

SEN12D007

**Title:** The Senate – Standing Orders  
**Author:** Standing Orders  
**Version:** Final  
**Circulation:** The Senate – 7<sup>th</sup> November 2012  
**Agenda:** SEN12A001  
**Status:** Open

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**1. Membership**

The Vice-Chancellor;  
The Pro-Vice-Chancellors (2);  
The Executive Deans of Faculty (4);  
Four Heads of Schools (one from each faculty);  
16 academic representatives (4 from each faculty) with one of the Four from the professoriate and one at lecturer grade;  
Director of Information Services;  
The Dean of Students;  
Principal of City College, Norwich  
Two representatives of the Union of UEA Students; and  
One representative of the Graduate Students' Association.

**2. Meetings**

- (1) There shall be three ordinary meetings of the Senate in each academic year.
- (2) Special meetings shall be held at such time and such place as the Senate may determine.
- (3) Extraordinary meetings may in case of urgency be summoned by the Vice-Chancellor and shall be summoned by him or her on written requisition signed by ten members.
- (4) At extraordinary meetings no business shall be taken which does not appear on the Agenda paper.
- (5) Five days' notice with the Agenda paper shall be given for ordinary and special meetings and seven days' for extraordinary meetings.

**3. Order of Business**

- (1) Unless the Vice-Chancellor shall otherwise direct, the order of business at an ordinary meeting shall normally be:
  - (a) Minutes
  - (b) Matters arising from the Minutes
  - (c) Statements by the Vice-Chancellor

- (d) Matters for discussion by Senate under Section A
- (e) Matters for report to the Senate under Section B
- (f) Confidential and reserved business for Senate under Section C

Matters for discussion or report may come from several sources such as Council, the committee of Senate, the University's Executive Team, the Boards of Schools, the Assembly and members of the Senate including the student representatives.

Business shall be arranged on the Agenda such that items for discussion will be presented under Section A and matters for report (not requiring discussion) will be presented under Section B. Each item and any accompanying paper will be clearly presented to the Senate with details of its origin, its status in terms of confidentiality, and the action required from the Senate.

#### **4. Notice of Motions**

- (1) Any member of the Senate may require a motion to be placed on the Agenda paper by giving notice in writing so that it reaches the office of the Registrar and Secretary no later than the seventh preceding the meeting.
- (2) No resolution may be rescinded or altered in the term in which it is passed or in the term immediately following; nor may any resolution which has been rejected be moved again in the term in which it was rejected or in the term immediately following, unless notice of the motion proposing to rescind or alter the resolution which has been passed to or re-introduce the rejected motion be signed by ten members of the Senate.

#### **5. Conduct of Business**

- (1) The conduct of business shall be directed by the Chair of the meeting. His or her ruling upon a point of order shall be final.
- (2) All motions, except those from the Chair, must be seconded before being put to the meeting.
- (3) Every matter put to the vote shall be determined by a majority of the members present and voting on the question. In the case of equality of votes, the Chair shall give a second or casting vote.
- (4) Reports for discussion from the boards and committees of Senate should be moved by their respective Chair or by their representatives. Any Chair of a committee shall have the right to attend a meeting at which a report is being presented and to speak to the report
- (5) The motion "That the Senate proceed to the next business" shall be put to the vote immediately and without discussion
- (6) The motion that 'The question be now put' shall be put to the vote immediately and without discussion.

#### **6. Voting**

Voting shall be by a show of hands except:

- (1) when Standing Orders require a ballot, or
- (2) when any member of the Senate requests a ballot.

**7. Suspension of Standing Orders**

Standing Orders may be suspended if two-thirds of members present and voting vote in favour.

**8. Honorary Degrees**

- (1) Honorary Degrees may be awarded to persons who have achieved distinction primarily through their contribution to science, learning or the arts, through public life either nationally or internationally, or through service to the University or to the counties of Norfolk and Suffolk. The Honorary Masters degree shall normally be awarded only to persons in the local community whose public service has been of benefit and value to the University.
- (2) In each academic year the Registrar and Secretary shall draw the attention of all members of the Assembly to this Standing Order and shall ask for nominations to be submitted to him or her.
- (3) Each nomination shall be made in writing and separately, and shall be accompanied by a statement of the grounds on which the recommendation is made.
- (4) All nominations shall be considered by the Honorary Degrees and Appointments Committee, together with any other names suggested by members of the Committee, and the Committee shall submit its recommendations to the Senate.
- (5) Any member of the Senate may give notice in writing to the Registrar and Secretary before the meeting that he or she wishes a discussion to be held on the recommendations of the Committee. If no such notice is given the Senate shall proceed to a vote by ballot. No proposal shall be approved by the Senate unless a simple majority of those voting are in favour of it.
- (6) No honorary degree shall be conferred in absentia.

**9. Service Degrees**

- (1) Proposals may be made in the Senate for the conferment of a Service Degree on Professors and Readers who hold no other degrees. Any such proposals shall be referred by the Senate to the Honorary Degrees and Appointments Committee for consideration and report.
- (2)
  - (a) Without prejudice to the foregoing any member of the academic, Library or senior administrative staff who is of three years standing from appointment but holds no degree of any University shall be eligible to receive a Service Degree on the recommendation of the Honorary Degrees and Appointments Committee.
  - (b) A member of the academic staff who is a holder of a foreign degree which does not entitle the holder to wear academic dress shall be entitle to receive a Service Degree on the recommendation of the Honorary Degrees and Appointments Committee.
- (3) When any proposal for the conferment of a Service Degree appears in the Agenda of the Senate, the name of the recipient shall be circulated with the Agenda but under cover as a confidential paper.

- (4) No such proposal shall be approved by the Senate unless two-thirds of those who vote are in favour of it.
- (5) Any degree so conferred shall not itself carry the right to enter for a Higher Degree.

**10. Title of Emeritus Professor and Reader Emeritus**

A proposal to confer the title of Emeritus Professor or Reader Emeritus shall be put before a meeting of the Senate in the term before the retirement is due to take place.

**11. Members of the Council**

- (1) The Senate shall ordinarily appoint its representatives to service on the Council at the ordinary meeting in the Summer Committee round. At the last ordinary meeting in the Spring Committee round the Senate shall be informed whether there are any vacancies or impending vacancies among members of the Council appointed by the Senate.
- (2) The nomination of candidates for vacancies shall be lodged with the Registrar and Secretary in writing no later than the eighth day before the ordinary meeting of the Senate in the Summer Committee round and shall state that the consent of the nominee has been obtained.
- (3) In the event of nominations for the full number of vacancies not being received, the persons nominated shall be declared elected and at the first ordinary meeting of the Senate other nominations shall be asked for and voted upon by ballot by those persons present and entitled to vote.

**12. Selection Committees for Chairs and Readerships**

- (1) When an appointment is to be made to a Chair (other than to a John Innes Chair) or Readership, a Selection Committee shall be appointed comprising the following membership:
 

(Senate 6.11.68) Minute 63 (9)	The Vice-Chancellor The Pro-Vice-Chancellors Deans of Faculty The Head of the School concerned Two members nominated by the Board of the School concerned One member appointed by the Senate
(Senate 18.6.69) Minute 240	Not less than two external Assessors appointed by the Senate from a panel of names proposed by the Board of the School
- (2) The Selection Committee shall report its recommendations in writing to the Senate.

**13. Committees**

- (1) The Senate shall establish such committees as it may from time to time determine and may delegate to such committees respectively such of the powers and duties of the Senate as it shall think fit.
- (2) All members of the Senate committees shall hold office for three years and shall be eligible for reappointment for a further three years; but shall not normally be eligible for a third consecutive term of office.

- (3) Every committee of the Senate shall have power to appoint sub-committees and to sub-delegate to such sub-committees such of its powers and duties as the committee shall think fit.
- (4) The provisions of Statute 29 about procedure shall apply to the committees of the Senate.
- (5) Each committee and sub-committee shall have a Chair and a Vice-Chair appointed by the Vice-Chancellor.
- (6) In the case of urgent business requiring attention between meetings of the Senate (or a committee or sub-committee) and when it is not reasonably practicable to call a special meeting the Chair (or in his or her absence the Vice-Chair) of the Senate (or committee or sub-committee) shall have power to exercise all the powers and duties of the Senate (or committee or sub-committee.)

#### **14. Honorary Appointments**

- (1) A Board of a School or a Centre may recommend persons of academic standing not being members of the University who are academically suitable and have a teaching role in the School for appointment to honorary Lectureships, Readerships or Professorships.
- (2) All honorary appointments shall be made by the Council on the recommendation of the Senate. The period of an appointment shall be for a maximum of three years in the first instance but the appointment may be terminate if at any time the person appointed ceases to be associated with the teaching and research of the School or Centre.
- (3) The recommendations for all appointments shall be submitted under confidential cover and must be accompanied by a curriculum vitae for each candidate and an outline of the duties he will perform. In the case of recommendations for the appointment of honorary Readers or Professors, Boards or Centres shall in addition submit the names of two external assessors to whom the Senate may refer for independent expert advice as to the suitability of the persons proposed for appointment.

**NB** Notwithstanding Standing Order 16(2) the Council (26 June 1989: Minute 44(6)) has resolved that honorary appointments other than those to honorary Readerships and Professorships be made by the Director of Personnel on a recommendation from the Head of the relevant School.