

# **UNIVERSITY OF STRATHCLYDE**

## **COURT**

### **STANDING ORDERS**

#### **Interpretation of Standing Orders**

1. Any dispute as to the interpretation of the following Standing Orders shall be resolved by the Convener of Court whose decision shall be final.

#### **Appointment of Convener, Vice-Convener and Arrangement for Chairing of Meetings**

2. The Convener of Court shall preside over meetings of the Court.
3. The Convener of Court is appointed from amongst the lay members of Court (i.e. those members who are not members of staff or students of the University) initially for a period of two years, but may be re-appointed thereafter for a further three years, provided that no person shall hold office for more than five consecutive years. The Convener will normally be appointed at the last ordinary meeting before the end of July in the year when the appointment is due for review on the basis of a recommendation from the Court Membership Group.
4. In the absence of the Convener the Vice-Convener shall preside.
5. The Convener of Court, following consultation with the Deputy Conveners, shall nominate a Vice-Convener for election by Court from among such of the Court members as are not members of staff or students of the University. The Vice-Convener shall hold office for two years and shall be eligible to hold office for a further three years thereafter, in addition to any period for which they have been co-opted as a lay member of Court.
6. In the absence of both the Convener and the Vice-Convener, the members present shall elect a Convener for that meeting from among those members present who are not members of staff or students of the University.

#### **Meetings of Court**

7. The dates of ordinary meetings of Court in any year shall be approved by the Court prior to the end of the preceding academic year. There will be no fewer than four ordinary meetings in any academic year.
8. A Special Meeting of the Court may be called by resolution of the Court, or by the Convener where he/she considers such a meeting is necessary and desirable, or if the Convener should receive a written request signed by not fewer than one quarter of the members of the Court specifying the matter(s) to be considered. Members will normally be given ten days' notice of such a Special Meeting.

#### **Quorum**

9. One-third of the membership of the Court shall constitute a quorum (Statute 2.6). If within half an hour after the time appointed for a meeting a quorum is not present, the Convener may adjourn the meeting in accordance with Regulation 1.11.

10. The Convener may with the consent of any meeting at which a quorum is present (and shall if so desired by the meeting) adjourn the meeting, but no business shall be transacted at any adjourned meeting other than the business left unfinished at the original meeting.

### **Procedure at Meetings of Court**

11. A member who wishes an item of business to be discussed shall preferably identify that item to the Convener either beforehand or at the start of the meeting, but it may be taken during the course of the meeting at the discretion of the Convener. Items of business which appear on the agenda but which are not identified for discussion will be assumed to have received the approval of Court *nem con* and recorded as such in the minutes of the meeting.
12. A Member may speak on any item(s) of business which is before the Court for consideration or on points of information, points of explanation or points of order. If the Convener declares, exceptionally, that an item is 'closed business' for reasons of confidentiality or commercial sensitivity, he or she may ask that any attendees at the meeting recuse themselves for that particular item of business.
13. Motions which members wish to bring forward at any meeting must be communicated in writing to the University Secretary and Compliance Officer (or their nominee) in time to be entered on the Agenda, as provided in Standing Order 22. Motions and Amendments arising out of business on the Agenda may be dealt with without being previously notified. However, before putting such a Motion or Amendment the Convener may require it to be placed in his/her hands in writing. All Motions and Amendments must be proposed and seconded.
14. An Amendment, if moved and seconded, shall be put before the Motion to which it refers. If there are two or more Amendments, they shall be put in the order determined by the Convener.
15. Except by permission of Court no member shall speak more than once on any Motion or Amendment provided that:
  - i) the proposer of any Motion or Amendment shall have a right of reply, and
  - ii) the seconder of any Motion or Amendment shall have a right to speak in any case in which he/she has seconded the Motion or Amendment in a formal manner without having made a speech when so doing.
16. Any Motion or Amendment put to a meeting of Court shall be decided on a show of hands (of members only).
17. Except as otherwise provided in these Standing Orders or the University's governing instruments, a simple majority of the members present and voting at any meeting shall be sufficient to carry any Motion or Amendment.
18. No Motion to alter or rescind any resolution passed within the preceding six months shall be competent except with the consent of two-thirds of the members present.
19. The Convener shall have both a deliberative and a casting vote.
20. All ordinary meetings of the Court shall terminate within three hours from the commencement of the meeting unless Standing Order 32 is invoked. If the meeting has been in progress for more than three hours opposed business will not be taken except by a leave of a majority of not less than two-thirds of the members present.

### **Court Papers and Minutes**

21. The University Secretary and Compliance Officer shall be responsible for providing secretarial services for the Court.
22. Papers relevant to a meeting of the Court shall be issued one week in advance of the meeting. Late papers will be issued at the discretion of the Convener.
23. The Minutes of meetings of Court shall normally be circulated to members within two weeks of the meeting to which they refer.
24. The agenda, minutes, and selected papers are published on the Court website as soon as practicable following a meeting of Court. The kinds of matter that may not be published, for reasons of confidentiality, include (but are not limited to) commercially sensitive items, items containing personal information and draft reports.

### **Committees of Court**

25. The Court may establish Committees of its members, and others as considered appropriate, to which it may delegate such powers or functions which it is itself competent to perform (Statute 2.2). The Court may also establish Joint Committees of Court and Senate to which the Court may appoint members of Court and the Senate may appoint members of Senate (Statute 2.2).
26. In addition to those specified in Statutes, the Court, consistent with its obligations under the terms of the Financial Memorandum between the University and the Scottish Funding Council, has established an Audit & Risk Committee, a Remuneration Committee and a Nominations Committee (Court Membership Group).
27. Such committees may report direct to the Court or through an intermediate body as the Court may determine.
28. Any member of the Court who is not a member of a given Committee may submit to the Committee any matter within the Committee's terms of reference, and the member of Court referred to shall be entitled to appear before the Committee to explain or support the said matter, but he/she shall not be entitled to vote thereon.

### **Removal of Convener or Member of Court**

29. Under the terms of Ordinance 4.5 any member of the Court, other than an ex officio member or a member of academic staff to whom Ordinance 4.3 applies, may be removed from office for good cause by the Court.
30. Ordinance 4.5 defines 'good cause' as meaning:
  - a) conviction for an offence which may be deemed by the Court, as the case may be, to be such as to render the person convicted unfit for the execution of the duties of the office; or
  - b) conduct of an immoral, scandalous or disgraceful nature incompatible with the duties of the office; or
  - c) conduct constituting failure or persistent refusal or neglect or inability to perform the duties or comply with the conditions of office whether such failure results from physical or mental incapacity or otherwise.
31. No member shall be removed from office for good cause by the Court unless he/she shall have been given a reasonable opportunity of being heard.

### **Suspension, Amendment or Repeal of Standing Order**

32. Any one or more of these Standing Orders may be suspended for any specified item of business by a resolution passed by not less than two-thirds of the members present and voting.
33. These Standing Orders may be amended or repealed by the Court at any meeting provided that any proposed amendment or repeal is stated in the papers of the meeting and is approved by not less than two-thirds of the members present and voting.

**Approved by Court on 4 October 2018**