

UNIVERSITY COURT

STANDING ORDERS

I Meetings

- 1 The Court shall hold four or more Ordinary meetings during each financial year, viz. 1 August to 31 July.
- 2 The dates of Ordinary meetings shall be determined annually by the Court.
- 3 A special meeting of the Court may be held at any time on the instruction of the Chair or the Principal. A special meeting shall be held on the written request to the Chair from not less than one-half of the members or from the Auditors appointed under Statute 7.

II Notice of Meetings

- 1 Notice of Ordinary meetings together with the agenda papers shall be sent to members of at least four days in advance of each meeting.
- 2 Notice of special meetings shall be as determined by the Chair.

III Agenda

- 1 The notice calling a meeting shall state the business to be transacted at the meeting.
- 2 A member requesting to have a substantial matter placed on the agenda for an Ordinary meeting shall give at least ten days notice to the University Secretary, normally to be accompanied by a paper for presentation to the Court on the item to be discussed.
- 3 At an Ordinary meeting the Chair may table business of which notice has not been given on the agenda, but which the Chair considers to be business of urgency which it was not practicable to include on the agenda.
- 4 At a special meeting business may not be transacted of which notice is not given on the agenda.

IV Quorum

- 1 One-third of the total membership of the Court shall form a quorum for any meeting, provided that the number shall include at least three lay members and at least three members of staff.

V Decisions of the Court

- 1 In the absence of consensus a vote shall be taken on a motion being put and seconded by members of the Court
- 2 Subject to the provisions of the Charter, Statutes and Ordinances and of these Standing Orders, a simple majority of the members present and voting shall be sufficient to take any decision.
- 3 The Chair shall have both a deliberative and casting vote.
- 4 The dissent of individual members shall not be recorded unless a member or members ask that their dissent be so recorded.
- 5 Decisions of the Court which are intended to be definitive may not be reviewed until six months have elapsed from the date of the decision.
- 6 Decisions of the Court shall be effected by officers of the University. No member of the Court, except the Chair and Principal shall be deemed to be authorised to communicate a decision of the Court, unless requested by the Court to do so.

VI Court Papers

- 1 All Court papers must be classified in accordance with the Data Classification and Handling Policy. All agenda, reports and other documents are issued to members of the Court in advance of the meeting. Prior to the meeting, all documents should be considered as private papers. A member may discuss with another member of the University community any matter under consideration by the Court provided:
 - (a) that the matter or paper has not been designated as being restricted or confidential;
 - (b) that views are not attributed to individuals.
- 2 In no circumstances shall any Court paper be made available to the media or any statement made on behalf of the Court to the media relating to the business of the Court except with the authority of the Chair or the Principal.
- 3 Copies of Court agenda, papers and minutes shall be lodged in the University Library following each meeting of the Court. Copies of Court agenda, papers designated as public or internal, and approved minutes shall be made available on the University's website following the meeting.

VII Confidentiality

- 1 The designation of papers as restricted and confidential is defined by the Data Classification and Handling Policy. Subject to the provisions of these

Standing Orders it is the policy of the Court to minimise as far as practicable the range of business to be designated as restricted or confidential.

- 2 It is the duty of every member of Court and every officer in attendance to preserve the confidentiality of any item of business so designated by the member in the Chair.
- 3 The following items would not normally be classified as restricted or confidential:
 - (i) routine notification of staff appointments, resignations, retirements, promotions, advancements and merit awards;
 - (ii) appointment of existing staff to additional offices (Deputy Principal, Deans and acting appointments to these offices);
 - (iii) appointments to Committees;
- 4 Reserved business shall be used to discuss items relating to individuals such as approval of emeritus professors or student discipline and for items where the discussions are confidential or the outcome of the discussion is likely to result in a restricted or confidential minute. Reserved business shall normally be taken at the conclusion of an Ordinary meeting of the Court.
- 5 The minutes of reserved business shall be separately recorded and sent or otherwise made available only to those entitled to be present during the items.

VIII Observers and Attendees

- 1 Observers can only attend meetings of Court at the invitation of Court and are not expected to participate in the discussion of items of business except in response to a question from the Chair or a member of Court.
- 2 Observers may not propose or second motions to be put to the Court, nor vote on any item of business.
- 3 Senior officers that are not members of Court as defined in statute 9 are invited, at the discretion of Court, to attend all meetings of Court as attendees. Attendees are not expected to participate in the discussion of the item of business other than in the capacity of presenting or explaining items of business at the request of the Chair or a member of Court.
- 4 Attendees may not propose or second motions to be put to the Court, nor vote on any item of business.
- 5 These Standing Orders shall, in so far as the sense allows, apply to persons attending meetings of the Court as observers or attendees.

IX Sealing of Documents

- 1 Any document executed on behalf of the Court shall be valid if it is sealed with the Seal of the University and signed by one member of the Court and the University Secretary, or in his/her absence, the Deputy Secretary. The wording on the documents being sealed shall be "Executed by affixing the common seal of the University of Stirling in the presence of:".
- 2 All sealing of documents on behalf of the Court shall be reported to a subsequent meeting of the Court.
- 3 The Deputy Secretary shall maintain a register of sealed documents recording the details of the document sealed and the date it was sealed.

X Declaration of Interest

A member of Court who has a pecuniary, family or other personal interest in any matter under discussion at any meeting of the Court or one of its committees at which he/she is present shall as soon as practicable disclose the fact of his/her interest to the meeting and shall withdraw from that part of the meeting. A member of the Court is not, however, considered to have a pecuniary or personal interest in matters under discussion merely because he/she is a member of staff or a student of the University.

All members of Court, observers and attendees who attend Court on a regular basis are required to complete a register of interests form annually. A summary of this information will be published on the University's website.

XI Suspension of Standing Orders

Any Standing Order, except Standing Order IV.1 and VII.5 may be suspended at any meeting of the Court, provided that two-thirds of the members present and voting shall so decide.

XII Plenary Powers

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

Court may grant delegated authority to the Chair or other appropriate senior officer or lay member of Court to take specified action on its behalf between meetings. Action taken must be reported to the next meeting of Court for ratification.

XIII Interpretation, etc.

A ruling by the Chair as to the construction or application of any Standing Order or as to any proceedings of the Court not covered by the Standing Orders shall be final.

Approved by the University Court at its meeting on 20 November 1995 (amended in 1998, 2000, June 2012, December 2013, June 2015 and March 2017).