

Standing Orders of the Board of Governors

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UNIVERSITY OF
WINCHESTER



Standing Orders of the Board of Governors

1. These Standing Orders comply with the requirements of the Memorandum and Articles of Association. Where any conflict arises between the requirements of the Standing Orders and those of the Memorandum and Articles of Association, the latter shall take precedence.
2. If at meetings of the Board of Governors any question arises as to whether any of the following Standing Orders have been complied with, the decision of the Chair of the meeting shall be final, subject only to the Memorandum and Articles of Association.

Time of meetings

3. Ordinary meetings of the Board of Governors shall be held on such days at such hours as the Board of Governors may from time to time determine, subject to the requirement to hold at least three ordinary meetings in each year.

Notice of meetings

4. The Agenda and any accompanying papers shall be circulated to all Governors not less than ten days before an ordinary meeting. The Agenda shall include the place, date and time of the meeting.
5. A special meeting may be summoned at any time by the Chair or any four Governors upon not less than seven days' notice being given to the other Governors of the matter to be discussed but, if the matters include the appointment of a Co-optative Governor, then not less than twenty-one days' notice being so given. The Agenda shall include the place, date and time of the meeting.
6. The accidental omission to give notice of a meeting to, or the non-receipt of notice of a meeting by, any member shall not invalidate the proceedings of such meeting.

Quorum

7. The quorum for meetings of the Governors shall be ten members, of whom **at least** six shall not be Academic Governors, Professional Services Governors or the Student Governor. If a meeting is quorate, but the external Governors are in a minority, a majority of those external Governors present shall reserve the right to demand that a decision be deferred to the next meeting. No decision shall be deferred more than once under this provision.
8. A meeting shall be deemed to be quorate if the number of Governors present would have been enough to form a quorum but for the withdrawal from the meeting of any Governor or Governors for a particular item as required by the Memorandum and Articles of Association.
9. If, at the time appointed for a meeting or at any time during a meeting, the number of Governors required to form a quorum is not present, the meeting shall stand adjourned sine die and a special meeting shall be summoned as soon as it is convenient.
10. If circumstances require it, provision will be made to enable Governors to attend meetings by video or audio conference, or virtually via the internet.

Procedure at meetings of the Board of Governors

11. Meetings of the Board of Governors shall be chaired by the Chair of the Board of Governors, or, in their absence, the Vice-Chair. In the absence of the Chair or Vice-Chair, the Governors present shall choose from amongst the Diocesan and the Co-Opted Governors who are present to be Chair of the meeting.
12. Every matter shall be determined by the majority of Governors present and voting. In the case of equality of votes, the Chair of the meeting shall have a casting vote irrespective of whether they have voted previously on the same question. No Governor shall have a second vote in any other circumstance.
13. Except by leave of the Chair, or as resolved by the Board of Governors, members shall speak only to matters on the Agenda.
14. Except by leave of the Chair no member shall speak more than once on any matter before the Board of Governors, provided that:
 - a. the mover of any resolution or amendment shall have a right to reply, and
 - b. the seconder of any resolution or amendment shall have a right to speak once thereon in any case in which they have seconded the resolution or amendment in a formal manner without having made a speech when so doing.
15. Meeting business will be conducted in such a way that enables all members to contribute to proceedings.
16. Only one amendment to any proposal shall be submitted for discussion at any one time, but, before any amendment is disposed of, any member may give notice of any further amendment to be moved afterwards. If any amendment be carried, the amended motion shall take the place of the original proposal, and any further amendment may then be moved.
17. Unsuccessful motions or amendments shall not be recorded in the Minutes unless the Board of Governors otherwise directs. The number of those who have voted for and against any motion or amendment, and of those who have abstained, shall, unless the Board of Governors directs otherwise, be recorded in the Minutes.
18. Except by leave of the Chair, or as resolved by the Board of Governors, the names of those who vote on a motion shall not be recorded in the Minutes.
19. At any meeting of the Board of Governors a resolution or amendment put to the meeting shall be decided on a show of hands, unless a secret ballot of members present is demanded by at least one-fourth of the members present. If such ballot is duly demanded it shall be taken in the manner which the Chair directs, and the result of the ballot shall be deemed to be a resolution of the meeting at which the ballot is demanded.
20. A ballot of all members of the Board of Governors may be held if such a ballot is demanded by at least one-fourth of the members present and the result of the ballot shall be deemed to be a resolution of the meeting at which the ballot is demanded.
21. Any resolution of the Board of Governors may be rescinded or varied at a subsequent meeting if due notice is given to all Governors of the intention to rescind or vary a resolution.

22. Any meeting at which a quorum is present may be adjourned by resolution, 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.
23. Unless invited by a resolution of the other Governors present at the meeting to remain, all Academic Governors, other than senior post holders, all Professional Services Staff Governors and the Student Governor shall withdraw from that part of any meeting at which there is consideration of a named member of staff or prospective member of staff.
24. Unless invited by a resolution of the other Governors present at the meeting to remain, the Student Governor shall withdraw from that part of any meeting of the Governors at which there is consideration of a named student or prospective student.
25. Any Academic or Professional Services Staff Governor to whom notice of the termination of that Governors' contract has been given shall withdraw from that part of any meeting at which there is consideration of the appointment of a successor.
26. Any Governor having a pecuniary, family or other personal interest in any matter under discussion at a meeting shall declare such interest and withdraw from the meeting during consideration of and voting on the matter except that this Article shall not prevent the Governors considering and voting upon proposals for the University to insure members of the Governors against liabilities incurred by them arising out of their office or the University obtaining such insurance and paying premiums.

Delegation to the Chair

27. The Chair may, under delegated authority, act on behalf of the Board of Governors between meetings. Such action will normally comprise the signing of routine documents or the detailed implementation of matters already agreed by the Board. Chair's action may also be taken between meetings where delaying a decision would disadvantage the University. In such an instance a report will be submitted to the next meeting of the Board of Governors.

Suspension of the Standing Orders

28. Subject always to the requirements of the Memorandum and Articles of Association, suspension of any Standing Order shall be effected by a two-thirds majority of those present excepting that the Standing Orders 1, 2, 7, 8 and 9 shall not be suspended.