- 16. The Secretary will provide members with a notice of the time and place of a meeting of Academic Board not less than five business days prior to the date of the meeting, unless otherwise agreed.
- 17. Proceedings of the Academic Board will be valid notwithstanding non-receipt of a notice of meeting, agenda or business papers by a member.
- 18. The Chairperson is delegated by Academic Board with the power to decide the contents of the agenda and business papers, subject to any express decisions of Academic Board and the annual Academic Board workplan.
- 19. Any member of staff or the student body may ask for an item to be included on the agenda. The Chairperson may exercise discretion as to whether or not an item should be included.
- 20. The Chairperson must include an agenda item if a minimum of three Academic Board members ask for it to be included.
- 21. Business papers must be provided to the Secretary at least ten business days before the date of the meeting or as otherwise agreed with the Secretary.
- 22. Business papers for the meeting will normally be made available to members seven days before the meeting and in any event no later than four business days before the meeting.
- 23. The inclusion of late agenda items after the agenda and business papers have been issued will be on the authority of the Chairperson. Late business papers will be made available to members at least two business days before the meeting.
- 24. An Acknowledgement of Country shall be included as a standing item at the beginning of all meetings of Academic Board.
- 25. Standing Orders 28 to 37 only apply if either the Chair determines, or Academic Board resolves, to enter

considered

- 26. The Chair will determine whether any items of business not on the agenda may be discussed at the meeting.
- 27.
 supports the deliberative process of the agenda item, members will be given adequate reading time to consider the paper. If reading time is not available, the Chair may postpone the agenda item to a future meeting.
- 28. No member of Academic Board shall initiate debate or move a motion in respect of a matter not included in the agenda unless the Chair otherwise determines.
- 29. If a member has given prior notice of a motion, but is absent from the meeting, the motion must not proceed unless the member so consents in writing.
- 30. Except for motions of which prior notice has been given or motions from the Chair, all motions and amendments will be moved and seconded before being accepted for debate. Motions put to the meeting cannot be withdrawn without its consent. The withdrawal must be made before the motion is put to a vote and if there is a seconder to the motion his or her consent must be obtained for the withdrawal to be allowed.
- 31. The original motion is superseded once an amendment has been carried. The motion must then be put again in its amended form, which then becomes the substantive motion.
- 32. No more than one amendment can be before the meeting at the same time.
- 33. Any motion or amendment not seconded shall not be discussed nor recorded in the minutes.
- 34. The Chair determines the order in which intending speakers may address the meeting.

- 35. Unless the Chair determines otherwise, each member may speak once only to a motion or amendment except the mover who has the right of reply.
- 36. Members must raise a point of order to draw attention to an irregularity or impropriety in the proceedings or a lack of quorum.
- 37. Points of order must be made to the Chair whose decision is binding.
- 38. A resolution of Academic Board is binding. A decision to resolution must be approved by Academic Board.
- 39. When a resolution has been adopted, no motion to rescind that resolution may be made at the same meeting.
- 40. Notice of motion to rescind a resolution should be given in writing to the Secretary no less than seven days before the meeting at which it will be considered, signed by at least three members of Academic Board.
- 41. A rescission motion may not be accepted by the Chair if the relevant resolution has been materially put into effect.
- 42. A member of Academic Board who has an interest, personal, business or otherwise, in a matter being considered or about to be considered by the Academic Board must, as soon as possiblinesspos