

STANDING ORDERS

1. PREAMBLE

- 1.1 These Standing Orders are applicable to the Student Advisory Council and its committees and working parties.
- 1.2 These Standing Orders should be read in conjunction with the Student Advisory Council Handbook and Student Advisory Council Terms of Reference.
- 1.3 Any matters not covered in these Standing Orders shall be determined by decision of the Chair in consultation with the Dean of Students.

2. SCHEDULING OF MEETINGS

- 2.1 The Student Advisory Council shall not meet less than eight (8) times per calendar year:
 - a. at times approved by the Council
 - b. when convened by the Chair or Dean of Students
- 2.2 The Executive Officer will publish a schedule of Council meetings for the calendar year.
- 2.3 Notice of a meeting and the agenda documentation will be circulated by the Executive Officer, at least five (5) working days before the meeting, or in the instance of a special meeting, not less than three (3) working days before the meeting. The Chair in consultation with the Dean of Students (or delegate) may allow additional business to be circulated with less notice or to be tabled at the meeting.
- 2.4 A meeting of the SAC should not be longer than two hours, unless those present agree that the meeting should be extended. A meeting extension requires a motion to be carried to that effect, and is supported by two-thirds majority of members present.
- 2.5 The order of business at each regular meeting, including the identification of items requiring discussion, shall be as designated by the Chair in consultation with the Dean of Students (or delegate) and identified in the agenda. At a meeting, the Chair invites members present to request that other items be starred, indicating that they should be discussed at the meeting.
- 2.6 Where a member of the Council is unable to attend a meeting of the Council that member must notify the Executive Officer prior to the commencement of the meeting.

3. QUORUM

- 3.1 A quorum for a Student Advisory Council meeting constitutes half the membership plus one, via electronic conferencing or in person.
- 3.2 If no quorum is present within fifteen (15) minutes of the starting time set out on the agenda, the meeting will continue inquorate, and if further members do not join to make the meeting quorate, resolutions will be carried over to the next quorate meeting.
- 3.3 If a quorum lapses during a meeting, the Chair will carry over any remaining items requiring resolutions to the next meeting.
- 3.3. If a member does not attend three meetings within the calendar year without providing apologies as set out in 2.6, their position will not be counted in quorum.
- 3.4. If a member is on a Leave of Absence from their representative role, their position will not be counted towards quorum.
- 3.5 If more than one member is sharing a membership role, or holds two membership roles, only the one membership role will be considered towards quorum.

4. RULES OF DISCUSSION

- 4.1. All questions and discussion are to go through the Chair for them to call the order of speakers by which they noticed by the Chair or in a different order if the Chair believes it will facilitate discussion.
- 4.2. When the Chair speaks any member speaking shall cease to do so.

4.3. The Chair may ‘ask approval’ and in the absence of dissent assume that the matter has been approved.

4.4. All matters of discussion are to be within the scope of business as set out in the Terms of Reference.

4.5 The SAC as a group will not deal with issues of student misconduct, advocacy (including legal services) or counselling, which are areas of a confidential nature and have define processes, policies and respective avenues for appeals.

4.6 The SAC is to note that UOW PULSE, its related entities, services, activities and events are outside the scope of the SAC. Feedback regarding UOW PULSE can be provided via the UOW PULSE Student Director on SAC.

5. MOTIONS

5.1. Each member of the Council has the right to propose a motion in accordance with these Orders.

5.3. A notice of motion, report, or other business must be submitted in writing to the Executive Officer no later than ten working days before the day of the meeting. Matters submitted after this time may be accepted at the discretion of the Chair.

5.4. At each meeting, provision will be made for members to raise issues for discussion. During this session, the formal rules of debate do not apply and motions will not be considered. Any motion which might arise is to be taken as a motion on notice for the subsequent meeting.

5.5. A motion may be amended at any time by striking out certain words and adding others in their place provided that the substance of the original motion is retained.

5.6. If an amendment has been carried, it then takes place of the motion.

5.7. A motion or amendment before the Chair may be reworded by the mover with the consent of the meeting.

5.8. No member may speak more than once to a matter before the Council, except that the mover of a motion (but not of an amendment) shall have a right of reply, which reply shall close the debate.

6. DECISION MAKING

6.1 The Council seeks to make decisions by consensus, to determine whether there is a consensus each motion will be proposed and seconded, the Chair will ask if any members are opposed.

6.2. If members are opposed, their objection will be noted, and a decision will be determined by a vote.

7. VOTING

7.1. Voting shall be decided by show of hands unless a ballot is directed by the Chair. Proxy votes will not be accepted.

7.2. Where there is an equal number of votes for and against, the Chair has, in addition to a deliberative vote, a casting vote.

8. CHAIR AND DEPUTY CHAIRS

8.1. The Chair and two (2) Deputy Chairs are known as the “SAC Executive”. These three positions are to be elected where vacancies exist, or where terms are expiring.

8.2. The President of the Wollongong Undergraduate Student Association and the President of the Wollongong University Postgraduate Association are ineligible to nominate for SAC Executive positions.

8.3. The University Council Undergraduate and Postgraduate Representatives are ineligible to nominate for the position of Chair.

8.4. The term of the Chair and Deputy Chair’s is two (2) years and are not eligible to seek more than two (2) consecutive terms.

8.5. For the purposes of continuity between terms of the SAC (ie 2020/2021 – 2022/2023) the outgoing Executive, who maintains enrolment with UOW, will hold their Executive positions until the appointment of the incoming term Executives. During this period of transition, the outgoing Executive will ensure that the SAC is able to continue to meet its objectives and work in collaboration with the Division of Student Life to accomplish this.

- 8.6. Calls for nominations will be made prior to the first meeting of the Student Advisory Council.
- 8.7. Candidates must present a two (2) minute statement of their candidature at the first Student Advisory Council meeting.
- 8.8. If only one candidate nominates for Chair or a Deputy Chair position and there are no objections, they will be declared elected.
- 8.9. If there is more than one candidate for Chair or Deputy Chair positions, a secret ballot will be conducted by the Governance and Policy Division (GPD) and are to occur following the conclusion of candidate speeches, with voting closing at the discretion of GPD.
- 8.10. Where there is an equal number of votes for a position, the person elected will be determined by ballot by GPD. Proxy votes will not be permitted, only members attending the meeting are eligible to vote,
- 8.11. The Chair shall:
- a. conduct the proceedings in the manner indicated by the Orders and give all members present an opportunity of speaking and of voting
 - b. require a speaker who is not keeping to the point under discussion to cease speaking
 - c. require withdrawal of offensive statements.
 - d. preserve order and prevent interference to speakers by private talk or inappropriate remarks, and
 - e. require a person who persists in being disorderly to withdraw from the meeting.
- 8.12. At any meeting of the Council where the Chair is absent:
- a. a Deputy Chair shall preside
 - b. if both the Chair and Deputy Chairs are absent, the Dean of Students, or nominee, will call for a nominee from the membership to preside for that meeting only.

9. MINUTES

- 9.1. The minutes shall record:
- a. the nature of the meeting
 - b. the date, time and place of the meeting
 - c. the name of the person who held the Chair and a record of the members present and of persons in attendance
 - d. the names of those members from whom apologies have been received
 - e. a summary of the business conducted at the meeting
- 9.2. The minutes of each meeting shall be submitted to the following meeting for confirmation. Debate on a motion that the minutes be confirmed shall be limited to the accuracy and adequacy of the minutes as presented, and the only motion which may be submitted during such debate shall be a motion that the minutes be amended to correct misstatements or inaccuracies.
- A matter decided at a previous meeting, cannot be reopened during debate on a motion to confirm the minutes of that meeting.
- 9.3. For the purposes of minute taking, and if there are no objections from Council members; electronic record devices or cameras may be used to record proceedings of any meetings of the Council.
- 9.4. Confirmed minutes shall be signed by the Chair as a true and correct record of the proceedings of the previous meeting.
- 9.5 Confirmed minutes, will be made available via the UOW Student Advisory site.

10. RELEASE OF INFORMATION

- 10.1. Any item of business before the Council, except for:
- a. items determined by the Chair in consultation with the Dean of Students to be confidential; and

- b. how other members spoke or voted on matters coming before the Council may be discussed and information made available to members of the University who are not members of the Council.
- c. Agenda and minutes are prepared for the review of SAC members only. A meeting summary can be provided following approval of the Chair.

11. CONFLICT OF INTEREST

11.1 If a member of the SAC has a direct personal or pecuniary interest or involvement in any item considered by the SAC, then that member must immediately declare their interest or involvement. The Chair in consultation with Senior Manager, Student Relations will determine how to manage the conflict of interest, whether the member should not be present when the item is heard or not be able to vote on the item relating to the conflict.

12. CONFIDENTIALITY

12.1 SAC members are required to comply with privacy and confidentiality requirements. This includes during and outside of SAC meetings. Confidential items may include but are not limited to:

- a. matters relating to the personal affairs of an individual;
- b. any business or other financial matter which the University would regard as “commercial-in-confidence”;
- c. any other matter determined by the Chair to be dealt with as confidential.

12.2 SAC Members must not use the confidential information in any manner other than for carrying out their role as a SAC member.

12.3 Confidential information must not be disclosed unless the University and/or the individual concerned has agreed to its release.

12.4 SAC members must maintain confidentiality at all time, even after they cease to be a member of SAC.

13. CONDUCT OF MEMBERS

13.1. A member shall:

- a. confine them self to the matter before the Council
- b. not, before the Council, make offensive statements or impute improper motives to other members.
- c. when called to order by the Chair to cease speaking.
- d. except with the permission of the Chair, not remain in a meeting when any matter relating to the member personally under consideration.

13.2. Members of the Council are expected to attend all Council meetings. A member’s position on the Council does not count towards quorum where a member has failed to attend 3 consecutive ordinary meetings of the Council, without the Council’s prior approval.

14. OBSERVERS AND ATTENDEES

14.1. Meetings of the Council are open to members of the University as observers:

- a. subject to the approval of the Chair in consultation with the Dean of Students (or delegate), and
- b. provided they advise the Executive Officer 7 days in advance.

14.2. Observers are entitled to see and hear the proceedings of the meeting but have no right to speak at meetings of the Council and its committees, unless invited to do so by the Chair, noting that as an observer they do not have voting rights.

14.3. Observers may be required to leave the meeting when requested by the Chair.

14.4 University staff that support the Council may attend Council meetings to assist in addressing questions raised by members. These attendees are outlined in the membership list.

14.5. These attendees are to answer questions through the Chair.

15. AMENDMENT OF STANDING ORDERS

15.1. Amendments to these Orders can be made with approval from the Dean of Students.