

COU10D009

Title: Terms of Reference and Membership of the Council
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1. COUNCIL MEMBERSHIP 2010/11

Ex-Officio : The Chair of the Council – Mr R. Jewson* (2013)
The Vice-Chancellor – Professor E.D.J. Acton
The Treasurer – Mr J. Sisson, FCA (2013)
Pro-Vice-Chancellors – Professor T.D. Davies (2011)
Professor T.B. Ward (2012)

Members appointed by the Senate –
Professor N. Norris* (2013) and Professor C. Waddams (2012)

Member elected by the Support Staff – Mr S. Thompson (2012)

Independent Members – Sir Richard Dales (2013)
Mr D. Edwards (2011)
Mr D. Hill (2011)
Ms V. Keller-Dorsey* (2013)
Ms L. McGillivray (2012)
Mrs June de Moller (2011)
Mr David White (2013)

Student Representatives –
Mr R. Bloomer* (2011) and Mr T. Dolton* (2011)

Officers who regularly attend Council –
The Registrar and Secretary – Mr B. Summers
Deputy Registrar and Secretary – Mr R.P. Evans
The Head of Planning Office – Mr I. Callaghan
Senior Assistant Registrar – Dr L. Moulard (Mrs L. Williams* covering maternity leave
of Dr Moulard during 2009/10 – 10/11)
Senior Administrative Assistant (Committee Clerk) – Mrs R. Phillips

*** - denotes a new member of Council for 2010/11 onwards**

Deans of Faculty – HUM – Professor D. Peters Corbett* (2015)
FOH – Professor I. Harvey (30.9.2013)
SCI – Professor D. Richardson (31.12.2012)
SSF – Professor N. Ward (2013)

(The Deans of Faculty may attend and have the right to debate, but not to vote)

2. TERMS OF REFERENCE

1. Membership

The Vice-Chancellor
The Pro-Vice-Chancellors (2)
Independent Members (9)
2 Members of staff appointed by the Senate, of which at least one should be a member of academic staff
1 member of the support staff elected by those staff
2 students

The Deans of Faculty would be in attendance and have the right to participate in debates, but not to vote. Any other attendance would be by invitation by the Chair only, in relation to particular items on the agenda.

2. Meetings

- (1) There shall be five ordinary meetings of the Council in each academic year.
- (2) Special meetings shall be held at such time and such place as the Council may determine.
- (3) Extraordinary meetings may be summoned by the Chair of the Council at his or her discretion.
- (4) At extraordinary meetings no business shall be taken which does not appear on the Agenda paper.
- (5) Seven days' notice with the Agenda paper shall be given for ordinary and special meetings and fourteen days for extraordinary meetings.

3. Notice of Motions

- (1) The full terms of motions to be placed on the Agenda paper must reach the Registrar and Secretary in writing not later than the fourteenth day preceding the meeting.
- (2) No resolution may be rescinded or altered within six months of the date on which it is passed, nor may any resolution which has been rejected be moved again within six months of the date on which it was rejected, unless notice of the motion proposing to rescind or alter the resolution which has been passed or to re-introduce the rejected motion be signed by five members of the Council.

4. Conduct of Business

- (1) The conduct of business shall be directed by the Chair of the meeting. His or her ruling upon a point shall be final.
- (2) All motions, except those from the Chair, must be seconded before being put to the meeting.
- (3) Reports of the boards and committees should be moved by their respective Chair or by their representative. Any Chair of a board or committee shall have the right to attend a meeting at which a report is being presented and to speak to the report.
- (4) The motion 'That the Council proceed to the next business' shall be put to the vote immediately and without discussion.

(5) The Chair's decision on the interpretation of a motion shall be final.

5. Voting

Voting shall be by a show of hands.

6. Declaration of Interest

A member of the Council or any board or committee of the Council who has a pecuniary, family or other personal interest in any matter under discussion at any meeting of the relevant body at which he or she is present which may result in a conflict of interest to the meeting and shall withdraw from that part of the meeting unless the Chair agrees otherwise. A member who wishes to record in advance that he or she has interests that may make such disclosure necessary may do so by notifying the Registrar and Secretary of the interest; the Registrar and Secretary will maintain a register of such notification and will inform the Chair of the Council and the Chair of the Appropriate board or committee.

7. Boards and Committees

- (1) The Council shall establish such boards and committees as it may from time to time determine and may delegate to such boards and committees respectively such of the powers and duties of the Council as it shall think fit.
- (2) Any such board or committee may be a joint board or committee of the Council and of the Senate.
- (3) All members of Council boards and committees, shall hold for three years or such other period as the Council may determine, and shall be eligible for re-appointment; except that a member of any board or committee who has held office for two consecutive periods of three years shall not normally be eligible for a third consecutive term.
- (4) Every board and committee of the Council shall have power to appoint sub-committees and to sub-delegate to such sub-committees such of its powers and duties as the board or committee shall think fit.
- (5) The provisions of Statute 29 about procedure shall apply to the boards and committees of the Council.
- (6) Each board, committee and sub-committee shall have a Chair and a Vice-Chair appointed by the Vice-Chancellor.
- (7) In the case of business requiring attention between meetings of the Council or a board or a committee or a sub-committee, the Chair (or in his or her absence the Vice-Chair) of the Council (or board or committee or sub-committee) when in his or her opinion it is not reasonably practicable to call a special meeting shall have power to exercise all the powers and duties of the Council (or board or committee or sub-committee).

8. The Common Seal – Rules for Use

- (1) The Seal shall be kept in the University Registry in the custody of the Registrar and Secretary.
- (2) Where the use of the Seal has received prior approval of the Council it shall be used by either the Registrar and Secretary, or a member of the Council who shall sign the instrument to which the Seal is affixed.

- (3) In any other case the Seal shall be used by either the Registrar and Secretary, or an ex-officio member of the Council who shall sign the instrument to which the Seal is affixed.
- (4) The Registrar and Secretary shall keep a Sealing Register in which particulars of the documents sealed, the date of sealing, and the names of persons using the Seal shall be recorded.
- (5) In every case the use of the Seal shall be reported to the Council at the ordinary meeting of the Council next following such use. In addition the Register shall be on the table at all ordinary meetings of the Council and shall be available for inspection at the University Registry at any time when the Registry is normally open for business.
- (6) In every case where the Seal has been used and the instrument has been signed or purports to have been signed in accordance with these regulations then the instrument shall be binding in favour of any third party shall not be affected or varied in any way by any irregularity of procedure or any failure to comply with the terms of these regulations,

9. Membership and Terms of Reference of Council Boards and Committees

(These comprise detailed information for each body.)