



STANDING ORDERS OF SENATE

The powers of Senate are granted by the University Charter and defined by Statute. The competences of the Board of Trustees and Senate on occasion overlap with regard to decisions. In such instances the Chair will decide whether a matter falls within the decision-making competence of Senate. Copies of the relevant Statutes and Ordinance are at **Annex A**.

Election of Membership Standing Orders

Class 3 - Academic and other professional post-holders

1. In accordance with Ordinance 6, each of the University Undergraduate Studies Committee and the University Graduate Studies Committee will annually elect one of their number to serve on Senate from 1 August each year. It will be for the Group in each case to decide whether, in circumstances where the Group is already represented on Senate within another category of membership, an additional representative shall be appointed under Class 3. Similarly, the Faculty Managers will annually elect one of their number to serve on Senate from 1 August each year.

Classes 2 and 4 - Heads of school and Academic staff

2. With regard to Class 4 (members of the academic staff), there shall be a total of twelve members of staff from each faculty in Class 2, (heads of school or their nominees), and Class 4 (academic staff) serving on Senate at any one time. The number of members of the academic staff serving on Senate from each faculty shall be calculated by deducting from twelve the number of staff in the faculty serving on Senate in Class 2. In Class 4, members of the academic staff serving on Senate shall be elected by single transferable vote by the academic staff of the faculty, to serve from 1 August for renewable three-year terms, in accordance with procedures formally adopted by the faculty board and approved by Senate.

Class 5 - Students

3. In accordance with Statute 19, one undergraduate student from each Faculty will be elected annually by the undergraduates in the Faculty, and four postgraduate students in total (two taught and two research candidates) elected by the postgraduate community, in each case for renewable one-year terms, subject to a maximum of three consecutive terms.

Meetings

4. In accordance with Statute 20, Senate shall meet at least once each term. Such meetings shall normally be held at 2.00 p.m. on Monday afternoons on dates to be set in the preceding session. The Vice-Chancellor will take the Chair.

5. The Standing Committee of Senate (Composition and Terms of Reference at **Annex B**) previews all business proposed for Senate's consideration and agrees Senate's agenda. The Standing Committee of Senate will agree which Senate agenda items should be 'starred' for further discussion at Senate meetings. At the beginning of every academic year, all Senate members will be asked to select whether they wish to receive their papers in hard copy or electronic format. Core papers (in hard and/or electronic copy) for each meeting of Senate will be circulated no less than one week in advance of each meeting.
6. Reserved business items will be handled exclusively in hard copy.
7. Members of Senate should identify themselves by name and School when first speaking at any meeting of Senate.
8. The Director of the Institute for Advanced Studies will be invited to attend meetings on a non-voting basis, but with a right to speak. Divisional Heads of Professional Services and other appropriate members of the University may be invited by the Chair to attend meetings on a non-voting basis, but with a right to speak.
9. The academic staff members of the Board of Trustees shall be invited to attend meetings of Senate during their period of Board of Trustee office, even if they are not members of Senate (see Standing Order 23 below).
10. A Written Question session will be included on the agenda for each meeting of Senate, and questions submitted in writing to the Governance Office two weeks before each Senate meeting at the latest will receive formal answers by University Officers, either in writing or orally at the meeting. The author of a written Question may ask a supplementary question at the meeting, and Senate will be allowed to debate the issue raised.
11. The agenda for each meeting will also include a "Vice-Chancellor's Question Time" item, when the Vice-Chancellor will respond to questions from the floor.
12. No business shall be considered by Senate which has not appeared on the agenda paper for the meeting unless at least two-thirds of the members of Senate present at the meeting shall declare that there is urgency. A motion for urgency shall be decided on without debate. Urgency shall not be declared for any motion to make, amend, extend or aggregate a Standing Order of Senate.
13. A special meeting of Senate may be summoned in accordance with Statute 20, either by the Vice-Chancellor at any time, or on receipt by the Vice-Chancellor or by the Clerk to Senate on the Vice-Chancellor's behalf, of a written request to do so from no fewer than twenty members of Senate. The written request must state the reason for calling the meeting and set out the nature of the business to be transacted including the wording of any resolution that is proposed.

Any such meeting will be summoned on the earliest convenient day, normally in term time. A statement of the reasons for calling the meeting, and the nature of the business to be transacted and the wording of any resolution, shall accompany the notice of summons. No other business, except that so indicated, shall be considered at the special meeting.

14. The Vice-Chancellor may require any member or members of Senate to withdraw from

a meeting if, in the view of Senate that member's behaviour is such as to constitute a serious interference with the orderly conduct of business.

15. The Vice-Chancellor may at any time put a motion to Senate whose effect will be to terminate the item of business under discussion at the time. A motion to this effect shall be decided upon without debate.

Classification of Papers

16. Senate shall be reminded annually of the policy to restrict use of confidential classifications as far as possible, with the basic assumption that all papers should be open unless there is good reason to the contrary.
17. As far as committee papers are concerned, they fall into three categories:
 - a) Open: Papers that can be given general circulation.
 - b) Confidential: Matters that should be kept confidential before discussion at the committee for which the papers have been prepared but which could normally be generally available following the meeting.
 - c) Strictly Confidential: Matters that should remain confidential unless specifically released by the Chair of the relevant committee. These will be primarily staffing matters that are commercially confidential and matters of policy where premature disclosure could damage the University's interest.

Papers should be classified "Open" unless there is a good reason to the contrary. However, the provisions of the Freedom of Information Act could, on occasion, override these internal classifications. While certain categories of information are exempt from the provisions of the Act, (please refer to the University's Freedom of Information webpage at: <http://www.bristol.ac.uk/foi/> for details), simple classification of whole documents will not ensure exemption. Internal use of the above categories of classification may, however, be a useful indicator of areas which, if subject to FOI access request, should be scrutinised for exemptions.

Role within Senate of the Pro Vice-Chancellors

18. The Deputy Vice-Chancellor and other Pro Vice-Chancellors may act for the Vice-Chancellor in his/her absence.
19. The Deputy Vice-Chancellor and other Pro Vice-Chancellors may deputise for the Vice-Chancellor on committees of Senate or joint committees of Senate and the Board of Trustees.

Secretary/Clerk

20. The Head of Governance will be the Secretary to Senate. A member of the Governance Team will usually act as Clerk at Senate meetings.

Voting

21. Voting on a motion at the meeting, as distinct from voting in an election, shall be carried out by one of three methods:
 - a) Show of hands without counting. A vote on a show of hands shall be counted on the request of any two members present.
 - b) Show of hands with counting - in which case the numbers for and against the motion, and the number of abstentions, will be recorded in the minutes of the meeting.
 - c) Secret ballot by voting papers if 20 or more Senate members present so vote on a counted show of hands. In exceptional circumstances, the Vice-Chancellor may choose to move to a secret ballot.

Results of all votes taken shall be recorded in the minutes

Reports from the Board of Trustees

22. A report from the academic staff members of the Board of Trustees shall be received at each meeting of Senate.

Standing Orders

23. Senate's Standing Orders shall be reviewed every three years by the Standing Committee of Senate.
24. These Standing Orders will be issued to all new members of Senate on appointment.

**ANNEX A
RELEVANT STATUTES AND ORDINANCES**

**STATUTE 19
Membership of Senate**

1. Members

The members of Senate shall be as follows:

Class 1 - Ex officio

The Vice-Chancellor, the Pro Vice-Chancellors, the Deans, the Registrar, the Librarian, two Sabbatical Officers nominated by the University of Bristol Students' Union.

Class 2 - Heads of schools

The heads of the academic schools or their nominees for any given academic year.

Class 3 - Academic and other professional post-holders

Such holders of posts of academic and other professional responsibility, as shall with the consent of Senate be provided by Ordinance so as to ensure fair representation of all the faculties.

Class 4 - Academic staff

Such members of the academic staff, elected by such staff in each faculty from among their number, as shall with the consent of Senate be provided by Ordinance so as to ensure fair representation of all the faculties, for renewable three-year terms.

Class 5 - Students

Such undergraduate and postgraduate students, elected or temporarily nominated as provided for in Standing Orders of Senate, as shall with the consent of Senate be provided by Ordinance.

2. Vacancies

All vacancies arising among the elected members shall be filled as soon as possible for the remainder of the unexpired term.

**STATUTE 20
Meetings of Senate**

1. Frequency

Senate shall meet at least once each term. The Vice-Chancellor may call a meeting at any time, and shall call a meeting on receipt of a written request to do so from no fewer than twenty members of Senate, within such period as shall be prescribed by standing orders of Senate.

2. Chair

The Vice-Chancellor shall preside at meetings of Senate. In the Vice-Chancellor's absence, a Pro Vice-Chancellor may act as chair.

3. Procedure

The procedure at meetings of Senate shall be in accordance with standing orders made by Senate

4. Reserved Business

The Chair may require student members of Senate to withdraw when matters are discussed relating to individual members of staff or individual students of the University and may direct that papers relating to such matters shall be withheld from student members.

STATUTE 21 Powers of Senate

Senate shall have the following powers:

1. Education and Research and Enterprise

Senate shall be responsible to the Board of Trustees for education and examinations within the University, and shall promote and encourage research and enterprise. No new degree or other academic award or distinction shall be adopted by the University without Senate's agreement.

2. Examiners

Senate shall appoint the internal and external examiners after report from the Boards of Faculty concerned, or may delegate this power to the appropriate Faculty Board. Senate may remove any examiner for negligence or misconduct and may appoint a substitute for the remainder of the examinations.

3. Academic ordinances and regulations

Senate shall report to the Board of Trustees, after report from the Boards of Faculties concerned, on proposed changes to Ordinances and Regulations. Ordinances relating to courses of study, degrees, certificates, diplomas and other academic awards or distinctions, affiliation of colleges and recognition of teachers may be made by the Board of Trustees only with the consent of Senate.

4. Faculties

Senate shall supervise and give directions to the Faculties, may refer back, amend or disallow any act of a Faculty, and shall assign to the Faculties their respective subjects and report to the Board of Trustees on the organisation of schools.

5. Academic posts

Senate may make recommendations to the Board of Trustees as to the institution or abolition of professorships, readerships, lectureships and other academic posts or offices, and as to the abolition of faculties and schools.

6. Academic appointments

Senate may make recommendations to the Board of Trustees as to the appointment or removal from office of the Vice-Chancellor, Pro Vice-Chancellors, professors and other members of the teaching and research staff of the University.

7. Honorary appointments

Senate may provide for the appointment of honorary professors and emeritus deans in accordance with policies approved by Senate from time to time.

8. Honorary fellowships and degrees

Senate shall recommend to the Board of Trustees the award of honorary fellowships and degrees.

9. Fellowships, scholarships and prizes

Senate shall award fellowships, scholarships and prizes, subject to conditions made by the founders and accepted by the Board of Trustees.

10. Admission of students

Senate shall regulate the admission of students to the University, subject to the Charter, Statutes, Ordinances and Regulations.

11. Student discipline

Senate shall make regulations to provide for the discipline of students of the University. Subject to the regulations, Senate may suspend or expel any student.

12. Referral and delegation

Senate shall report back on any matter referred to it by the Board of Trustees.

13. Opinion and advice

Senate may discuss and declare an opinion on any matter whatsoever relating to the University and the Board of Trustees shall take into consideration any observations expressed by Senate.

**ORDINANCE 6
Membership of Senate**

This ordinance puts into effect the provisions of Statute 19, Membership of Senate.

With regard to Class 3, (academic and other professional post-holders), the University Undergraduate Studies Committee and the University Graduate Studies Committee shall annually elect one of their number to serve on Senate from 1 August. Similarly, the Faculty Managers shall annually elect one of their number to serve on Senate from 1 August.

With regard to Class 4 (members of the academic staff), there shall be a total of twelve members of staff from each faculty in Class 2, (heads of school or their nominees), and Class 4 (academic staff) serving on Senate at any one time. The number of members of the academic staff serving on Senate from each faculty shall be calculated by deducting from twelve the number of staff in the faculty serving on Senate in Class 2. In Class 4, members of the academic staff serving on Senate shall be elected by single transferable vote by the academic staff of the faculty, to serve from 1 August for renewable three-year terms, in accordance with procedures formally adopted by the faculty board and approved by Senate.

With regard to Class 5 (students) there shall be up to six undergraduates and up to four postgraduate students serving on Senate at any one time, In Class 5, students serving on Senate shall be elected or nominated, as provided for in Standing Orders of Senate, for renewable one year terms subject to a maximum of three consecutive terms.

ANNEX B
STANDING COMMITTEE OF SENATE - COMPOSITION
TERMS OF REFERENCE AND METHOD OF WORKING

Composition

Deputy Vice-Chancellor (in the Chair - *ex officio*)

2 Deans (1 'Arts', 1 'Science' - appointed by the University Planning and Resources Committee [UPARC])

1 academic staff member of Senate from each faculty (appointed from within and amongst each Faculty's 12 members on Senate, at a meeting of the Faculty's Representatives on Senate convened by the Dean for this purpose)

Arts
Social Sciences & Law
Engineering
Medical & Veterinary Sciences
Medicine & Dentistry
Science

1 Student Member

In attendance:

A member of the Governance Team (Secretary)

Terms of Reference

The terms of reference are:-

1. To preview the business for each meeting of Senate to enable Senate most effectively to focus on key strategic and policy issues.
2. To add to the agenda for future routine meetings of Senate such items of business as are deemed appropriate by the Standing Committee, proposed either a) by a member of the Standing Committee; or b) by any other member of the University.
3. To serve as Senate's nominations committee.
4. To report formally to each meeting of Senate.

Method of Working

The Standing Committee shall:-

1. Meet approximately two weeks before each routine meeting of Senate to receive and review the papers submitted for the forthcoming Senate meeting.
2. Agree the Senate agenda, including items within top level reports for listing and starring for discussion. The Committee may refer back to the originating body any item which, on presentational as distinct from substantive grounds, is deemed not fit for purpose.

The Committee may also ask for any corrections of a technical or grammatical nature to be made before papers are submitted to Senate.

3. Consider any other items proposed either from within or without the Committee for addition to Senate's agenda for a future meeting.
4. If appropriate, prepare a report for submission to meetings of Senate. Examples of items to be included in the report are: recommended amendments to Senate's Standing Orders; comments on 'starred' business items for further discussion by Senate; suggested future agenda items for Senate meetings; and proposals and/or comments regarding Senate's effectiveness or any associated effectiveness reviews.
5. Consider at each of its meetings whether any of the decisions reached at that meeting has Equal Opportunities implications.
6. Consider at each of its meetings whether any policy or procedure being submitted to Senate requires Equality Risk Assessment, and recommend accordingly to Senate.