

## **Standing Orders of the Convocation**

### **1. Meetings**

- (a) The ordinary meetings of the Convocation shall be held on such dates as Convocation shall determine. Ordinary meetings may be convened by notice in the Press, such notices to appear at least 21 days before the meeting.
- (b) The members present at any meeting of Convocation shall alone be entitled to vote.
- (c) An Annual General Meeting of the Convocation shall be held in April, and in accordance with rules prescribed by the Council, the meeting shall elect members to an Executive Committee. The Executive Committee so elected shall consist of twelve members who shall serve for a period of four years, with three members retiring annually thereafter on a rotational basis. Retiring members shall be eligible for re-election. Notification of the date of the Annual General Meeting shall be through advertisement in the Press. The presence of the majority of the Executive Committee shall constitute the quorum for the meeting.
- (d) Candidates for election to the Executive committee may self nominate by submitting a letter of application to the Secretary of Convocation not less than seven days before the Annual General Meeting. Candidates may also be proposed at the Annual General Meeting. If the number of nominated candidates be not more than the number of vacancies, such candidates shall be declared elected. In the event of nominations exceeding the number of places to be filled an election shall be held by secret ballot. The Chairperson of Convocation shall appoint two tellers who will count the votes. If in any election there is an equality of votes the result shall be determined by the casting vote of the Chairperson of the meeting.
- (e) Extraordinary meetings of Convocation may be petitioned in writing signed by at least 10 members to the Secretary of Convocation. The Chairperson and Executive Committee shall decide if a meeting so petitioned shall take place.
- (f) Extraordinary meetings of Convocation may be convened by notice in the Press, such notice to appear at least fourteen working days before the date of the meeting. Every such Press notice shall specify the particular business for which the meeting is convened.
- (g) At an extraordinary meeting only business included in the circulated agenda shall be transacted unless all members present unanimously decide otherwise.

## **2. Notice and Agenda for Meetings**

- (a) Meetings shall be called by the Chairperson of Convocation. All notices of business to be brought forward to any ordinary meeting shall be sent, in writing, to the Secretary of Convocation not less than 21 days before the meeting.
- (b) The Agenda will be available fourteen working days before the date of the meeting. Members may request the Agenda for the meeting from the Secretary of Convocation. Not less than seven days before the meeting the Secretary shall send a copy of the Agenda to each member who has lodged such a request. A meeting, properly constituted shall not be postponed in the event of a member or Executive member having failed to receive papers for the meeting.
- (c) At an ordinary meeting of the Convocation the Chairperson may, with the agreement of the members present, table business of which notice has not been given on the agenda.

## **3. Order of Business**

- (a) The order of business shall be determined by the Chairperson. The order of business appearing on the agenda may be altered by the Chairperson with the consent of the members present.
- (b) Any member who may have an interest in any matter to be discussed shall state that interest and shall neither speak nor vote for that item of business.
- (c) The approval of the minutes shall normally be the first item of business at ordinary meetings.

## **4. Voting**

Decisions of the Convocation shall normally be taken by consensus. Where it is not possible to achieve consensus the Chairperson shall request a vote shall be taken. Votes shall be taken by show of hands.

## **5. Dissent**

Any member present shall be entitled to be recorded as dissenting from any decision of the Convocation.

## **6. Adjournment**

The Chairperson may, with the consent of the majority of those members present adjourn the meeting from time to time. The consideration of any business not transacted shall be adjourned to a time fixed by the Chairperson at the time the meeting is adjourned or to the next ordinary meeting of the Convocation.

## 7. Executive Committee

- i) There shall be an Executive Committee of Convocation which shall consist of the following members:
  - (a) a Chairperson elected from its members who shall serve for a period of two years in accordance with Paragraph 1 (B) of Ordinance XIX. The Chairperson shall not be eligible for election thereafter for election for a further period of office until one year has elapsed
  - (b) a Vice Chairperson elected from its members who shall serve for a period of two years. The Vice-Chairperson shall be eligible for re-election
  - (c) a Treasurer/Support Officer elected from its members who shall serve for a period of two years. The Treasurer/Support Officer shall be eligible for re-election
  - (d) nine members elected according to Standing Orders of Convocation
  - (e) casual vacancies arising on the committee should be filled as soon as conveniently possible by co-option. The power to fill all casual vacancies in membership shall be vested in the Standing Committee. Each member so co-opted shall complete the term of office of the member who is replaced. The Secretary of Convocation shall be the first point of contact for notifications regarding membership
  - (f) in the event of an elected member of the Executive Committee being elected as Chairperson or Vice Chairperson during the term of office, the member shall cease to be an elected member of the Executive Committee and the vacancy so caused shall be deemed to be a casual vacancy
  - (g) in the event of the position of Chairperson becoming vacant between the four year schedule of elections, the Vice-Chairperson will become Chairperson until the next Annual General Meeting. At that meeting the members present will elect a new Chairperson
  - (h) in the event of the position of Vice-Chairperson becoming vacant the Executive Committee may decide to elect a new Vice-Chairperson from amongst its members
  - (i) in the event of both positions of Chairperson and Vice-Chairperson becoming vacant between Annual General Meetings, the Executive Committee will elect a chairperson and Vice-Chairperson from

amongst its members to serve until the next Annual General Meeting

- (j) in the absence of both the Chairperson and Vice-Chairperson from any meeting the members shall elect one of their number to preside over that meeting
- (k) any member of the Convocation Executive Committee shall automatically cease to be members of the Executive if they fail to attend three successive ordinary meetings of the Executive, without providing an acceptable explanation to the Chairperson for their non-attendance
- (l) the quorum shall be the majority of members of the committee. If a quorum has not been achieved within thirty minutes of the stated time of the meeting the meeting shall be adjourned to a future date
- (m) if in any election or decision there is an equality of votes, the result shall be determined by the casting vote of the Chairperson of the meeting.

ii) The Executive Committee shall

- (a) *nominate four members of the Convocation to the Court for a period of four years in accordance with Paragraph 1 (B) of Ordinance XIX*
- (b) meet not less than twice in any year
- (c) arrange such other meetings as it considers appropriate
- (d) invite any member or officer of the University to attend any meeting of the Committee
- (e) provide a copy of the minutes of unreserved business to the Vice Chancellor's Advisory Group. Reserved business is confidential to members of the Executive Committee

## **8. Alteration of Standing Orders**

Interpretation of any Standing Order shall rest with the Executive Committee. Amendments may be placed with the Executive Committee but shall be adopted only by the Annual General Meeting.

Standing Orders adopted at the AGM held 29 April 2010