



## RESEARCH COMMITTEE STANDING ORDERS

June 16<sup>th</sup> 2014

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### 1. Chairperson, Secretariat

1.1. As provided for in the Terms of Reference, the Associate Vice President for Research (AVPR) shall be Chairperson, and shall preside at all meetings. If the AVPR at any time chooses not to so preside, the Head of Graduate School shall preside in his/her place.

1.2. The HEO Research shall be Secretary to the Research Committee. S/He may be assisted in carrying out his/her duties by a Recording Secretary, who shall not be a member of the Research Committee.

### 2. Meetings

2.1. A schedule of meetings for each Academic Year shall be adopted by the Research Committee in advance of that year. For the purpose of these orders, an Academic Year shall run from 1<sup>st</sup> September to 31<sup>st</sup> August of the following year. The dates of meetings, once adopted, can be postponed or brought forward only by the Chairperson, should the need arise.

2.2. Additional meetings may be convened either

i) by the Research Committee at one of its scheduled meetings,

ii) by the Chairperson, or

iii) by a request to the Chairperson signed by at least one third of the members,

in all cases giving at least ten working days' notice in advance of the date of the meeting.

Notice shall immediately be circulated to all members in sufficient time to allow for placing of additional agenda items in accordance with Section 3.1 (below).

2.3. In exceptional cases, an emergency meeting of the Research Committee may be called by the Chairperson. The first item on the Agenda of such a meeting shall be the suspension of certain provisions of standing orders (namely the specific paragraphs listed herewith), such that the meeting so called can proceed, without the necessity of observing the ten working days' notice requirement. The specific provisions of these standing orders which shall be waived by the Research Committee at such an emergency meeting are: paragraph 2.2; paragraph 3.1; paragraph 5.1; paragraph 8.5.

2.4. The normal duration of meetings shall be not more than three hours. A motion to extend a meeting beyond this duration must be agreed by at least two thirds of the members present and voting.

### 3. Agenda

3.1. Any member may place an item on the Agenda for a meeting of the Research Committee provided the item is conveyed in writing on a supplied template to the HEO Research at least seven working days in advance of the meeting to which it refers. The HEO Research, in consultation with the Chairperson, shall normally cause the Agenda to be circulated at least five working days in advance of each meeting.

3.2 Notification of Agenda items, and circulation of the Agenda may be executed by electronic means.

#### **4. Minutes**

4.1. The HEO Research shall keep, or cause to be kept, minutes of all meetings, and shall circulate to all members the draft minutes of each meeting within three weeks of the meeting taking place.

4.2 Provision will be made for electronic circulation of the minutes.

4.3 Procedure for amendments to draft minutes:

(i) After each meeting, draft minutes, once approved by the Chairperson, are circulated to all members of the Research Committee

(ii) Members can submit proposed amendments to these draft minutes to the HEO Research up to two working days before the next scheduled meeting

(iii) At the next meeting, a list of proposed amendments for approval by the Research Committee shall be tabled. These amendments will be considered in the first instance under the agenda item MINUTES. Other proposed amendments may also come from the floor at this time

(iv) When all amendments have been considered and either rejected or approved, the Chairperson will sign the minutes, subject to the approved amendments being duly inscribed in the minutes.

#### **5. Documents**

5.1. All documents for circulation to members of the Research Committee shall be lodged with the HEO Research at least seven working days in advance of the meeting to which they refer. Following consultation with the Chairperson, the HEO Research shall cause documents for a meeting to be circulated at least five working days in advance of the meeting.

5.2. A document may be tabled at a meeting only if it relates to one of the Agenda items for the meeting and provided two thirds of the members present agree to its being tabled. This facility shall be used only under exceptional circumstances.

#### **6. Quorum and Attendance**

6.1. A meeting shall not commence until at least one third of the members of the Research Committee are present. If a quorum is not forthcoming within ten minutes of the duly notified commencement time of the meeting, the Chairperson shall adjourn that meeting, and set an alternative date for the meeting.

6.2. The Chairperson may invite a non-member to be in attendance at a meeting or meetings of the Research Committee, either for all or part of such meetings.

6.3. In the event that a matter is on the Agenda for consideration which could potentially constitute a conflict of interest issue for any individual member, that member shall be obliged to inform the Chairperson of the potential for a conflict of interest, and in such circumstances the Chairperson may request that the said member withdraw from the meeting, while the agenda item in question is being considered.

#### **7. Mode of Address**

7.1. Speakers shall always address the Chairperson. While a member is speaking other members shall remain silent.

#### **8. Motions**

8.1. A motion is a proposal which is put forward. A resolution is the acceptance of a motion by a meeting.

8.2. For a motion to be put to a meeting it requires a proposer and a seconder.

8.3. For an amendment to a motion to be put to the meeting, it requires a proposer and a seconder. An amendment shall be put to a vote before the original motion.

8.4. If an amendment is not carried, the Chairperson shall put the motion in its original form to a vote. If an amendment is carried the Chairperson shall put the amended motion to the meeting. Before either a motion or an amendment is put to a vote, the HEO Research shall read out the text of each such motion or amendment, upon which the vote is to be taken.

## **9. Voting**

9.1. Voting shall normally be by show of hands. The results of voting shall be counted and recorded by the HEO Research.

9.2. It is open to any member of the Research Committee to propose a motion requesting a secret ballot, and if this motion is seconded, it can be dealt with in accordance with the provisions of 8 above.

9.3. The number of votes for and against a motion and the number of abstentions shall be recorded in the minutes.

9.4. If the number of votes for and against a proposal are equal, the Chairperson has an additional casting vote as Chairperson.

9.5 At a meeting of the Research Committee, a majority shall constitute a majority of those members present and voting.

## **10. Points of Order and Closure**

10.1. A member may, at any time and without notice, interrupt debate by raising a "point of order". The Chairperson shall decide whether the point of order is admissible, and the Chairperson's ruling shall be final.

10.2. A motion for closure, if seconded in the usual way, must be put to the vote at once, without being discussed.

## **11. Time Limits**

11.1 A maximum time of 30 minutes shall be allocated to any single agenda item, except for Special Meetings, which are convened to discuss a single item or topic.

11.2 If a conclusion is not reached in 30 minutes and the item requires further discussion, it shall be deferred to the next meeting, or should the Research Committee so resolve, a special meeting may be convened to consider the agenda item in question.

11.3 Notwithstanding the provisions in 11.1 and 11.2 above, the Research Committee may vote in due manner at the commencement of a regularly convened meeting, to set aside the 30 minutes time limit, for any specified agenda item, for that meeting.

## **12. Emergency Items**

12.1. At the commencement of a meeting, any member may seek to add an item to the Agenda as an Emergency Item. An Emergency Item can only be one in relation to a matter which could not have been foreseen seven working days in advance of the meeting and which must be resolved before the next scheduled meeting of the Research Committee. A vote shall be held on every proposal for an Emergency item to be inscribed, and for it to be inscribed it must receive the assenting votes of at least two-thirds of the members present and voting. Members may vote only for or against the inscription of an Emergency Item: members abstaining shall not be considered, for the purposes of the vote, to be "present and voting".

### **13. Other Business (Chairperson's Business)**

13.1. The rubric "Other Business" on each Agenda shall be used only i) to inform the meeting of Agenda items which are proposed for the following meeting or ii) to convey briefly other items of information of a factual nature.

### **14. Interpretation and Review**

14.1. Where a dispute arises as to the interpretation of these Standing Orders, the Chairperson shall rule on the matter. The Chairperson's ruling shall stand unless it is formally challenged and the challenge is seconded. In such an eventuality, the Chairperson and the challenger (and they alone) shall briefly address the meeting on the issue and a vote of all the members shall then be taken. The result of this vote shall be binding.

14.2 As and when the Research Committee shall deem it necessary, these Standing Orders may be re-examined and revised.