

UNIVERSITY OF STRATHCLYDE

COURT

STANDING ORDERS

Interpretation of Standing Orders

1. Any dispute as to the interpretation of the following Standing Orders shall be resolved by the Convener of Court whose decision shall be final.
2. For the avoidance of doubt, the University's governing instruments (Charter, Statutes, Ordinances and Regulations) take precedence over these Standing Orders in the case of any conflict or inconsistency.

Appointment of Convener, Vice-Convener and Arrangement for Chairing of Meetings

3. The Senior Lay Member shall be appointed by virtue of an open advertising and recruitment process in accordance with the Higher Education Governance (Scotland) Act 2016 and shall be designated Convener of Court. The Convener of Court is responsible for the leadership and effectiveness of the Court, the efficient and effective conduct of its business and ensuring that there is an appropriate balance of authority between the Court and the Principal of the University.
4. The Convener of Court shall preside over meetings of the Court.
5. In the absence of the Convener, the Vice-Convener shall preside.
6. The Convener of Court, following consultation with the Deputy Conveners, shall nominate a Vice-Convener for election by Court from among such of the Court members as are not members of staff or students of the University. The Vice-Convener shall hold office for two years and shall be eligible for re-appointment but shall not serve continuously for more than eight years in that office.
7. In the absence of both the Convener and the Vice-Convener, the members present shall elect a Convener for that meeting from among those members present who are not members of staff or students of the University.
8. The person presiding over any meeting of the Court shall have a deliberative vote and also a casting vote.

Meetings of Court

9. The dates of ordinary meetings of Court in any year shall be approved by the Court prior to the end of the preceding academic year. There will be no fewer than four ordinary meetings in any academic year.
10. A Special Meeting of the Court may be called by resolution of the Court, or by the Convener where he/she considers such a meeting is necessary and desirable, or if the Convener should receive a written request signed by not fewer than one quarter of the members of the Court specifying the matter(s) to be considered. Members will normally be given ten days' notice of such a Special Meeting.

Quorum

11. One-third of the membership of the Court shall constitute a quorum (Statute 2.8). If within half an hour after the time appointed for a meeting a quorum is not present, the Convener may adjourn the meeting in accordance with Regulation 1.11.

12. The Convener may, with the consent of any meeting at which a quorum is present, adjourn the meeting (and shall if so desired by the meeting), but no business shall be transacted at any adjourned meeting other than the business left unfinished at the original meeting.

Procedure at Meetings of Court

13. A member who wishes an item of business to be discussed shall preferably identify that item to the Convener either beforehand or at the start of the meeting, but it may be taken during the course of the meeting at the discretion of the Convener. Items of business which appear on the agenda but which are not identified for discussion will be assumed to have received the approval of Court *nem con* and recorded as such in the minutes of the meeting.
14. A Member may speak on any item(s) of business which is before the Court for consideration or on points of information, points of explanation or points of order.
15. If the Convener declares, exceptionally, that an item is 'closed business' for reasons of confidentiality or commercial sensitivity, he or she may ask that any attendees at the meeting recuse themselves for that particular item of business.
16. Motions which members wish to bring forward at any meeting must be communicated in writing to the University Secretary (or the University Secretary's nominee) in time to be entered on the Agenda, as provided in Standing Order 23. Motions and Amendments arising out of business on the Agenda may be dealt with without being previously notified. However, before putting such a Motion or Amendment the Convener may require it to be placed in his/her hands in writing. All Motions and Amendments must be proposed and seconded.
17. An Amendment, if moved and seconded, shall be put before the Motion to which it refers. If there are two or more Amendments, they shall be put in the order determined by the Convener.
18. Except by permission of Court no member shall speak more than once on any Motion or Amendment provided that:
 - i) the proposer of any Motion or Amendment shall have a right of reply, and
 - ii) the seconder of any Motion or Amendment shall have a right to speak in any case in which he/she has seconded the Motion or Amendment in a formal manner without having made a speech when so doing.
19. Any Motion or Amendment put to a meeting of Court shall be decided on a show of hands (of members only).
20. Except as otherwise provided in these Standing Orders or the University's governing instruments, a simple majority of the members present and voting at any meeting shall be sufficient to carry any Motion or Amendment.
21. No Motion to alter or rescind any resolution passed within the preceding six months shall be competent except with the consent of two-thirds of the members present.
22. All ordinary meetings of the Court shall terminate within three hours from the commencement of the meeting unless Standing Order 36 is invoked. If the meeting has been in progress for more than three hours opposed business will not be taken except by a leave of a majority of not less than two-thirds of the members present.

Court Papers and Minutes

23. The University Secretary shall be responsible for providing secretarial services for the Court.
24. Papers relevant to a meeting of the Court shall normally be issued one week in advance of the meeting. Late papers will be issued at the discretion of the Convener.
25. The draft Minutes of meetings of Court shall normally be circulated to members within a month of the meeting to which they refer.
26. The agenda, minutes, and selected papers are published on the Court website as soon as practicable following a meeting of Court. The kinds of matter that may not be published, for reasons of confidentiality, include (but are not limited to) commercially sensitive items, items containing personal information and draft reports.

Committees of Court

27. The Court may establish Committees of its members, and others as considered appropriate, to which it may delegate such powers or functions which it is itself competent to perform (Statute 2.2). The Court may also establish Joint Committees of Court and Senate to which the Court may appoint members of Court and the Senate may appoint members of Senate (Statute 2.2).
28. In addition to those specified in Statutes, the Court, consistent with its obligations under the terms of the Financial Memorandum between the University and the Scottish Funding Council, has established an Audit & Risk Committee, a Remuneration Committee and a Nominations Committee (Court Membership Group).
29. Such committees may report direct to the Court or through an intermediate body as the Court may determine.
30. Any member of the Court who is not a member of a given Committee may submit to the Committee any matter within the Committee's terms of reference, and the member of Court referred to shall be entitled to appear before the Committee to explain or support the said matter, but shall not be entitled to vote thereon.

Removal of Convener or Member of Court

31. Under the terms of Ordinance 4.5 any member of the Court, other than an ex officio member or a member of staff to whom Ordinance 4.3 applies, may be removed from office, after investigation by the Court, on the grounds of: serious personal misconduct, inability to exercise the functions of Convener of Court or of membership of the Court, abuse of the rights and privileges of membership of Court, bringing the University into disrepute, persistent absenteeism, medical incapacity or legal impediment.
32. If a member of Court or any other person believes that there is a *prima facie* case under the terms of Statute 2.11 for the removal from office of the Convener of Court or any other member of the Court, that person shall inform the University Secretary, who shall make a recommendation to the Convener of Court (or the Vice Convener if the Convener of Court is the subject) to investigate the case for removal from office. The Convener of Court (or the Vice Convener if the Convener of Court is the subject) shall appoint an appropriate investigator.
33. While an investigation of the case is ongoing, the individual concerned shall be suspended from Court membership, without prejudice, pending the outcome of the investigation and the Court's decision thereon, but shall have the right to respond to the allegations.

34. On conclusion of the investigation, a report shall be submitted to Court Membership Group (CMG) for consideration. CMG will make a recommendation to Court. Court may decide to remove the member if not less than 75% of those members of Court present and voting agree that it would be in the interests of the University for such member to be removed. A member so removed shall have the right to seek a review of the decision.
35. If CMG concludes that the grounds for dismissal cannot be substantiated or are insufficient and if Court accepts that conclusion, then the suspension of the member concerned shall be immediately rescinded.

Suspension, Amendment or Repeal of Standing Order

36. Any one or more of these Standing Orders may be suspended for any specified item of business by a resolution passed by not less than two-thirds of the members present and voting.
37. These Standing Orders may be amended or repealed by the Court at any meeting provided that any proposed amendment or repeal is stated in the papers of the meeting and is approved by not less than two-thirds of the members present and voting.