



Australian Graduate School of Leadership

Policy register

Policy name	Conduct of Academic Board Meetings		
Version	1.0	Status	Approved by Board of Directors
Communication	To all staff, students and prospective students	Date	21 January 2013

Printing this document may render it out of date. Please refer to the latest online version at <http://imia.edu.au/reference>

1. Preamble

This policy is intended to be a descriptive framework in which the Academic Board can conduct its business, however it is not intended to foresee every possible meeting eventuality. In the event of a dispute concerning any matter not covered by this Rule, a presiding officer may refer to *Joske's Law and Procedure at Meetings in Australia* by Eilis S Magner, (latest edition).

2. Scope

This policy applies to the Academic Board.

3. Principles

Effectively planned and well-structured meetings of the Academic Board will enhance the management of academic integrity at AGSL. This policy is designed to ensure that Academic Board meetings are conducted efficiently and effectively.

4. Procedures

Presiding Officer

The Chair of the Academic Board will normally act as the Presiding Officer of a meeting of the Academic Board. Where the Chair of the Academic Board is unable to attend a meeting or unable to fulfill the role of Presiding Officer for any meeting, they shall nominate another member of the Academic Board to undertake the role of Presiding Officer for that meeting.

Notice of Meeting

The Secretary must send a notice of the date, time and place of a meeting of the Academic Board to each member at least 5 working days before the meeting. A notice may be sent by electronic mail or by such other written means as determined by the Secretary. The notice is to be accompanied by a copy of the business papers for the meeting and any relevant supporting documents.

The Secretary may, by a further notice sent by electronic mail delivered not less than two working days before the meeting, notify members of the Council of any supplementary business that is to be put before the meeting.

Agendas

Agendas shall list the order of business including details of business for which notice has been given. Where a decision is required, the precise wording of the proposed resolution is specified.

Notices for motions to be considered at meetings shall be submitted to the Secretary at least 14 days before the meeting is to be held.

Attendance

The Secretary shall record in the minutes a list of meeting attendees and this record shall constitute proof of attendance.

Quorum

At any meeting, a majority of the total number of members of the Academic Board constitutes a quorum. Members attending by telephone or video conference are counted as attending the meeting.

Decisions by Circulation

A motion that is carried by circular resolution requires the assent of all members eligible to vote. Any such resolution shall be tabled at and included with the minutes of the next meeting.

Confidentiality

Discussions undertaken during the conduct of an Academic Board meeting shall be kept confidential to the Academic Board. Recording devices of any type may not be

used during a meeting of the Academic Board without the permission of the Presiding Officer, except in the case of the Secretary making a temporary recording for the purpose of creating meeting minutes (any such temporary recording must be securely destroyed upon the creation and acceptance of written meeting minutes).

Observers

The Presiding Officer of an Academic Board meeting may permit observers for specific items on the agenda from time to time.

Voting

A decision supported by a majority of the votes cast at a meeting of the Academic Board at which a quorum is present is the decision of the Academic Board.

The Presiding Officer shall have a casting vote if the votes for and against a motion are equal. If the Presiding Officer declines to exercise a casting vote when the votes for and against a motion are equal, the motion shall lapse.

Voting shall normally be by voice or show of hands, but may be by any other method approved by the committee.

Proxy votes shall not be permitted.

Motions

A motion may be amended in any way and as many times as considered appropriate by the Academic Board. Where amendments are put to the Academic Board and carried, they shall form part of the motion. When amendments have been put to the Academic Board and failed, the original motion shall be put to the meeting.

The Presiding Officer may allow the introduction of a motion not listed on the agenda if it is considered that the motion shall expedite or enhance any other matter under consideration.

Adjournment

The Presiding Officer may determine that insufficient time remains to complete the announced meeting agenda and may therefore decide to adjourn the meeting to another date, time and/or place.

Urgent Business

The Presiding Officer may determine to accept or reject any matter raised at the meeting as urgent business (i.e. items or issues that have arisen since the meeting agenda was circulated or that were not able to be previously included on the agenda).

5. Responsibilities

The following are responsible for the application of the policy -

- Executive Dean
- Registrar
- Academic Board