson is of the opinion that the committee 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 committee, the secretary of the committee may circulate to members of the committee 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 committee may signify their vote for or against the motion on the flying minute so circulated. If a simple majority of all members vote in favour of such draft motion, it shall be and shall have the effect of a resolution of the committee forthwith.

(8) Notice of Motion

No member shall make any motion initiating a subject for discussion at any meeting of the committee except in pursuance of written notice given to the secretary to the committee at least 10 working days previously, except that at any meeting the Chairperson or other person presiding at the meeting, or the committee by resolution may permit the introduction of any subject for discussion.

(9) Minutes of Proceedings

Minutes of proceedings of every meeting of the committee shall be recorded and presented at the next succeeding ordinary meeting of the committee, and, if approved as correct, shall be signed by the Chairperson of that meeting as being confirmed. Any such minutes bearing the signature of the said Chairperson shall be prima facie evidence of the proceedings of the meeting.

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 committee and any objection upon the ground of inaccuracy must be made by a motion or amendment prior to their confirmation.

3. COMMITTEE VACANCY

When a member of a committee resigns from a committee office, it shall become vacant at the date specified in the notice of resignation or, if the date is not specified, on the day of the receipt of the notice by the secretary of the committee. The existence of a vacancy or vacancies upon a committee

shall not affect the validity of any of the acts or proceedings of any meeting of the committee provided a quorum is present thereat.

(1) Vacation of Office

A member of a committee, other than one who holds office ex officio shall be deemed to have vacated that office in the event of that member -

- dying;
- being absent, without leave being granted by the committee, for three consecutive meetings;
- resigning office by notice in writing signed and delivered to the secretary of the committee;
- becoming an ex officio member;
- ceasing to hold the office or qualification essential to their appointment or election as a member.

(2) Temporary Appointment

A committee may resolve to offer a temporary appointment to another person to serve on the committee for the period of the absence of a member to whom leave has been granted. Any such temporary appointment shall normally be made in accordance with the duly prescribed provisions for filling the office concerned; except that if the procedures required by the provisions are, in the opinion of the committee, not practicable under the circumstances, the committee may fill the position as it sees fit, but to give effect as far as is possible to the general intention of the provisions.

(3) Casual Vacancy

Where a casual vacancy occurs in the office of an elected member of a committee in a term that has six months or more before completion, the Vice President (Corporate Services) (or delegate) shall conduct an election to fill the vacancy. If a casual vacancy is not filled at any election, the office shall remain vacant until the next regular series of elections.

Where the casual vacancy occurs in a term with less than six months before completion the committee may, after taking such advice as it sees fit, appoint an appropriate person in the same category of membership to fill the vacancy.

In the case of an appointed member of the committee, the appointing body shall appoint another person from the same category of membership to fill such vacancy.

4. REVIEW OF COMMITTEE PERFORMANCE

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.