

STANDING ORDERS OF THE UNIVERSITY

Review of these Standing Orders

Date	Committee and minute number	Date Approved by the Board of Governors
February 2006	Nominations Committee (minute 05.07) F&GP (minute 05.57.01)	March 2006 (minute 05.73.01)
June 2006	F&GP (minute 05.119)	July 2006 (minute 05.119.4)
September 2008	F&GP (minute 06.04)	October 2006 (minute 06.20.06)
June 2007	F&GP (minute 06.83)	July 2007 (minute 06.99.02)
February 2008	F&GP (minute 07.83)	April 2008 (minute 07.50.04)
June 2008	F&GP (minute 07.46)	July 2008 (minute 08.23.04)
September 2008	F&GP (minute 08.16)	October 2008 (minute 08.51.04)
June 2009	F&GP (minute 08.88)	July 2009 (08.130.04)
February 2010	F&GP (minute 09.46)	July 2010 (minute 09.110.02)
June 2010	Nominations Committee (minute 09.23)/F&GP (minute 09.82)	July 2010 (minute 09.110.02)
July 2011	F&GP (minute 10.86)	July 2011 (minute 10.105.02)
June 2012	SD&F (minute 11.78)	July 2012 (minute 11.98.02)
June 2013	S&F (minute 12.88)	July 2013 (minute 12.95.01)
June 2014	S&F (minute 13.94)	-
June 2015	S&F (minute 14.96)	July 2015 (minute 13.126.01)
June 2016	S&F (minute 15.90)	July 2016 (minute 15.96.02)
June 2017	S&F (minute 16.87)	July 2017 (minute 16.85.03)
June 2018	Nominations and Governance Committee (minute 17.36)	July 2018 (minute 17.112.05)
June 2019	Nominations and Governance Committee (minute 18.34)	July 2019 (minute 18.118.03)
June 2020	Nominations and Governance Committee (minute 19.24)	July 2020 (minute 19.105.03)

Contents:

	Page	
1	The force and application of these standing orders	1
2	Definitions	1
3	Size and composition of the Board of Governors	2
4	Terms of office and reappointment	3
5	Appointment of Chair and Vice Chair of the Board of Governors	3
6	Chair's action	4
7	Attendance	4
8	Membership of committees	5
9	Establishing sub committees	6
10	Quorum	6
11	Meetings and notice of meetings	6
12	Ordinary, extraordinary and special meetings	7
13	Agenda items	7
14	Order of business	7
15	Disposal of minutes	8
16	Deputations	8
17	Motions	8
18	Withdrawal or alteration of motions	9
19	Amendment of motions	9
20	Motions which may be moved without notice	10
21	Rescission of preceding resolution	11
22	Minutes of committees	11
23	Rules of debate	11
24	Adjourned meetings	13
25	Suspension of standing orders	13
26	Disorderly conduct	13
27	Suspension of sitting	14
28	Interests of committee members in contracts and other matters	14
29	Delegation of duties and powers and functions	14
30	Collective responsibilities	14
31	Governors' allowance	14
32	Deputy Clerk	15
33	Standing Orders review	15
	Appendices	

<i>Appendix 1 Election procedures for staff members of the Board of Governors</i>	<i>1-6</i>
<i>Appendix 2 Election procedures for staff members of Academic Board</i>	<i>7-10</i>

1 The force and application of these Standing Orders

- 1.1 These Standing Orders are subject to the Articles of Government.
- 1.2 These Standing Orders shall govern the conduct of the Board of Governors, the Academic Board, their Committees, and all other formal internal Committees.
- 1.3 Unless the context otherwise requires, words, references and other expressions used in these Standing Orders shall have the same meaning as they have in the Articles of Government.

2 Definitions

A committee is a deliberate assembly, howsoever called, set up by, or in accordance with, powers granted in the Articles of Government, with predetermined composition, terms of reference duties and powers.

- 2.1 Meetings of the Students' Union shall operate under the Constitution of the Students' Union.
- 2.2 A subordinate committee is a sub-committee.
- 2.3 A committee which has permanent being is a 'Standing Committee'; a Committee which has temporary being (normally set up to consider a specific question or questions and thereafter to cease to exist) is an 'ad hoc' committee or 'task and finish' group. Where a sub committee requires the establishment of a 'standing committee', permission of the Board of Governors or Academic Board as appropriate, must be sought.
- 2.4 A 'Panel' or 'Working Party' is a deliberate assembly, set up with a less rigid constitution to consider and report on a specific question, and to bring forward reports or recommendations. Unless otherwise provided, such Panels or Working Parties will follow the procedure which seems to them most suitable to their objective and will not be subject to these Standing Orders.
- 2.5 "Senior Post-holders" means the Vice Chancellor, the Clerk and the holders of such other senior posts as the Board of Governors may determine and "holder of a senior post" shall be construed accordingly.
- 2.6 "Senior staff" are academic or professional services staff who have not been determined by the Board of Governors to be Senior Post-holders. Their appointments, pay and discipline are determined by the Vice Chancellor & Chief Executive on the advice of the appropriate Senior Managers.
- 2.7 "Teacher" is generally defined as a member of University Staff, who is involved as part of his/her contract of employment at Glyndŵr University in teaching students for more than 50% of his/her time and who holds the post of Lecturer, Senior Lecturer, Principal Lecturer, Reader or Professor. Where Professors hold Senior Postholder contracts they are not included in this definition. "Teachers" who are members of the Academic Board are not eligible to stand as candidates for the co-opted "teacher member" of the Board, but may, at the appropriate time, seek nomination as the Academic Board nominee who is a "teacher".
- 2.8 In the case of the person nominated to be a member of the Board of Governors by Academic Board from amongst its members, "Teacher" is defined as an individual who is involved as part of his/her contract of employment at Glyndŵr University in teaching students for more than 50% of his/her time and/or who is an academic leader involved

in the development and enhancement of learning and teaching.

- 2.9 Professional Services staff” are defined as University staff who are not employed on an academic staff contract and/or the academic staff salary structure.

3 Size and Composition of the Board of Governors

- 3.1 The Board of Governors shall consist of not less than 12 and not more than 24 members

- 3.2 Of these, the majority of members should be Independent members (as per Instrument **3) 2.).¹**

- 3.3 There will one member of the Board of Governors who is a teacher at the University nominated by the Academic Board. This appointment is to be approved by the Board of Governors and shall be appointed in accordance with Standing Order 2.8.

- 3.4 The Vice Chancellor of the University will be an *ex officio* member of the Board of Governors.

- 3.4.1 The Students' Union shall be responsible for nominating up to two student governors from amongst the elected officers of the Union, normally this will be the Union President and Vice President.

- 3.5 Of the twenty four members of the Board of Governors there will be at least three co-opted members. Of these:-

- 3.5.1 One will have experience in the provision of education

- 3.5.2 One will be a “teacher” at the University as defined in SO 2.7. This individual should be nominated by the teaching staff of the University and the appointment submitted for approval to the Board of Governors

- 3.5.3 One will be a member of the Professional Services staff of the University as defined in SO 2.9. This individual should be nominated by the Professional Services staff of the University and the appointment submitted for approval to the Board of Governors

Note: Elections for staff members of the Board of Governors and to the Academic Board shall follow the procedures set out in the appendices to these Standing Orders.

3.6 Repealed October 2006

- 3.7 The Board of Governors may amend by subsequent determination the size and composition of the Board of Governors provided that any such resolution is in accordance with the Instrument of Government of Glyndŵr University.

- 3.7 The Academic Board shall be constituted in accordance with the Instrument and Articles of Government.

- 3.8 The Academic Board may amend by subsequent determination the size and composition of the Academic Board provided that any such resolution is in accordance with the Instrument of Government of Glyndŵr University and is approved by the Board of Governors.

¹ Instrument and Articles specify 13 Independent members and up to 9 co-opted members in addition to members who are the Vice Chancellor and Chief Executive, staff and the Student members.

4 Term of Office and Reappointment to the Board of Governors

- 4.1 Unless otherwise determined by the Board on initial appointment, each independent, co-opted or “teacher” governor shall be appointed for a four year term of office.
- 4.2 Upon expiry of a term of office each member will be eligible for reappointment, but the normal expectation is that members shall be re-appointed for no more than one further term after the initial four year term i.e a maximum of eight years in total. Where a member is deemed to have exceptional skills or expertise, the Nominations and Governance Committee may recommend to the Board that membership be renewed for an additional year up to a maximum of nine years. Where a member is elected to the position of Chair or Vice Chair their period of tenure will be deemed to have recommenced afresh from date of election. However, the absolute maximum period on the Board for a member who subsequently is elected to be Chair or Vice Chair shall be ten years.
- 4.3 When considering appointment and reappointment of members the Nominations and Governance Committee should take account of:
- The balance of membership
 - The needs of the institution
 - The need for continuity
 - The need for new blood
- 4.4 Retired members may be considered for re appointment to the Board in accordance with 4.3 and provided there has been a lapse in membership of a minimum of six years.
- 4.5 The Instrument of Government provides that if at any time the Board of Governors is satisfied that any member of the Board is unable or unfit to discharge the functions of a member, the Board of Governors may by notice in writing to that member remove him or her from office, and thereupon the office shall become vacant.
- 4.5.1 In accordance with SO 4.5, the appointment of a member of the Board who engages in conduct which the Board agrees to be unbecoming and/or who acts in a way which brings or might bring the Board of the University into disrepute may be terminated by resolution of the Board. A motion to make such a resolution must be formally proposed by the Nominations and Governance Committee.
- 4.5.2 Where circumstances in SO 4.5 requires urgent action, a motion for temporary suspension of a member pending consideration by the Nominations and Governance Committee may be proposed jointly by the Chair and Vice Chair of the Board. If the member in question is the Chair or Vice Chair then the motion may be proposed jointly by the Chair or Vice Chair with the Chair of the Audit Committee. The member in question shall be entitled to attend the meeting of the Board at which the motion is put forward.

5 Appointment of Chair and Vice Chair of the Board of Governors.

- 5.1 The Board of Governors shall appoint the Chair and Vice Chair from amongst their number and they shall hold office for such a period as the Board of Governors may determine.
- 5.2 It is the normal expectation, on initial election that, in the interest of continuity, a Chair or Vice Chair would continue in that role for a minimum of four years, but the maximum

period in either office shall not exceed eight years, excluding any period(s) of less than a year during which the office was held due to the death or indisposition of the Chair or Vice Chair.

5.3 On ceasing to hold the office of Chair, that member should normally stand down as a member of the Board. However there may be special circumstances where the Board may determine that a Chair or Vice Chair be appointed for an interim period of normally not more than 12 months, after which time that member may revert to the role on the Board they held previous to the interim appointment. Such circumstances may include:

5.3.1 Where a search for a new Chair or Vice Chair is being undertaken due to:

- The resignation of the Chair or Vice Chair of the Board
- The death of the Chair or Vice Chair of the Board
- The indisposition of the Chair or Vice Chair of the Board through ill health or other reasons

5.3.2 And Chair or Vice Chair, appointed by the Board for an interim period, be appointed subsequently as the permanent Chair or Vice Chair, their term of office shall recommence and exclude any period of up to 12 months where the office was held for any of the reasons outlined in 5.3.1 and in accordance with S0 5.2.

6 Chair's Action

6.1 With respect to any matter which falls to the Board of Governors to determine, the Chair, or in their absence the Vice Chair, is empowered, in consultation with either the relevant Committee Chair, or the Vice Chair of the Board of Governors, to act on behalf of the Board of Governors in between normal meetings, except where a Special Meeting of the Board is convened in accordance with Article 7(3).

6.2 Action taken under delegated authority should include:

6.2.1 Routine business which would not have merited discussion at a governing body meeting; or

6.2.2 Matters judged too urgent and important to await the next meeting of the governing body and where there is insufficient time to call a special meeting.

6.3 Any action taken by the Chair of the Board of Governors (or in their absence the Vice Chair of the Board of Governors) shall be reported to the next meeting of the Board of Governors.

7 Attendance

7.1 Where members are unable to attend a meeting, as much notice as possible should be given to the Clerk so that apologies for absence may be noted at the meeting and so that the Clerk can be alerted to any potential problem of quoracy at a meeting.

7.2 The Clerk will prepare a summary of attendance of members at meetings of the Board and its Committees in respect of each academic year and make this available to any member on request.

7.3 Officers of the University may attend meetings of the Board of Governors and Academic Board and its Committees by invitation of the Chair.

7.4 Members of Academic Board and its standing committees, apart from ex officio, co-

opted or elected members, may be permitted to nominate named alternate members to attend in their absence. The Clerk must be notified in advance of the meeting. Approved alternate members will have full speaking and voting rights.

8 Membership of Committees

- 8.1 With the exception that both the Chair of the Board and the Vice Chancellor shall not be members of the Audit Committee, and the Vice Chancellor shall not be a member of the Remuneration Committee, the Chair of the Board of Governors and the Vice Chancellor shall be ex-officio Members of all Committees of the Board of Governors and of all Joint Committees of the Board of Governors and the Academic Board). In accordance with Article 4 (1) the Vice Chancellor shall be Chair of the Academic Board and shall be an ex-officio member of all Committees of the Academic Board.
- 8.2 Members of Committees shall not be delegates of any body, section, person or interest.
- 8.2.1 A 'Standing Member' of a Committee shall be one appointed or elected thereto in accordance with Articles, Ordinances, Regulations or Resolutions as applicable.
- 8.2.2 An 'ex-officio Member' shall be one who holds membership by virtue of office or appointment.
- 8.2.3 A 'Co-opted Member' shall be one who has been invited by the Committee itself to serve under its powers of co-option, and shall be a full member of a Committee with speaking and voting rights.
- 8.2.4 An 'Observer' shall be a person invited by the Committee to attend its meetings: such persons shall not be members of the Committee, or have power of speaking (except at the invitation of the Committee) or voting and can be required at any time to withdraw from the meeting by the Chair or by simple resolution of the Committee.
- 8.2.5 Student Members of the Board of Governors, the Academic Board and their committees shall be subject to Regulations governing reserved business.
- 8.3 Members of Committees of the Board of Governors, including its Chair and Vice Chair, shall be appointed by the Board of Governors.
- 8.3.1 Membership of Committees should be reviewed at the final meeting in each academic year, with appointment taking effect from the beginning of the following academic year.
- 8.4 Ex-officio Members shall hold office for so long as they continue to occupy the position(s) by virtue of which they became members. The term of service of a Member of an ad hoc Committee or a Working Party or Panel shall be for the duration of that body.
- 8.5 Any appointed Member may resign at any time: a resignation shall be in writing and shall be effective when received by the Clerk of the Committee.
- 8.6 Casual vacancies amongst Members of Committees shall be filled as soon as may be by the like methods for appointing the Member whose place has become vacant, provided that there shall be no duty to fill a casual vacancy if it occurs so shortly before the term of office that is due to expire that, in the opinion of the Committee, it would be

more convenient to allow the vacancy to continue until the said term of office expires. The person appointed to fill the vacancy shall hold office for the unexpired term of office of the member who has been replaced.

- 8.7 Unless proscribed at its establishment, each Committee shall have power to appoint Co-opted Members. At no time, however, shall the total number of such co-opted Members exceed two except in the case of the Audit Committee where up to three co-opted members shall be permitted.
- 8.8 The term of service of co-opted Members shall be as decided by the Committee, but shall in no case be longer than the term of office of Standing Members of the same Committee.
- 8.9 Each Committee shall have power to invite persons who are not members of that Committee to attend its meetings as Observers or Reporting Officers.

9 Establishing Sub-Committees

- 9.1 Unless otherwise specifically provided, each Committee (including a Sub-Committee) shall have power to establish Sub-Committees, and may delegate to such Sub-Committees any powers or functions which it is itself competent to perform. All Sub-Committees shall be empowered to make representations and recommendations to their Major Committees with regard to their own constitutions and changes therein. Where applicable the Constitution of a Committee may indicate that it is to act in accordance with specified Articles, Ordinances, Regulations or resolutions as the case may be.
- 9.2 A Committee may by Resolution from time to time amend the Constitution of any of its Sub-Committees, providing that adequate notice of such changes shall be given to the Sub-Committee and that in no case shall such changes have retrospective effect.

10 Quorum

- 10.1 Unless otherwise specified there shall be a quorum of committees, when one-third, or the nearest higher whole number, of the total actual membership of each such Committee is present.
- 10.2 In the absence of a quorum the Committee may proceed to consider items on the agenda, adjourn and continue inquorate, but all decisions must be deferred to the next quorate meeting or ratified by correspondence.
- 10.3 If, during the course of a Meeting, the Committee becomes inquorate, and the attention of the Chair is drawn to this by a Member, Standing Order 10.2 shall apply from that moment.

11 Meetings and Notice of Meetings

- 11.1 At least four meetings of the Board of Governors shall be held in each Academic Year and notices therefore shall be distributed in accordance with the Articles. Such other meetings of the Board as may be necessary shall be arranged with the approval of the Chair.
- 11.2 Other Committees shall meet as decided upon by the bodies setting them up or by the Committee themselves, or as required by the Chair.
- 11.3 Subject to the Articles, the distribution to Members of the relevant Committees of the

published Calendar of Meetings for the appropriate year shall be deemed to be sufficient notice of meetings for those Committees.

12 Ordinary, Extraordinary and Special Meetings

- 12.1 Meetings of Committees arranged in accordance with the Articles or the preceding subsections shall be termed Ordinary Meetings, which shall be conducted in accordance with Standing Orders.
- 12.2 Additional meetings of Committees arranged as extra to the Ordinary Meetings shall be termed Extraordinary Meetings, and shall be conducted in accordance with Standing Orders.
- 12.3 Meetings of committees or meetings specially arranged to deal only with specific and restricted items of business shall be designated Special Meetings. Minutes and reports of Special Meetings shall be submitted to the next Ordinary or Extraordinary Meeting of the Committee.

13 Agenda Items

- 13.1 Any member of the Board of Governors may request in writing to the Clerk to the Governors that an item be included on the Agenda of the forthcoming meeting of the Board. Likewise, any member of the Board of Governors who is a member of a Committee of the Board may request in writing to the Clerk to the Governors that an item be included on the Agenda of the forthcoming meeting of the Committee of the Board.
- 13.2 All matters for inclusion on the Agenda must normally be received by the Clerk not less than fourteen clear days before the scheduled date of a meeting.

14 Order of Business

Except where a Committee on grounds of urgency, or for other good reason, varies the order of business, it shall be:

- 14.1 in the absence of the Chair (and Vice Chair, where appointed) to choose a member of the Committee to chair the meeting;
- 14.2 any business required by the Articles, Ordinance or regulation to be done before any other business;
- 14.3 to approve as a correct record (or otherwise deal with) the Minutes of the previous Meeting of the Committee;
- 14.4 to deal with matters arising from Minutes of the previous Meeting if not otherwise on the Agenda;
- 14.5 to dispose of business (if any) remaining from the previous Meeting;
- 14.6 to fill vacancies (if any) on Committees;
- 14.7 to receive and appropriately deal with any matters brought forward by the Chair;
- 14.8 to receive, read, consider and appropriately deal with Minutes, Reports etc of Sub-Committees and Officers; provided that, if a copy of those Minutes or Reports has been circulated to each Member of the Major Committee not later than the last date approved for the circulation of documents relevant to the Meeting, they shall be taken

as read;

- 14.9 to consider notices of motions in the order in which they have been received.

15 Disposal of Minutes and Reports

15.1 Minutes of the previous Meeting

- 15.1.1 As soon as the Minutes have been read, or if they are under Standing Orders taken as read, the Chair shall put the question “that the Minutes of the (Committee) held on (date) be signed as a correct record”.
- 15.1.2 No motion or discussions shall take place on the Minutes, except upon their accuracy. If no question of accuracy is raised, or if raised, as soon as disposed of, the Chair shall sign the Minutes.
- 15.1.3 As soon as the Minutes have been signed, matters arising from the Minutes which are not otherwise on the Agenda shall be dealt with seriatim, except those matters listed in the Agenda as “matters arising” shall be dealt with in the first instance. In the case of “matters arising” not listed in the Agenda as continuing or new business, only questions or reports shall be permissible: no further discussion shall be allowed.
- 15.1.4 As soon as all matters arising have been disposed of it will not be open to any Member to raise any of those matters again other than by motion in accordance with Standing Order 17, except where such matters may arise at a later stage of the Meeting, from Minutes and Reports of Sub-Committees or of Officers.

15.2 Minutes and Reports of the Academic Board

- 15.2.1 In respect of any matter which the Academic Board has power to regulate or decide subject to the approval of the Board of Governors, when the Regulation or decision is placed before the Board of Governors, it may: (1) approve the Regulation or decision; or (2) reject the Regulation or decision; or (3) refer the Regulation or decision back, with or without suggestion for amendment.
- 15.2.2 The Academic Board may approve, with or without amendment, refer back or reject any recommendation made to it.

16 Deputations

- 16.1 Deputations wishing to be received by a Committee shall be required in the first instance to submit a memorandum in writing to the Clerk of the Committee which will be brought before the Committee concerned. If the Committee is then of the opinion that the matter is one on which a Deputation should be received, the Deputation shall be invited to attend, but not otherwise. A Committee may refer the memorandum to a Sub-Committee for detailed consideration and report, before such a decision is made, or it may require a Sub-Committee to receive the Deputation and to act on its behalf.
- 16.2 The decision of the Committee which has received the Deputation shall be conveyed to the Deputation in writing by the Clerk of the Committee.

17 Motions

- 17.1 A Motion is a proposition moved at a Committee, in accordance with these Standing Orders.

- 17.2 A Motion shall be proposed by a Member of the Committee and seconded by another Member of the committee. Any Motion not seconded shall immediately lapse, shall not be further discussed, and shall not be again moved at that meeting.
- 17.3 Notice of Motion must be given.
- 17.4 Every notice of Motion shall be in writing, signed by one Member of the Committee as Proposer and by another Member as Secunder. A notice of motion shall be delivered to the Clerk of the Committee in sufficient time to be listed on the Agenda and circulated with the papers relevant to the business of the Meeting. A notice may be put forward by the Proposer only, but shall lapse if it is not seconded at the Meeting.
- 17.5 A Motion may be proposed without notice from the Chair and without being seconded to become the Motion before the Committee.
- 17.6 A Motion shall be relevant to the duties and powers and shall be within the Terms of Reference, of the Committee to which it is put forward. Any Motion which, in the opinion of the Chair or if so resolved by Motion, is not relevant, shall be treated as abandoned.
- 17.7 Every Motion shall be determined by a single majority of members of the Committee present and voting, except where otherwise specified. Voting shall be by show of hands, save when a secret ballot shall be called for by an absolute majority of the members.
- 17.8 In the case of equality of votes the Chair shall have a second or casting vote. The Chair shall not be obliged to exercise this casting vote. Where the Chair declines so to vote the Motion shall be declared "not carried".
- 17.9 A Motion once formally approved by a Committee shall immediately become an executive resolution of that Committee and any amendment thereto shall be subject to Standing Order 21.

18 Withdrawal and Alteration of Motion

- 18.1 A Motion may be withdrawn by the Proposer and Secunder of the Motion provided the leave of the Committee has been obtained.
- 18.2 The Proposer of the Motion may, with the consent of the Secunder, and with the leave of the Committee, signified without discussion, alter the Motion which has been proposed, or of which notice has been given, if the alteration is one which could properly have been moved as an Amendment.

19 Amendment of Motions

- 19.1 An Amendment to a Motion shall not be accepted or discussed unless it has been proposed by a member of the Committee and seconded by another member of the Committee. An Amendment may be proposed and seconded either in writing, or orally in Committee. In the latter case, the Chair may require that it be reduced to writing before it is accepted and further discussed.
- 19.2 An Amendment shall be either:-
- 19.2.1 to leave out words;

- 19.2.2 to leave out words and insert or add others;
- 19.2.3 to insert or add words;
- 19.2.4 or to refer back the subject of debate to a Committee for consideration or reconsideration;
- 19.3 no amendment shall have the effect of introducing a new proposal into, or of negating, the Motion before the Committee.
- 19.4 An Amendment shall be put to the Committee before the original Motion.
- 19.5 If an Amendment be rejected, the original Motion shall again become the matter before the Committee and further Amendments may be moved on it.
- 19.6 If an Amendment be carried, the Motion as amended shall take the place of the original Motion, and shall become the Motion before the Committee, on which any further Amendments may be moved. It shall be subject to Standing Orders 17 and 18.
- 19.7 A second or further Amendment shall not be moved on a Motion until the Committee has disposed of the Amendment first moved.
- 19.8 An Amendment may be withdrawn or altered in accordance with procedure detailed in Standing Order 18.
- 19.9 If a Motion is withdrawn any Amendment to that Motion lapses.

20 Motions which may be moved without Notice

The following Motion may be moved without notice:-

- 20.1 Appointment to Chair the Meeting at which the Motion is made.
- 20.2 Motions referring the subject of a debate, or matters arising from that debate, to a Committee.
- 20.3 Motions to appoint a Sub-Committee, or Members thereof, occasioned by items included in the Agenda.
- 20.4 Motions to adopt reports and recommendations of Committees or of Officers and any consequent Motions.
- 20.5 A Motion that leave be given to withdraw a Motion.
- 20.6 Amendments to Motions.
- 20.7 A Motion to extend the time limit for speeches.
- 20.8 A Motion that an item of business specified in the Agenda shall have precedence.
- 20.9 A Motion to hold a secret ballot.
- 20.10 A Motion to suspend Standing Orders [see Standing Order 25].
- 20.11 A Motion that a Member named under Standing Order “be not further heard”, or “to leave the Meeting”.

- 20.12 A Motion that Minutes shall record certain matters in accordance with Standing Order 22.
- 20.13 Motions that relate to closure, adjournment, order of business or next business.
- 20.14 A Motion that the Meeting “go into Committee”.

21 Rescission of Preceding Resolution

- 21.1 No Motion to rescind any resolution passed within the preceding six months shall be put to the Board of Governors or the Academic Board and their Committees; or within the preceding three months to other Committees; and no Motion to the same effect as one which has been negated within the same time limits shall be proposed unless the notice thereof given under Standing Order 17 bear the names of at least a sufficient number of the committee to form a quorum of that Committee.
- 21.2 When any such Motion has been disposed of by the Committee, it shall not be open to any member to propose a similar Motion within a further period of six months or three months as appropriate.
- 21.3 This Standing Order shall not apply to Motions moved in pursuance of Reports or Recommendations of a Sub-Committee or of the Officers.

22 Minutes of Committees

- 22.1 It shall be the duty of the Clerk of a Committee to prepare the Minutes or Reports of that Committee.
- 22.2 No record of defeated Amendments to Motions shall be entered in the Minutes unless this be resolved by Motion.
- 22.3 For the removal of doubt it is declared that a record of defeated Motions shall be entered in the Minutes.
- 22.4 No record of votes cast for or against the Motion by a Member or Members shall be entered in the Minutes unless this be resolved by Motion.

23 Rules of Debate

- 23.1 When speaking, a Member shall address the Chair. The speech shall be directed to the question and discussion or to an explanation or to a question of order. No speech shall exceed five minutes except by the consent of the Committee under Standing Order 20.7.
- 23.2 A Member shall indicate the desire or intention to speak by the raising of a hand. If two or more Members so indicate their intention simultaneously, the Chair shall call on one to speak.
- 23.3 A Member when seconding a Motion or Amendment may then declare the intention to reserve the speech until a later period of the debate.
- 23.4 A member who has spoken on any Motion shall not speak again while it is the subject of the debate except:-
 - 23.4.1 To speak once on an amendment moved by another Member.

- 23.4.2 If the Motion has been amended in accordance with Standing Order 19 since the Member last spoke, to move a further amendment.
- 23.4.3 If the Member's first speech was on an amendment moved by another Member, to speak on the Motion before the Committee whether or not the amendment spoken upon was carried.
- 23.4.4 In exercise of the right to reply given by Standing Order 23.10.
- 23.4.5 On a point of order.
- 23.4.6 By way of personal explanation.
- 23.5 A Member who has previously spoken to a Motion may not introduce an Amendment to that Motion. Once an Amendment has been proposed, however, all previous speakers shall be entitled to speak again as under 23.4.
- 23.6 When a Motion is under debate, no other Motion shall be moved except the following:-
 - 23.6.1 To amend the Motion.
 - 23.6.2 To postpone consideration of the Motion
 - 23.6.3 To adjourn the Meeting
 - 23.6.4 To adjourn the debate
 - 23.6.5 To proceed to the next business
 - 23.6.6 That the question be now put
 - 23.6.7 That a Member be no further heard
 - 23.6.8 That a Member leave the Meeting
 - 23.6.9 That the subject of debate be referred, or referred back, to a Committee
 - 23.6.10 To suspend Standing Orders
 - 23.6.11 To challenge the Chair's ruling under 23.9
- 23.7 A Member, at the conclusion of the speech of another Member, move without comment any of the procedural Motions listed in Standing Order 23.6 on the seconding of which the Chair shall put the Motion to the vote without further discussion. If it be carried the procedural action, as appropriate to the resolution, shall be taken.
- 23.8 A Member may rise on a point of order or in personal explanation and shall be entitled to be heard forthwith.
- 23.9 A point of order shall relate only to an alleged breach of a Standing Order and the Member shall specify the Standing Order, and the way in which it appears it has been broken.

- 23.10 The ruling of the Chair on any question under the Standing Orders, or on points of order or of explanations, shall be final, unless successfully challenged by a Motion carried by an absolute majority.
- 23.11 Except after a successful resolution “that the question be now put”, the Proposer of a Motion or an Amendment shall have the right to reply at the close of the debate on the Motion or the Amendment, immediately before it is put to the vote.
- 23.12 A Member exercising the right of reply shall not introduce a new matter.
- 23.13 Whenever the person chairing the meeting rises during the debate a Member then speaking shall cease to speak and the Committee shall be silent.
- 23.14 In order to facilitate discussion on a complicated Motion, a Member may propose that “the Meeting go into Committee”. If such a Motion is carried in accordance with Standing Order 17 the Meeting shall immediately “go into Committee”.
- 23.15 When a Meeting “goes into Committee”, Standing Order 23.4 shall be suspended, and the Meeting shall have no power to resolve on a Motion under Standing Order 17.8.
- 23.16 At the end of the discussion, the Meeting shall formally resolve itself “out of Committee” and become again subject to Standing Orders.
- 23.17 Agreements informally reached whilst “in Committee” shall then be formally put to the Meeting by the Chair and if carried shall then become formal Resolutions of the Committee.

24 Adjourned Meetings

- 24.1 Adjournment for Absence of Quorum
- 24.1.1 Subject to the Articles of Government, the procedures for adjournment owing to the absence of a quorum are set out in Standing Order 10.
- 24.2 Other Cases of Adjournment
- 24.2.1 When a meeting is adjourned temporarily for a brief period, for convenience, unruly behaviour, emergency or other cause, following a Motion under Standing Order 23.6.3, no special procedures are required when the meeting resumes. The remaining business is dealt with as if the meeting had been continuous.
- 24.2.2 When a meeting is adjourned to continue on another day, at least three clear days notice of the calling of the adjourned meeting shall be given. At the adjourned meeting only the unfinished business for which the original meeting was called shall be transacted.
- 24.2.3 At the discretion of the Chair, when there are no matters of urgency to be resolved, the unfinished business may be referred to the next Ordinary Meeting of the Committee.

25 Suspension of Standing Orders

- 25.1 A Motion for the suspension of Standing Orders under Standing Order 20.10 shall state clearly the nature and urgency of the reason for the suspension, the number (or

numbers) of the Standing Order(s) affected and the period for which suspension is to last. A Motion for suspension must be carried by an Absolute Majority.

26 Disorderly Conduct

- 26.1 If at a Meeting any Member of the Committee persistently disregards the rulings of the Chair or behaves irregularly, or improperly, or offensively, or wilfully obstructs the business of the Committee, it shall be competent for a Member to move “that the member named be not further heard” or “that the Member named to leave the Meeting” and the Motion, if seconded, shall be put and determined without discussion.

27 Suspension of Sitting

- 27.1 If, after a Motion under Standing Order 26 has been carried, the misconduct or obstruction is continued and in the opinion of the Chair renders the due and orderly dispatch of business impossible, the Chair in addition to any other powers vested in the office, may without question put, adjourn, or suspend the sitting of the Committee for such period as may be considered expedient.

28 Interest of Committee Members in Contracts and other Matters

- 28.1 If any member of another Committee has any pecuniary interest, direct or indirect, in any Contract or proposed Contract or other matter involving financial transaction, that interest shall be disclosed to the Committee as soon as practicable and the Member shall withdraw. (See also Code of Conduct).

29 Delegation of Duties and Powers and Functions

- 29.1 Unless otherwise specifically provided, a Committee may delegate to Officers, Sub-Committees, or other persons, any duties, powers and functions which it is itself competent to perform.
- 29.2 Action thereafter taken by the Officers, Sub-Committees or the person so delegated within such limits shall be deemed to be the action of the committee which has delegated those powers.

30 Collective Responsibility

- 30.1 Any decision of the Board of Governors (including any decision of a Committee or a matter delegated to it by the Board) is a decision taken by the Governors collectively and each individual Governor has a duty to stand by it, whether or not they were present at the meeting at which the decision was taken.
- 30.2 If a Governor disagrees with a decision, their first duty is to have any disagreement discussed and, if they so request, minuted.
- 30.3 If a Governor strongly disagrees with a decision, they should discuss the matter with the Chair and, if necessary raise the matter at the next meeting of the Board. If no ordinary meeting is scheduled, reference should be made to the procedure for calling a special meeting. Alternatively, the Governor may, after consulting the Chair, decide to resign from the Board.

31 Governors' Allowance

31.1 The Instrument of Government provides for the payment of allowances to members of the Board of Governors and its sub-committee members. Any allowances paid to members of the Board will be agreed with the Inland Revenue and reviewed every year. Authorisation for Governors' expenses is to be endorsed by the Vice Chancellor/Chief Executive.

32 Deputy Clerk

32.1 Where the Clerk is unavoidably unable to attend a meeting of the Board or a committee of the Board, the Deputy Clerk will be required to be in attendance. The Deputy Clerk shall be approved by the Chair on recommendation of the Clerk.

33 Standing Orders - Review

33.1 Standing Orders are to be reviewed annually.

Appendices

ELECTION OF STAFF MEMBERS OF THE BOARD OF GOVERNORS

A ACADEMIC BOARD NOMINEE ON THE BOARD OF GOVERNORS

1 Eligibility and Term of Office

- 1.1 There shall be one member of the Board of Governors who is the nominee of the Academic Board from amongst its members who are “teachers” as defined below.
- 1.2 In accordance with standing order 2.8 a “Teacher” is defined as a member of University Staff, who is involved as part of ~~his/her~~ **their** contract of employment at Glyndŵr University, in teaching students for more than 50% of ~~his/her~~ **their** time, and/or is an academic leader involved in the development and enhancement of learning and teaching.
- 1.3 Members of staff who meet the above definition who are absent from Glyndŵr University on secondment or extended leave of six months or more may be nominated if they are able to fulfil their duties as a Governors.
- 1.4 The term of office of the elected Academic Board nominee will terminate should the person concerned cease to be employed by Glyndŵr University or should their post change substantially (e.g. to another category of staff such as Senior Post Holder or professional services member of staff).
- 1.5 The term of office of the Academic Board nominee shall be for four years. Once the Academic Board nominee has completed four years in office ~~he/she~~ **they** will normally cease to be a member and a nominations process shall be instigated by the Clerk to the Academic Board. Academic Board members may seek nomination for a second period of four years in line with the terms of office of independent members.

2 Procedure

- 2.1 Academic Board members shall be asked for nominations and given information on eligibility and closing date by the Clerk to Academic Board.
- 2.2 The Clerk to Academic Board shall, in particular, draw members’ attention to the document that describes the role of members and stipulates that “members nominated by particular constituencies should not act as if delegated by the group they represent and that no member may be bound, when speaking or voting, by mandates given to him/her by others”
- 2.3 Nominations must contain the names of the nominee, one proposer and one seconder.
- 2.4 The formal agreement of the person being nominated must also be included.
- 2.5 Members of Academic Board may propose, second, and vote only once.
- 2.6 Nominations shall be submitted to the Returning Officer who shall be the Clerk to Academic Board by the date specified and any forms received after that date shall be invalid.

- 2.7 Where there is one nominee only, the CV of the nominee together with a brief statement identifying the skills and expertise the candidate will be able to offer to the Board shall be requested by the Clerk and presented to the Nominations and Governance Committee of the Board of Governors. The Nominations and Governance Committee shall determine whether or not to recommend the nomination to the Board of Governors. Where a nomination is not supported, the Nominations and Governance Committee shall require a further call for nominations.
- 2.8 Where there is more than one nominee, an election shall be arranged by the Returning Officer.
- 2.9 The election shall be by secret ballot which may include use of a secure electronic voting system. Voting by electronic mail will be inadmissible.
- 2.10 The Clerk to Academic Board is the Returning Officer.
- 2.11 In cases where staff are absent from Glyndŵr University on sick leave, secondment or extended leave of six months or more, arrangements shall be made by the returning officer for a postal vote. Requests for a postal vote should be submitted to the Returning Officer at least 4 working days in advance of the election.
- 2.12 The Returning Officer shall be responsible for the count which shall be carried out in the presence of an independent person defined as a person of good standing who is not employed by Glyndŵr University or enrolled as a student at Glyndŵr University. Examples of independent persons who may be asked to act as a witness to the count, include a member of the clergy or other faith leader; a Clerk to a Governing body at another HEI or FE College.
- 2.13 The number of ~~ballot papers~~ **votes recorded** and the number returned at each election shall be noted in order to monitor participation. The returning officer shall provide the Nominations and Governance Committee with a report on the election process as well on the number of votes won by each candidate.
- 2.14 The ballot papers and/or record of secure electronic votes, shall be retained in a safe place by the Returning Officer for six months after the date of the election.
- 2.15 Subject to Nominations and Governance Committee approving the Returning Officer's report on the election as satisfactory, the successful candidate will be declared the Academic Board member of the Board of Governors. Where Nominations and Governance Committee raise any concerns about the election process, the Committee shall determine what action is required and may, if appropriate, require that the election is re-run.

B "TEACHER" CO-OPTED MEMBER OF THE BOARD OF GOVERNORS

1 Eligibility and Term of Office

- 1.1 In accordance with standing order 2.7 "Teacher" is defined as a member of University Staff, who is involved as part of his/her contract of employment at Glyndŵr University, in teaching students for more than 50% of his/her time, who holds the post of Lecturer, Senior Lecturer, Principal Lecturer, Reader or Professor. Where Professors hold Senior Postholder contracts they are not included in this definition. "Teachers" who are members of the Academic Board are not eligible to

stand as candidates for the co-opted “teacher member” of the Board, but may, at the appropriate time, seek nomination as the Academic Board nominee who is a “teacher”.

- 1.2 All teachers, as defined above, are entitled to seek nomination, to propose and second nominees, and to vote in the election.
- 1.3 Members of staff who meet the above definition who are absent from Glyndŵr University on secondment or extended leave of six months or more may be nominated if they are able to fulfil their duties as a Governors.
- 1.4 The term of office of the co-opted teacher member will terminate should the person concerned cease to be employed by Glyndŵr University or should their post change substantially (e.g. to another category of staff such as Senior Post Holder or Professional services member of staff)
- 1.5 The term of office of the co-opted teacher member shall be for four years. Once the co-opted member has completed four years in office he/she they will normally cease to be a member and a nominations process shall be instigated by the Clerk to the Board. Co-opted teacher members may seek nomination for a second period of four years in line with the terms of office of independent members.

~~Academic Board members may seek nomination for a second period of four years in line with the terms of office of independent members~~

2 Procedure

- 2.1 Eligible staff (i.e. “teachers” as defined above) shall be asked for nominations and given information on eligibility and closing date by the Clerk to the Board of Governors
- 2.2 The Clerk shall, in particular, draw members’ attention to the document that describes the role of members and stipulates that “members nominated by particular constituencies should not act as if delegated by the group they represent and that no member may be bound, when speaking or voting, by mandates given to him/her by others”
- 2.3 Nominations must contain the names of the nominee, proposer and seconder.
- 2.4 The formal agreement of the person being nominated must also be included.
- 2.5 Eligible staff may propose, second and vote only once.
- 2.6 Nominations shall be submitted to the Returning Officer who shall be the Clerk to the Board of Governors by the date specified and any forms received after that date shall be invalid.
- 2.7 Where there is one nominee only, the CV of the nominee together with a brief statement identifying the skills and expertise the candidate will be able to offer to the Board shall be requested by the Clerk and presented to the Nominations and Governance Committee of the Board of Governors. The Nominations and Governance Committee shall determine whether or not to recommend the nomination to the Board of Governors. Where a nomination is not supported, the Nominations and Governance Committee shall require a further call for nominations.

- 2.8 Where there is more than one nominee, an election shall be arranged by the returning officer. In such circumstances, each nominee shall be given the opportunity to provide for the Clerk's approval a statement of no more than 100 words in which the nominee provides a short biographical background and a statement that sets out why they wish to become a co-opted member of the Board (bearing in mind the role of members as specified in the document referred to above). Only those statements provided by the due date and approved by the Clerk may be circulated. No other messages may be circulated by email or in other written format including posters, letters or memoranda by nominees.
- 2.9 The election shall be by secret ballot which may include use of a secure electronic voting system. Voting by electronic mail will be inadmissible.
- 2.10 The Clerk to the Board of Governors shall be the Returning Officer
- 2.11 In cases where staff are absent from Glyndŵr University on sick leave, secondment or extended leave of six months or more, arrangements shall be made by the returning officer for a postal vote. Requests for a postal votes should be submitted to the Returning Officer at least 4 working days in advance of the election.
- 2.12 The Returning Officer shall be responsible for the count which shall be carried out in the presence of an independent person defined as a person of good standing who is not employed by Glyndŵr University or enrolled as a student at Glyndŵr University. Examples of independent persons who may be asked to act as a witness to the count, include a member of the clergy or other faith leader; a Clerk to a Governing body at another HEI or FE College.
- 2.13 The number of **votes received** ~~ballot papers and the number returned~~ at each election shall be noted in order to monitor participation. The returning officer shall provide the Nominations and Governance Committee with a report on the election process as well on the number of votes won by each candidate
- 2.14 The ballot papers and/or record of secure electronic votes shall be retained in a safe place by the Returning Officer for six months after the date of the election.
- 2.15 Subject to Nominations and Governance Committee approving the Returning Officer's report on the election as satisfactory, the successful candidate will be declared the 'teacher' co-opted member of the Board of Governors. Where Nominations and Governance Committee raise any concerns about the election process, the Committee shall determine what action is required and may, if appropriate, require that the election is re-run.

C PROFESSIONAL SERVICES STAFF - CO-OPTED MEMBER OF THE BOARD OF GOVERNORS

1 Eligibility and Term of Office

- 1.1 In accordance with standing order 2.9 Professional Services staff are defined as University Staff, who are not employed on an academic staff contract and/or the academic staff salary structure.
- 1.2 All Professional Services staff, as defined above, are entitled to seek nomination, to propose and second nominees, and to vote in the election.

- 1.3 Members of staff who meet the above definition who are absent from Glyndŵr University on secondment or extended leave of six months or more may be nominated if they are able to fulfil their duties as a Governors.
- 1.4 The term of office of the co-opted professional services staff member will terminate should the person concerned cease to be employed by Glyndŵr University or should their post change substantially (e.g. to another category of staff such as Senior Post Holder or academic member of staff).
- 1.5 The term of office of the co-opted professional services staff member shall be for four years. Once the co-opted member has completed four years in office he/she **they** will normally cease to be a member and a nominations process shall be instigated by the Clerk to the Board. Co-opted professional services staff members may seek nomination for a second period of four years in line with the terms of office of independent members.

2 Procedure

- 2.1 Eligible staff (i.e. "professional services staff" as defined above) shall be asked for nominations and given information on eligibility and closing date by the Clerk to the Board of Governors.
- 2.2 The Clerk shall, in particular, draw to the attention of members of staff the document that defines the role of members and stipulates that "members nominated by particular constituencies should not act as if delegated by the group they represent and that no member may be bound, when speaking or voting, by mandates given to him/her by others".
- 2.3 Nominations must contain the names of the nominee, proposer and seconder.
- 2.4 The formal agreement of the person being nominated must also be included.
- 2.5 Eligible staff may propose, second and vote only once.
- 2.6 Nominations must be submitted to the Returning Officer who shall be the Clerk to the Board of Governors by the date specified and any forms received after that date shall be invalid.
- 2.7 Where there is one nominee only the CV of the nominee together with a brief statement identifying the skills and expertise the candidate will be able to offer the Board shall be requested by the Clerk and presented to the Nominations and Governance Committee of the Board of Governors. The Nominations and Governance Committee shall determine whether or not to recommend the nomination to the Board of Governors. Where a nomination is not supported, the Nominations and Governance Committee shall require a further call for nominations.
- 2.8 Where there is more than one nominee, an election will be arranged by the returning officer. In such circumstances, each nominee shall be given the opportunity to provide for the Clerk's approval a statement of no more than 100 words in which the nominee provides a short biographical background and a statement that sets out why they wish to become a co-opted member of the Board (bearing in mind the role of members as specified in the document referred to above). Only those statements provided by the due date and approved by the Clerk may be circulated. No other messages should be circulated by email or in other written format including posters, letters or memoranda by nominees.

- 2.9 The election shall be by secret ballot which may include use of a secure electronic voting system. Voting by electronic mail will be inadmissible.
- 2.10 The Clerk to Board of Governors shall be the Returning Officer.
- 2.11 In cases where staff are absent from Glyndŵr University on sick leave, secondment or maternity leave, arrangements shall be made by the returning officer for a postal vote. Requests for a postal vote should be submitted to the Returning Officer at least 4 working days in advance of the election.
- 2.12 The Returning Officer shall be responsible for the count which shall be carried out in the presence of an independent person defined as a person of good standing who is not employed by Glyndŵr University or enrolled as a student at Glyndŵr University. Examples of independent persons who may be asked to act as a witness to the count, include a member of the clergy or other faith leader; a Clerk to a Governing body at another HEI or FE College.
- 2.13 The number of **votes returned** ~~ballot papers and the number~~ returned at each election shall be noted in order to monitor participation. The returning officer shall provide the Nominations and Governance Committee with a report on the election process as well on the number of votes won by each candidate
- 2.14 The ballot papers and/or record of secure electronic votes shall be retained in a safe place by the Returning Officer for six months after the date of the election.
- 2.15 Subject to Nominations and Governance Committee approving the Returning Officer's report on the election as satisfactory, the successful candidate will be declared the 'professional services' co-opted member of the Board of Governors. Where Nominations and Governance Committee raise any concerns about the election process, the Committee shall determine what action is required and may, if appropriate, require that the election is re-run.

ELECTION OF STAFF MEMBERS TO ACADEMIC BOARD

A MEMBERS OF THE TEACHING STAFF

1 Eligibility and Term of Office

- 1.1 “Teaching Staff” shall be defined as a member of University Staff, who is involved as part of his/her contract of employment at Glyndŵr University, in teaching students for more than 50% of his/her time and who holds the post of Lecturer, Senior Lecturer, Principal Lecturer, Reader or Professor. Where Professors hold Senior Post-holder contracts they shall not be included in this definition.
- 1.2 In order to ensure proper representation across the Faculties two teaching staff positions will be available for each Faculty and the two candidates from each Faculty with the highest number of votes will be elected, subject to the other provisions of this procedure. Only teaching staff as defined above are eligible to seek nomination, to propose and second nominees and to vote for candidates for the Institute to which they belong.
- 1.3 Members of staff who meet the above definition who are absent from Glyndŵr University on secondment or extended leave of six months or more may be nominated if they are able to fulfil their duties as members of Academic Board.
- 1.4 The term of office of the elected teacher member shall terminate should the person concerned cease to be employed by Glyndŵr University or should their post change substantially (e.g. to another category of staff such as Senior Post Holder or professional services member of staff).
- 1.5 The term of office of the elected teacher member shall be for three years in the first instance. With the approval of the Chair of Academic Board that period may be extended for normally no more than one further year, in particular to allow the phasing of new membership and to allow continuity and expertise to be maintained.

2 Procedure

- 2.1 Eligible staff (i.e. “teaching staff” as defined above) shall be asked for nominations and given information on eligibility and closing date by the Clerk to Academic Board
- 2.2 The Clerk shall draw the attention of members and nominees to the document “Code of Practice on Roles and Responsibilities of Members of Committees” which describes the role of members.
- 2.3 Nominations must contain the names of the nominee, proposer and seconder.
- 2.4 The formal agreement of the person being nominated must be obtained.
- 2.5 Eligible staff may propose, second and vote only once.
- 2.6 Nominations shall be submitted to the Returning Officer, who shall be the Clerk to Academic Board by the date specified and any forms received after that date shall be invalid.
- 2.7 Where there is one nominee only, the CV of the nominee together with a brief statement identifying the skills and expertise the nominee will be able to offer the

Academic Board), shall be requested by the Clerk and presented to the Chair of Academic Board who will determine whether or not to recommend the nomination to Academic Board. Where a nomination is not supported, the Chair of Academic Board shall require a further call for nominations.

- 2.8 Where there is more than one nominee, an election shall be arranged by the Returning Officer. In such circumstances, each nominee shall be given the opportunity to provide for the Clerk's approval a statement of no more than 100 words in which the nominee provides a short biographical background and a statement that sets out why they wish to become a member of the Board (bearing in mind the role of members as specified in the document referred to above). Only those statements provided by the due date and approved by the Clerk may be circulated. No other messages may be circulated by e-mail or in other written format including posters, letters or memoranda by nominees.
- 2.9 Where there are several vacant positions and insufficient nominees to fill all of the vacancies, the Chair shall be authorised, at his/her ~~their~~ discretion, to extend the date specified for receipt of nominations until such time as sufficient nominations have been received. Extended timescales will be formally communicated by electronic means.
- 2.10 The election shall be by secret ballot which may include use of a secure electronic voting system. Voting by electronic mail will be inadmissible.
- 2.11 The Clerk to Academic Board shall be the Returning Officer
- 2.12 In cases where staff are absent from Glyndŵr University on sick leave, secondment or extended leave of six months or more, arrangements shall be made by the Returning Officer for a postal vote. Requests for a postal vote should be submitted to the Returning Officer at least 4 working days in advance of the election.
- 2.13 The Returning Officer shall be responsible for the count which shall be carried out in the presence of an independent person defined as a person of good standing who is not employed by Glyndŵr University or enrolled as a student at Glyndŵr University. Examples of independent persons who may be asked to act as a witness to the count, include a member of the clergy or other faith leader; a Clerk to a Governing body at another HEI or FE College.
- 2.14 The number of ~~votes received~~ ~~ballot papers~~ ~~and the number~~ returned at each election shall be noted in order to monitor participation. The Returning Officer shall provide Academic Board with a report on the election process as well as on the number of votes won by each candidate.
- 2.15 The ballot papers and/or record of secure electronic votes shall be retained in a safe place by the Returning Officer for six months after the date of the election.
- 2.16 Subject to Academic Board approving the Returning Officer's report on the election as satisfactory, the successful candidate will be declared the "teaching staff" member of Academic Board Where Academic Board raises any concerns about the election process, the Board shall determine what action is required and may, if appropriate, require that the election is re-run.

B MEMBERS OF THE PROFESSIONAL SERVICES STAFF

1 Eligibility and Term of Office

- 1.1 "Professional services staff" are defined as University Staff, who are not employed on an academic staff contract and/or the academic staff salary structure.
- 1.2 All professional services staff, as defined above, shall be entitled to seek nomination, to propose and second nominees, and to vote in the election.
- 1.3 Members of staff who meet the above definition who are absent from Glyndŵr University on secondment or extended leave of six months or more may be nominated if they are able to fulfil their duties as members of Academic Board
- 1.4 The term of office of the elected professional services staff member shall terminate should the person concerned cease to be employed by Glyndŵr University or should their post change substantially (e.g. to another category of staff such as Senior Post Holder or academic member of staff).
- 1.5 The term of office of the elected professional services staff member shall be for three years in the first instance. With the approval of the Chair of Academic Board that period may be extended for normally no more than one further year, in particular to allow the phasing of new membership and to allow continuity and expertise to be maintained.

2 Procedure

- 2.1 Eligible staff (i.e. "professional services staff" as defined above) shall be asked for nominations and given information on eligibility and closing date by the Clerk of Academic Board.
- 2.2 The Clerk shall, in particular, draw the attention of members and nominees to the document "Code of Practice on Roles and Responsibilities of Members of Committees" which describes the role of members.
- 2.3 Nominations must contain the names of the nominee, proposer and seconder
- 2.4 The formal agreement of the person being nominated must also be included.
- 2.5 Eligible staff may propose, second and vote only once.
- 2.6 Nominations must be submitted to the Returning Officer who shall be the Clerk to Academic Board by the date specified and any forms received after that date shall be invalid.
- 2.7 Where there is one nominee only, the CV of the nominee together with a brief statement identifying the skills and expertise the candidate will be able to offer to the Board, shall be requested by the Clerk and presented to the Chair of Academic Board who shall determine whether or not to recommend the nomination to Academic Board. Where a nomination is not supported, the Chair of Academic Board shall require a further call for nominations.
- 2.8 Where there is more than one nominee, an election shall be arranged by the Returning Officer. In such circumstances, each nominee shall be given the opportunity to provide for the Clerk's approval a statement of no more than 100 words in which the nominee provides a short biographical background and a statement that sets out why they wish to become a member of the Board (bearing in mind the role of members as specified in the document referred to above). Only those statements provided by the due date and approved by the Clerk may be circulated. No other messages should be circulated by email or in other written

format including posters, letters or memoranda by nominees.

- 2.9 The election shall be by secret ballot which may include use of a secure electronic voting system. Voting by electronic mail will be inadmissible.
- 2.10 The Clerk to Academic Board shall be the Returning Officer.
- 2.11 In cases where staff are absent from Glyndŵr University on sick leave, secondment or extended leave of six months or more, arrangements shall be made by the Returning Officer for a postal vote. Requests for a postal vote should be submitted to the Returning Officer at least 4 working days in advance of the election.
- 2.12 The Returning Officer shall be responsible for the count which shall be carried out in the presence of an independent person defined as a person of good standing who is not employed by Glyndŵr University or enrolled as a student at Glyndŵr University. Examples of independent persons who may be asked to act as a witness to the count include a member of the clergy or other faith leader; a Clerk to a Governing body at another HEI or FE College.
- 2.13 The number of **votes received** ~~ballot papers and the number returned~~ at each election shall be noted in order to monitor participation. The Returning Officer shall provide Academic Board with a report on the election process as well on the number of votes won by each candidate.
- 2.14 The ballot papers and/or record of secure electronic votes shall be retained in a safe place by the Returning Officer for six months after the date of the election.
- 2.15 Subject to Academic Board approving the Returning Officer's report on the election as satisfactory, the successful candidate will be declared the "professional services staff" member of Academic Board. Where Academic Board raises any concerns about the election process, the Committee shall determine what action is required and may, if appropriate, require that the election is re-run.

Review of these election procedures

Date	Committee and minute number	Date Approved by the Board of Governors
May 2006	F&GP (Minute 05.06) Nominations committee (minute 05.12.01)	July 2006 (minute 05.111.04)
June 2006	F&GP (minute 05.119)	
September 2006	F&GP (minute 06.04.01)	October 2006 (minute 06.20.06)
June 2007	F&GP (minute 06.58) Nominations Committee June 2007 (minute 06.14)	July 2007 (minute 06.99.01)
June 2010	F&GP (minute 09.82) Nominations Committee (minute 09.23)	July 2010 (minute 09.110.02)
June 2011	F&GP (minute 10.86)	July 2011 (minute 10.105.02)
June 2016	S&F (minute 15.90)	July 2016 (minute 15.96.02)
June 2018	Nominations and Governance Committee (minute 17.36)	July 2018 (minute 17.112.05)
June 2019	Nominations and Governance Committee (minute 18.34.06)	July 2019 (minute 18.118.03)
June 2020	Nominations and Governance Committee	July 2020