

UNIVERSITY OF STIRLING

ACADEMIC COUNCIL: STANDING ORDERS

Ordinary Meetings

1. Not less than three ordinary meetings shall be held in each session.

Special Meetings

2. Other meetings may be called by the Principal, or in the Principal's absence by a Deputy Principal on not less than four days' notice. In exceptional circumstances, the Principal or in the Principal's absence a Deputy Principal shall also call a meeting on receiving a written request to hold a meeting signed by not less than eight or one quarter of the members of the Council, whichever is the greater.

Quorum

3. Eight members or one quarter of the members, whichever is the greater, shall be a quorum.

Notice of Business

4. Any matter requiring a decision by the Council shall be considered only if submitted in a memorandum or note circulated through its Secretary to the members not less than forty-eight hours before the meeting, unless with the agreement of the Chair.

Review of Decisions

5. No decision by the Council or any matter on which its decision is final may be reviewed by the Council within three months, unless two-thirds of the members of the Council present and voting agree to such a review.

Delegated Matters

6. Decisions of any committee of the Council relating to any matter delegated by the Council to such committee may not be debated in the Council though questions may be raised about them.

Voting

7. In the event of a vote being taken, the Principal, or in the absence of the Principal the person taking the Chair shall have both a deliberative and casting vote.

Plenary Powers

8. The Principal is authorised to act on behalf of Council during University vacation periods. Additionally, the Principal may at any time which he or she considers to be an occasion of emergency take such steps on behalf of Council as he/she may think fit, provided that he or she makes a report to Council at its next meeting for ratification of such action.

Availability of Papers

9. Members should retain in their personal possession all lists of agenda, memoranda and minutes circulated to them. They are free to discuss with colleagues not on the Council any matters arising from any such papers except those contained in any which, on the authority of the Principal, or in the Principal's absence the Secretary of the Council, is designated as restricted or confidential.
10. A set of lists of agenda and those minutes and memoranda not designated as restricted or confidential will be deposited in the Library for consultation by staff and students of the University. Minutes not designated as restricted or confidential will be posted on the University website.

Minutes

11. The minutes will not attribute views to individual members.
12. Minutes which the Council agrees to treat as restricted or confidential will be recorded separately.

Publicity

13. In no circumstances should any Council document be made available to the Press or any statement made to the Press about Council business except with the Council's authority.

December 2000
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