

Regulation 5b
Standing Orders for Boards of Studies and their Sub-Committees

1. Duties of Members

All members of Boards of Studies and their sub-committees shall be required:

- (i) To act always in the best interests of the institution as a whole, with this obligation to be observed in priority to any duty as a member may owe to those electing or appointing him or her;
- (ii) To act in good faith, honestly and for a proper purpose;
- (iii) To exercise appropriate care and diligence;
- (iv) Not to improperly use their position to gain an advantage for themselves or someone else; and
- (v) To disclose and avoid conflicts of interest.

2. Timing of Meetings

Meeting dates should normally be set at times when all students, notably undergraduates, are present in the School.

3. Special Meetings

A Special Meeting of a Board of Studies or a sub-committee of a Board of Studies may be convened at any time by its Chair. At least seven clear days' notice of any Special Meeting will be sent to each member stating the nature of the business to be transacted. No other business than that stated is to be discussed.

4. Reserved Business

Student members shall withdraw from the meeting of the Board of Studies or of any committee of the Board of Studies when it is declared by the Chair that the meeting is about to discuss a reserved area of business and shall not return to the meeting until discussion on the reserved area of business is concluded. Papers for consideration at any such meeting and minutes and other records relating to reserved areas of business shall not at any time be made available to a student. Reserved areas of business include those concerning decisions upon the appointment, promotion and other matters affecting the personal position of individual member of the staff of City or students and on the academic assessment of individual students. Subject to this, in any case of doubt the Chair shall decide whether a matter is reserved or not.

5. Conduct of Meetings

- (i) The Chair has discretion to determine the conduct of discussion and debate at Board of Studies and Board of Studies Sub-Committee meetings and how business is to be brought to conclusion.
- (ii) The institution through Council has adopted guidance and codes of practice including Procedures for Public Interest Disclosure and Freedom of Speech.
- (iii) Every matter for decision shall be determined after due deliberation by those present, the Chair taking the sense of the meeting, unless any member has requested that the matter be put to a vote.
- (iv) Where a member requests a vote, all those present and eligible shall vote and the result be determined by simple majority.
- (v) If the vote shall be equally divided for and against, the Chair shall have a second

and casting vote.

6. Quorum

The quorum for a Board of Studies or a Sub-Committee of a Board of Studies shall be 50 per cent of the members. In the case of an inquorate meeting, the meeting may be re-convened on a reasonable period of notice no less than a week.

Boards of Studies and their Sub-Committees do not need to have a quorum at the start of the meeting but do need a quorum to make decisions. A conference call from one or more individual Members can count towards the quorum as being in attendance.

7. Actions by the Chair

The Chair of a Board of Studies or Sub-Committee of a Board of Studies has power to act on behalf of the Board or Sub-Committee in matters of urgency where that power has been delegated by the Board or Sub-Committee; the exercise of this power will be reported to the following meeting of the Board or Sub-Committee.

8. Decisions Out of Session

Decisions can be taken by a Board of Studies or Sub-Committee of a Board of Studies by correspondence and e-mail. In exercising this mechanism quoracy rules apply in that at least 50% of the members must express a view and a majority shall carry.

9. Agenda

- (i) The Board or Sub-Committee Secretary is responsible for drawing up the Agenda for meetings and ensuring adequate supporting information is provided.
- (ii) The Secretary will consult with the Chair of the Board or Sub-Committee on any matters of difficulty.
- (iii) Any member of a Board or Sub-Committee wishing to request that an item is placed on the agenda, should communicate with the Secretary in the first instance.
- (iv) The Agenda for a meeting and the Minutes of the previous meeting shall normally be despatched to each member seven days in advance of the meeting.

10. Declaration of Interest

- (i) All members of Boards of Studies and their sub-committees are required to disclose at the earliest opportunity any financial or other beneficial interests they, a member of their family or any organisation in which they hold office or employment or an interest, may have in any transaction under consideration between the institution and a third party or which could unduly interfere with the proper discharge of their duties as a member of the Board or Committee. Conflict of interest exists when a member personally benefits, or is perceived to benefit personally, from an activity, transaction or interaction with an individual or business. A member has a perceived or apparent conflict of interest if there is a reasonable perception, which a reasonably well informed person could properly have, that the Board or Committee member's integrity or ability to exercise an official power, or perform an official duty or function is likely to have been affected by his or her private interest.
- (ii) Members should inform the Board of Studies or Committee Secretary of any relevant conflict or potential conflict of interest in advance of the meeting or to draw it to the attention of the Chair at the start of the meeting or as the member

becomes aware of a conflict during the course of discussion. The circumstances in which a declaration is appropriate are when the Board or sub-committees has business which is relevant to those interests or when in the course of a meeting the member becomes aware that they have or may have a financial or other beneficial interest in the specific item of business to be transacted.

- (iii) Following declaration the member should withdraw from the meeting and take no part in the discussion of said matter.
- (iv) The member may return to the meeting only when the discussion is completed and any decision has been taken.

11. Record of Decisions of a Board of Studies or Sub-Committee

Decisions of a Board of Studies or Sub-Committee and the reasons leading to particular decisions are recorded in the minutes and should be regarded as in the public domain except where the Board or Sub-Committee agrees matters are confidential for commercial, personal or other good reasons.

Minutes of meetings of a Board of Studies shall be presented to the next meeting of Senate together with a report of key items of business (which may be verbal).

Minutes of meetings of Sub-Committees of Boards of Studies shall be presented to the next meeting of the Board of Studies together with a report of key items of business (which may be verbal).

Approved as a regulation at Senate 06.07.11
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