

Standing Orders of the Senate

1. The Powers of the Senate

The powers of the Senate are as set out in the Charter, Statute 11A and Ordinance 5A.

The Senate has agreed to adopt the following summary Statement of Primary Responsibility which supplements the responsibilities set out in Ordinance 5A:

Senate is the University's primary academic authority, responsible for academic strategy, teaching and research. The academic plans which support the achievement of the University's objectives are the Senate's business, but must also conform to the overall University strategy. The associated academic considerations may also have financial, physical and personnel elements which are the responsibility of the Council. If the academic decisions of the Senate carry significant resource implications of any sort, the approval of the Council will also be required.

2. Delegation of Powers

The delegation of powers are as set out in Ordinances 5B, 6 and 12, and in the schedule of delegation as approved by the Senate from time to time and published on the web at <https://gap.lancs.ac.uk/policy-info-guide/4-how-we-make-decisions/Pages/default.aspx>.

The Senate has given to the Vice-Chancellor the power to act on behalf of the Senate between meetings of the Senate in dealing with matters of urgency that do not involve the establishment of new principles, and has authorised him/her to depute that power.

In all cases the Senate shall be ultimately accountable and shall accept corporate responsibility for actions taken.

3. Membership

The membership and periods of office of the Senate are as set out in Ordinance 5C.

The Vice-Chancellor is chairperson of the Senate.

The Deputy Vice-Chancellor is the deputy chairperson of the Senate.

Should neither the Vice-Chancellor nor the Deputy Vice-Chancellor be present the chair will pass to the longest serving Pro-Vice-Chancellor present.

4. Procedure

The following procedure has been approved by the Senate.

4.1 Meetings

The Senate shall normally meet on four occasions in each academic year, on the dates set out in the in the university's timetable of meetings. A fifth meeting shall normally be called each year in order to discuss issues of strategy, to which relevant staff, who are not members of Senate, may be invited.

Special meetings may be called by and on the authority of the Vice-Chancellor, or at the request in writing of one-third of the members of the Senate. A notice of such a meeting shall be sent out to all members at least ten days in advance of the date of such a meeting, together with an indication of the nature of the business to be transacted.

4.2 Presentation of the business of the Senate

4.2.1 The papers for the Senate are prepared by the Chief Administrative Officer and Secretary (or designate) in consultation with the Vice-Chancellor.

4.2.2 Papers for the Senate will be arranged in an agenda in five parts: items for information; items for discussion requiring decision; items for discussion not requiring decision; items for decision but unlikely to require discussion; and items for report. Members of the Senate have an opportunity of proposing that particular items which were not deemed to require discussion be considered; the approval of the remaining items in that section is then assumed.

Senate members will have a standing invitation to submit written questions relating to matters that are the responsibility of Senate to the Vice-Chancellor. The Vice-Chancellor, in consultation with the Chief Administrative Officer and Secretary, will be responsible for ensuring that any questions included in the Senate papers for answer at the meeting deal with matters that properly fall within the Senate's powers.

Accepted questions will be incorporated into the papers for the next Senate meeting (or the one after if received after the deadline given) and the Vice-Chancellor will arrange for a response from an appropriate member of Senate or an officer in attendance. There will be a 15 minute time limit on this section of the agenda.

4.2.3 The only items normally accepted for the agenda of a meeting will be those which reach the secretary of the Senate by the date which is shown on the calendar of meetings. Late items will not normally be accepted, and the chairperson's ruling on such acceptance is final.

4.2.4 The chairperson may exclude from the agenda any proposed item that may be out of order.

4.2.5 Where there is a conflict of motions submitted to Senate the Chief Administrative Officer and Secretary will ensure that a short paper is prepared to give the points of agreement and disagreement and, where appropriate, to suggest how the Senate should proceed to resolve the disagreement.

4.3 Attendance at meetings of the Senate

- 4.3.1 The chairperson shall, if a member of the Senate shows *satisfactory* reason for absenting himself/herself from all or part of a meeting or meetings of the Senate, allow the presence of another member or officer of the university as a substitute, and the substitute member shall then have full power to speak and vote so long as the member for whom he is a substitute is absent. [NB this would not apply if the Senate is predominantly elected.]
- 4.3.2 The Press Officer and the LUSU Vice-President Campaigns and Communications, are allowed to report on the business of the Senate without impediment or restriction on the following conditions:
- (a) that business which has been declared restricted or confidential will not be reported;
 - (b) that the factual accuracy of any report of a statement is checked with the person who made the statement.
- 4.3.3 The chairperson has the power to ask members to withdraw when their presence at a discussion is not appropriate.

4.4 Conduct of the meetings of the Senate

- 4.4.1 The conduct of the meeting is in the hands of the chairperson who will follow the procedure set out in annex B.
- 4.4.2 The agenda will normally be treated in order and no other matters will be mentioned until the agenda have been completed. The chairperson may, however, order the postponement of consideration of any item if the person or department which has proposed it is not represented in the meeting at the time when it comes forward, or for any other reason.
- 4.4.3 A motion which is substantially the same as one which has been dealt with during the preceding six months is out of order, whether it is presented for the written agenda or raised in course of discussion, unless the Chief Administrative Officer and Secretary decides otherwise. The Chief Administrative Officer and Secretary will report to the Senate any decisions of this nature and include reference to the Senate minutes.
- 4.4.4 Members who wish to raise matters which are not on the agenda, including matters arising from reports, must notify the chairperson 24 hours before the commencement of the meeting. A member must likewise give notice to the chairperson at least 24 hours before the meeting that he/she wishes to propose the rejection or reference back of a report on a matter on which no specific power to act has been given: criticism of the action of a committee should be formulated as a proposal for the *following* meeting, giving the committee a chance to present any necessary explanation or justification of its actions.

4.4.5 At the beginning of the meeting the Vice-Chancellor and senior officers will give the Senate news of significant developments. At the end of such discussion as may follow their reports members of the Senate will have a brief opportunity to bring to the attention of their colleagues by way of preliminary notification any business not listed in the agenda and not notified to the chairperson 24 hours in advance of the meeting (see 3.4 above). Such notice should not lead to any decisions, since members will have had no warning of the matter raised or the chance to have discussed it with those whom they represent.

4.4.6 The meeting of the Senate will precede those of the Committee of the Senate unless the chairperson otherwise determines.

4.4.7 Members are enjoined to speak as pertinently and as briefly as possible.

4.5 Quorum

There shall be a quorum of one half of the number of the members of the Senate (or the Committee of the Senate where appropriate) entitled to be present at any meeting.

5. Standing Orders of the Senate

Sections of these Standing Orders which do not embody clauses of the Charter or Statutes may be revoked, amended or added to by the Senate provided that the terms of the proposed alteration shall be circulated to members in the notice of business and that the proposed alteration is approved by more than half the total membership of the Senate, whether present or not.

The papers of the Senate

1. All bodies which report to the Senate (including faculties and syndicates) should submit proposals in the form of carefully worded motions.
2. Bodies within the University which submit reports or proposals to the Senate must send with the reports or proposals a statement of the numbers who attended the meeting from which the report or proposal comes, if some contentious issue that has been decided marginally is raised.
3. A written report of meetings of the Council should be submitted to the Senate. This report should give the main items of information which concern the Senate and an indication, if possible, of the business to be discussed by the Council at its next meeting.
4. All committees and delegated officers of the Senate must submit reports on all items that are properly the concern of the Senate even if the committee has the power under Ordinances 5 or 6 to make decisions without any requirement of ratification.
5. The minutes of meetings of the Senate should be sent to members as soon as possible.
6. The agenda, minutes and papers are sent not only to all members but also made available on the Secretariat website.

The minutes of the Senate are sent to the Council.

Procedure for the conduct of the meetings of the Senate

The order in which the business of a meeting shall be conducted shall be that set out in the circulated agenda unless the Senate agrees to vary the order.

No vote shall be taken, and no decision reached, on an item which is not part of the circulated agenda unless the chairperson accepts an item as urgent business.

Except where otherwise specified motions and amendments shall be determined by the majority of members present and voting. There shall be no casting vote allowed to the Chairperson and in the case of the voting being equal, the motion shall be lost.

Voting shall be by show of hands unless any member requests a ballot which shall be taken if supported by a majority of members present in such manner as the Chairperson shall direct.

The number of members voting for and against an item of business shall, on the request of any member, be recorded in the minutes. The name of any member voting for or against an item of business or abstaining from voting shall, on the request of that member, be recorded in the minutes.

At any time in the course of a discussion, a member may speak to a point of order, and the discussion shall be suspended until the point of order has been decided by the Chairperson.

The following procedural motions shall have priority (in the order given) over other motions:

- (i) a motion that the question now be put;
- (ii) a motion that the question be not put;
- (iii) a motion that the question now be put shall not be accepted, however, until six members have spoken on the motion or amendment in question. When such a motion is proposed and seconded it shall be put to a vote without discussion. If it is carried, the proposer of the motion or amendment in question shall have a right of reply before it in turn is put to a vote;
- (iv) amendments to motions shall be determined before the principal motion is put;
- (v) where an amendment is carried the principal motion shall stand for determination in its amended form (without prejudice to further amendment) and shall become the motion upon which further amendment may be moved;
- (vi) amendments to a principal motion shall be taken in the order in which they are proposed;
- (vii) when all amendments have been disposed of, the principal motion, in its finally amended form, shall be taken as the substantive and conclusive motion.

Proposers of motions, or principal speakers, will be asked to speak initially for no more than five minutes: if a fuller presentation is required, the chairperson's agreement shall be sought in advance of the meeting.

Speakers from the floor are asked to limit their comments to a maximum of three minutes. When speaking, a member shall address the Chairperson.

All participants are expected to avoid needless repetition of points already made.

Chairperson's powers

The ruling of the chairperson as to the construction or application of any of these standing orders or on points of order or information shall be upheld. If a motion to challenge the ruling is put by a member and seconded by another, such a motion shall only be successful if passed by at least two-thirds of the members of the Senate present and voting. The chairperson will temporarily vacate the chair during the debate of the challenge and the meeting will be chaired by the deputy chairperson or, if he or she was already chairing the meeting, by the longest serving Pro-Vice-Chancellor present.

If at a meeting a member or members misconduct themselves by persistently disregarding the ruling of the chairperson or by wilfully obstructing the business of the meeting, the chairperson may ask the person or persons to leave the meeting. In the case of further disorder, which on the ruling of the chairperson renders the due and orderly dispatch of business impracticable, the chairperson has the authority to adjourn the meeting for such period as he/she considers expedient.

The Committee of the Senate

Membership

All members of the Senate (q.v.) and co-opted members, other than students. For the Summer Term meeting of the Committee of the Senate, for which the sole item of business is the consideration and determination of the results of academic assessment, academic members of staff attending as alternates without prior approval of the chairperson is permissible.

Terms of reference

To despatch the following classes of the business of the Senate without the need for confirmation by the Senate of decisions made:

- (i) matters of appointment, promotion, dismissal and duties, remuneration and terms and conditions of office, of any officer or class of officer whose appointment, promotion etc. has been delegated by the Council to the Senate for delegation to a committee of the Senate;
- (ii) the appointment of examiners and the conduct of examinations and the determination of the results of academic assessments.

Procedure

The procedure is *mutatis mutandi* that of the Senate.