

## **D. STANDING ORDERS**

### **D.6. MEETINGS**

#### **D.6.1 SPECIAL MEETINGS**

A Special Meeting of Council or any of its committees, including Senate, may be convened at any time by the Chair of Council or the Committee in question, or, in the case of Council only, on receipt of a written or email request signed by at least twelve members of Council.

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.

#### **D.6.2 CONDUCT OF MEETINGS OF COUNCIL AND ITS COMMITTEES**

- i. The Chair has discretion to determine the conduct of discussion and debate at Council meetings and how business is to be brought to conclusion.
- ii. City, University of London through Council has adopted guidance and codes of practice including Whistle-blowing 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. Provided that any member may request that the matter be put to a vote.
- iv. 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.

#### **D.6.3 QUORUM**

The quorum for Council as set out in Statutes is "one third rounded up to the next whole number of the total actual membership of Council, with a proportion of Independent to Staff and Student members present being at least two to one". In the case of an inquorate meeting of Council the meeting may be re-convened on a reasonable period of notice no less than a week.

Council committees, with the exception of Senate, need to have a quorum of a minimum of two independent members of Council with a conference call counting as attendance. The quorum for Senate shall be fifty per cent of the members.

#### **D.6.4 CHAIR'S ACTION**

The Chair of Council has power to act on behalf of Council in matters of urgency where that power has been delegated by Council; the exercise of this power will be reported to the following meeting of Council.

The chairs of committees of Council, including Senate, have the authority to act on behalf of their Committee in matters of urgency, if this power has been delegated to

them by their committee. The exercise of this power will be reported to the following meeting of the committee.

#### **D.6.5 DECISIONS OUT OF SESSION**

Decisions can be taken out of session by Council and its committees, including Senate, by correspondence and e-mail. In exercising this mechanism quoracy rules apply in that at least fifty per cent of the members must express a view and a majority shall carry.

#### **D.6.6 COUNCIL AGENDA**

- i. The College Secretary is responsible for drawing up the Agenda for Council meetings and ensuring adequate supporting information.
- ii. The College Secretary will consult with the Chair of Council and President on any matters of difficulty.
- iii. Any member of Council wishing to request that an item is placed on the agenda should communicate with the College 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.
- v. Decisions of Council and the reasons leading to particular decisions are recorded in the minutes and should be regarded as in the public domain except where Council agrees matters are confidential for commercial, personal or other good reasons.