

STANDING ORDERS OF THE SENATUS ACADEMICUS

MEETINGS OF THE SENATUS

1. Ordinary Meetings of the Senatus shall be held at least three times per session, normally on Wednesdays at 2.00 p.m.; the dates of meetings in any academic year shall be determined by the Senatus at the final Ordinary Meeting of the previous academic year and published on the University's web site or in such manner as the Senatus may decide.
2. Special Meetings may be called by resolution of the Senatus or by the Principal, or on a requisition specifying the object signed by twelve Members. Save in exceptional circumstances, a Special Meeting shall be held within fourteen days of being called, and notice of the time, place, and reason for such a Meeting shall be given to members by the Secretary as far as possible in advance: Special Meetings will not normally be held outside semester.
3. A Graduation Meeting shall precede each Graduation Ceremonial, in order to approve the list of Graduands. At a Graduation Meeting, other business of a non-contentious character may, at the discretion of the President, be transacted.
4. Any Ordinary or Special Meeting may adjourn until a date or time to be agreed.

CONDUCT OF BUSINESS

5. In terms of the Universities (Scotland) Act, 1858, Section 5, "one-third of the Senatus shall be a quorum, and the Principal shall be the ordinary President, with a deliberative and casting vote". In the absence of the Principal, a Vice-Principal present shall preside, with the same voting power. If at any Meeting the attention of the President be drawn to the fact that a quorum is not present, those in attendance may provisionally deal with such unopposed business as the President shall judge to be of a non-contentious character; but such business shall not in any case include the approval of the Minutes of any previous Meeting. All other business shall be deferred until the next Ordinary Meeting. At a Graduation Meeting, it shall not be competent for any member to draw attention to the fact that a quorum is not present.
6. At the opening of the meeting, the Minutes of the previous Ordinary Meeting, or any intervening Special Meeting, and of any Graduation Meeting and Ceremonial, shall be submitted and approved, except in the circumstances referred to in Order 5. The order of business thereafter shall, subject to the discretion of the President, be as stated in the Billet.
7. The Billet for any Ordinary Meeting shall be established seven days before the Meeting and made available to members at least two days before the Meeting, but the Senatus may consider non-contentious or urgent business which has not been included in the Billet.
8. The Senatus may conduct business electronically under such arrangements as it may from time to time approve.

9. An Exception Committee will under delegated authority, make urgent formal business decisions which would otherwise require the Senatus approval between meetings of the Senatus, on the understanding that any matter so referred can be referred to the full Senatus should this be the wish of the Exception Committee. The Committee shall consist of at least six members. The membership is set out in the Committee remit. The Committee will be convened only if required and much of its business is expected to be conducted through correspondence. The consultation period can be no shorter than a 24 hour period. Four members of the Committee shall be a quorum and will include the Principal or Vice-Principal Students and a Senate member. A formal minute will be kept of proceedings and submitted for approval as soon as practicable to members of the Committee. The draft minute will be agreed with the Convener of the Committee prior to circulation. A report on decisions made by the Committee will be provided to the next available Ordinary meeting of the Senatus. Membership of the Committee will be published on the University's website.

MOTIONS

10. Motions which members wish to bring forward to any meeting must be communicated in writing to the Secretary in time to be entered on the Billet, as provided in Order 7. Motions and Amendments arising out of business on the Billet may be dealt with without being previously notified; before putting such a Motion or Amendment the President may call for it to be placed in his/her hands in writing. All Motions and Amendments must be proposed and seconded.

11. When the Report of a College or Committee on any matter which requires the approval of the Senatus has been presented by or on behalf of the Head of College or Convener, it shall be deemed that a Motion that the Senatus approve the Report has been made, and duly seconded.

12. The Honorary Degrees Committee shall from time-to-time submit Motions for the award of Honorary Degrees in the form of a written report which shall be made available to members at least two days before the Ordinary Meeting at which it is to be presented.

13. An amendment, if moved and seconded, shall be put before the Motion to which it refers; when there are two or more Amendments, they shall be put in the order determined by the President.

14. No amendment shall take the form of a direct negative of a Motion.

15. At any time after a Motion has been made and duly seconded, any Member may propose the Previous Question, viz., "That the Senatus do pass to the next item on the Billet", or move the Closure, viz., "That the Senatus do not proceed to vote on the Motion". These motions, if duly moved and seconded, shall normally be put immediately and without debate.

16. No decision on the Senatus shall be rescinded except on a Motion which is competent in terms of Standing Order 8 or 9.

17. Decisions of the Senatus shall, except as provided in Order 23, be taken by show of hands, unless a secret ballot be demanded. A Member may require his/her dissent from a decision to be recorded.

18. A Member wishing to take part in any discussion shall rise and address him/herself to the Chair.

19. A Member shall not, except by permission of the President, speak more than once to any Motion or Amendment in one debate upon one subject, except to order, in explanation, or in reply as the mover of the resolution under discussion.

20. In seconding a Motion or Amendment, a Member may, if he/she refrain from making observations at the time, reserve the right to speak at a later stage.

MINUTES OF MEETINGS

21. The Secretary shall be responsible for preparing Minutes of all Meetings, which Minutes shall normally be circulated with the Billet for the next Ordinary Meeting.

COMMITTEES

22. (a) The Senatus may appoint Committees, which need not be composed entirely of its own members, and delegate to any Committee such powers as the Senatus may think fit; and abolish existing Committees. The Senatus may also appoint members to Joint Committees responsible to both the Senatus and the University Court. All members of Senatus shall be invited annually to submit suggestions for membership of these Committees. Senatus will approve the membership of these committees annually, normally in the second semester, having regard to the principle of rotation of membership where this has been approved by the Senatus, and to other Resolutions concerning appointment to Committees which have been or may be passed by the Senatus from time to time. (See Minutes, Vol. XV, pp.938 f.; Vol. XIX, p.724.)

(b) Committees of the Senatus shall report to the Senatus on an annual basis, either directly or through such other committees as may be approved by the Senatus from time to time, except where the Senatus provides otherwise, and such Reports shall include action taken under powers delegated by the Senatus.

REPRESENTATION ON UNIVERSITY COURT

23. When a vacancy arises in the representation of the Senatus on the University Court, the Secretary shall invite nominations to fill it. Each nomination shall be signed by two members of Senatus who will be deemed to have formally proposed and seconded the nominee.

24. A Committee, to be known as the Scrutinising Committee, shall be appointed by the Senate to scrutinise nominations and confirm the validation of the nominations

and hear any appeal against disqualification by the Returning Officer. The Committee shall consist of a representative of the University Court, a representative of the Senatus and a representative of the University Secretary. The decision of the Scrutinising Committee is final.

25. Regulations for the conduct of an election will be approved by an Ordinary Meeting of Senatus and circulated to members of Senatus.

SUSPENSION, AMENDMENT OR REPEAL OF STANDING ORDERS

26. The Standing Order of Senatus, of which this article is one, shall in no case be suspended unless a quorum be present, and then only with the approval of two-thirds of those voting. The Standing Orders shall not be amended or repealed except after notice given in the last preceding Ordinary Meeting of Senatus. Amendment or repeal shall require the approval of two-thirds of those voting on the Motion for amendment or repeal, provided also that at least fifty members vote in favour of such a Motion.

Document control

Date of approval / amendment	Details
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