



UNIVERSITY COURT

MEETING DATE	01/12/2023	
REPORT TITLE	REPORT OF THE BOARD OF TRUSTEES	
CLASSIFICATION	PUBLIC <input checked="" type="checkbox"/>	
Report Author: Mr Michael Flay	Job Title: Head of Governance	
Sponsored by: Mr Jack Boyer	Job Title: Chair of the Board of Trustees	
<p>The University Court is asked to:</p> <ol style="list-style-type: none"> 1. NOTE the report of the Board of Trustees (verbal). 2. CONSENT TO amendments to Statute 6.3 and Statute 7.4 in relation to Court. 3. APPROVE resultant amendments to the Court Standing Orders (these are highlighted by way of 'tracked changes'). 4. NOTE that the audited statement of accounts is presented at agenda item 5, paper CRT/23-24/004. 		
<p>In accordance with the Statutes, the Board of Trustees "present a report of its proceedings during the preceding academic year, including a report on any changes to the Charter, Statutes and Ordinances that, in the opinion of the Board of Trustees, relate directly to Court, the Alumni Association and/or the Students' Union".</p> <p>The Board has approved some amendments to the University Statutes that relate directly to Court. Some resultant amendments are also proposed by the Governance team to the Court Standing Orders, to take effect subject to the Statutes amendments taking effect. The amendments are now presented to Court for its consent / approval.</p>		
Supporting Information		
The Chair of Board will present a verbal report of Board-related proceedings.		



UNIVERSITY COURT

STATUTE REVIEW (STATUTE 7.4)

1. Background

- 1.1 In response to a concern raised by an Alumni Association member, members of Court will recall that Court discussed and endorsed a paper at the Annual Meeting of Court in December 2022, which proposed a review of the Statutes in relation to Court. Court agreed that the review should be undertaken over the course of the next year with a view to bringing proposed changes via the Board of Trustees to Court for approval in December 2023.

Summary of the issue raised by the Court Member

- 1.2 Last year in November, the Governance team received the request below from Chris Burns on 11 November 2022. Mr Burns is a Category 1 member of Court (representing the Alumni Association):

“University Statutes require that written notice of any business to be raised at Court by a member of Court must be submitted to the Secretary at least 20 days prior to the Court annual meeting, and must be supported by another 9 members of Court.

The Registrar and Secretary has also advised that any questions submitted in advance must be submitted not less than 10 days prior to the Court annual meeting, although this is apparently not a requirement of the Statutes. Papers for the meeting are made available to members not less than 7 days before the meeting, as prescribed by the Statutes.

It is therefore possible that members do not see the papers (which might include the first sight of the annual report and financial statements for the year ended at the previous 31 July) until the deadlines for submission of business and questions have expired. For example, the year end 31 July 2021 annual report was signed off by the auditors on 25 November 2021, and Court papers made available on that day, only 8 days before the Court meeting on 3 December 2021.

Furthermore, in the absence of a list of members’ emails being available, or a facility to communicate between members, it is very difficult for an individual member to find contact details of another nine members to generate support for a business submission.

To make it easier for members to be well-informed of current issues and thus to enable them to submit business and /or questions in advance that are better focused on those issues, I propose that:

1. The Statutes should be amended so that papers for Court meetings, including the annual report and financial statements, are made available to members in advance, by at least one week, of the deadlines for submission of business and questions. This can be achieved either by bringing forward the time for making papers available (might be difficult given need for auditor sign-off of accounts) or changing the deadlines for business/question submission.

2. *The University, which has access to members' contact details, should create a mechanism whereby a member's proposed Court business can be circulated by the University, on the member's behalf, to Court members with a view to obtaining the necessary support for the business to go forward to Court.*"

Response from the University in December 2022

1.3 The University provided a response to Chris Burns' request as per the below:

"The purpose of University Court is to serve as a bridge between the wider community and the University. It provides a source of ideas, influence and support from the wider community to assist the University in pursuit of its mission. The membership of Court is extended to a wide range of people who have a common interest in furthering the development of the University. It is therefore extremely important that Court Members are provided with opportunities to engage with each other and with the University not just annually at the formal meeting, but at any point during the academic year, and the University very much encourages this.

We agree that the wording in the Court Statutes do not perhaps provide enough flexibility for Court members to engage in the way that we would like them to, and we note that when we undertook the constitutional reform work in 2020/21, we did not at that time include a review of the Court Statutes (this was because they were only last scrutinised in 2019 as part of the Court Reform project). We have liaised with Mr Burns informally and agreed to add this item to the agenda, noting, however, that Statutes are subject to the approval of Board, Court and the Privy Council.

However, in our view, this issue relates only to members raising "Business" at Court, not questions. In practice, we continue to accept questions past the deadline, and members are aware of their opportunity to raise questions at the meeting. The Court Standing Orders also provide for the ability to answer questions outside the meeting if there are more questions posed than time allowed. The deadline for questions in advance is a practical one, to enable as many questions as possible to be answered in advance of the meeting, maximising time at the meeting.

Given the above, the University proposes the following approach:

- *That Court recommends to the Board of Trustees, a review of the Statutes relating to Court over the course of the next year. We would bring any proposed changes via the Board of Trustees to Court for approval in 2023.*
- *In summary, the review would look at better aligning the mechanisms of Court with its purpose and identifying how best to enhance communications from, between and to Court members in order to support more flexible and transparent member engagement.*

The review would include some light touch consultation with Court members across a sufficiently wide sample of the constituency. Other challenges that would be considered as part of the review would include the availability of papers, and data/information sharing."

Constitutional context

1.4 In accordance with the University Charter, sections 7.2 and 7.3, "*Statutes shall define the constitution of the Court and regulate (...) all other matters relative to the Court which it may be thought are proper to be so regulated. Subject to the Charter and Statutes, the Court may determine all matters relating to the appointment and election*

of its members and their respective periods or terms of office and all other matters relating to the constitution of the Court (...) Statutes provided for by Article 7.3 above shall be made or amended by the Board of Trustees only with the consent of the Court”.

- 1.5 Statute 7.4 currently regulates how business can be submitted “*Any member of Court wishing to bring forward any business at a meeting shall give the Secretary written notice of it not less than twenty days before the day appointed for the meeting provided that such business shall not be included on the agenda unless no fewer than nine other members of Court have indicated their support either by signing the notice or writing to the Secretary indicating their support for the business to be discussed.*”

2. The Review

- 2.1 During the Spring/Summer 2023, the Governance team undertook a review of the University’s governance processes, Court Statutes and Court Standing Orders as per the above.

- 2.2 The Review was somewhat challenging, specifically around the earlier availability of the Annual Report & Financial Statements – this is because the University is required to submit the Annual Report & Financial Statements to the Board of Trustees for approval at its November meeting for onward submission to the Office for Students (OfS) in December, and the preparation of that document in of itself requires multiple stakeholder input, including the external auditors (who are also required to undertake extensive fieldwork in the run up to submission). Further, the Annual Report & Financial Statements are subject to a rigorous governance oversight process, requiring scrutiny by the University Executive Board, the Finance & Infrastructure Committee and also the Audit & Risk Committee prior to seeking Board approval in November. As such, the University works to an extremely tight and well “oiled” timeline in order to seek the relevant approvals by the appropriate governance bodies, at the most appropriate juncture, prior to submission to the University’s Regulator, the OfS, in late December/early January.

- 2.3 Despite the above challenges, the Governance team co-produced a set of three options together with Chris Burns, the member of Court who raised the concern originally in December 2022.

- 2.4 In pulling together the three options, the Governance team considered various adaptations to processes to try and make Court papers available earlier; to allow for earlier input into the Court agenda; to create more flexibility for Court members to add items of business to the Court agenda; and to facilitate more ongoing communications with Court members during the course of the academic year, in the run up to each Court meeting.

3. The consultation

- 3.1 As agreed by Court in December 2022, a consultation with Court members was launched via email in July 2023, for a period of 30 days, closing on 18th August 2023, 17.00. Court Members were invited to rank the below three options in priority order via an online form.¹

¹ Note: The dates referenced are for 2024.

Options under consideration

OPTION A: Do nothing.

- **Court meeting:** 6 December 2024
- **FINAL Agenda and papers (business) circulated (7 days out):** Fri 29th November 2024
- **Deadline to submit any questions (10 days out):** Tues 26th November 2024
- **Deadline to submit any items of business (agenda items) (20 days out):** Fri 15th November 2024 (Retain the requirement to have 9 court members supporting this).
- **Board meeting:** Fri 22nd November 2024 (*Annual report and financial statements approved/signed*) **Convening Note circulated (notice of meeting happening) (35 days):** 1st November 2024

There are better options than this because it does not address the concern raised by the Court Member last year. The University has formally agreed to review the Statutes and Court Standing Orders and the Governance team's processes to address the concern transparently and helpfully. On the positive side, the Court date remains as scheduled, i.e. early December, which will ensure good meeting attendance rates.

OPTION B:

- **Court meeting:** 13th December 2024
- **FINAL Agenda and papers (business) circulated (7 days out):** Fri 6th December 2024
- **Deadline to submit any questions (10 days out):** Tues 3rd December 2024
- **DRAFT Agenda and papers (business) circulated: (14 days out):** Thurs 28th November 2024 – to include a request for any Questions 10 days before the meeting.
- **Deadline to submit any items of business (agenda items) (20 days out):** Fri 22nd November 2024 (Remove requirement to have 9 court members supporting this).
- **Board meeting:** Fri 22nd November 2024 (*Annual report and financial statements approved/signed*)
- **Convening Note circulated (notice of meeting happening) (35 days):** 8th November 2024 (to include draft Agenda for any feedback from Court members)
- **Agree on indicative agenda for Court with Chancellor in consultation with BoT and VC:** September 2024
- March quarterly Court bulletin – January to March; April to June; - ask Court members if they have any suggestions for agenda items in December. Regular communications throughout the year.

This option provides for the following:

Pros

- More regular Court communications throughout the year, with requests for suggestions of any Court agenda items in the run-up to the next meeting. This would provide more opportunities for Court members to engage with the University and find out what has been happening in different parts of the University during that year (this could minimise the need for Court members to raise additional business in the weeks running up to the Court meeting).
- The Convening Note circulated 35 days before the Court meeting would include a draft Agenda for any feedback from Court members, thus giving Court members more time to consider and provide input.
- Removal of the requirement in the Statutes for Business items to be supported by 9 other Court members will create more flexibility for Court members to raise

business and negate the need for the Governance team to share the personal data (contact details) of other Court members.

- A draft Agenda and Papers (business) would be circulated to Court members 14 days before the Court meeting, requesting Court members to raise any questions 10 days before the meeting. This gives Court member sight of a draft set of papers (business) earlier than usual and allows 5 days to consider those papers before submitting any questions.

Cons:

- The deadline to submit any items of business (agenda items) remains as it currently is, 20 days before the meeting, meaning that Court members would not have sight of any draft papers before the deadline passed for submitting any agenda (business) items. From a University perspective, this issue is negated by providing more opportunities throughout the year for Court members to input/provide suggestions. Retaining the 20-day business deadline provides the Governance team with more time and flexibility to adapt the agenda and prepare the relevant paperwork for circulation to Court should a request for additional business arise. The more time the Governance team has to add business to the agenda and prepare the associated paperwork, the more effective the considerations will be at the Court meeting itself.
- This option requires a Statute amendment (Statute 7.4), which requires Board, then Court and then Privy Council approval – this is a lengthy process.
- The Court meeting itself would be pushed back to a week later (13th December 2024, instead of 6th December), which may negatively impact the meeting attendance rates in the run-up to the Christmas holidays.

OPTION C:

- **Court meeting:** 13th December 2024
- **FINAL Agenda and papers (business) circulated (7 days out):** Fri 6th December 2024
- **Deadline to submit any additional business/questions (10 days out):** Tues 3 December 2024 (Remove requirement to have 9 court members supporting item of business. With this option, a mechanism will need to be put in place – to be detailed in the Court Standing Orders - to ensure that there is an appropriate balance of business items on the agenda (i.e. not too many), given the short turnaround time between the submission of business items from members of Court and the paper circulation deadline. The mechanism may require some form of shortlisting by the Chancellor).
- **DRAFT Agenda and papers (business) circulated: (14 days out):** Thurs 28th November 2024 – to include a request for any additional Business and Questions 10 days before the meeting.
- **Board meeting:** Fri 22nd November 2024 (*Annual report and financial statements approved/signed*)
- **Convening Note circulated (notice of meeting happening) (35 days):** 8th November 2024 (to include draft Agenda for any feedback from Court members)
- **Agree on indicative agenda for Court with Chancellor in consultation with BoT and VC:** September 2024
- March quarterly Court bulletin – January to March; April to June; - ask Court members if they have any suggestions for agenda items in December. Regular communications throughout the year.

This option provides for the following:

Pros:

- More regular Court communications throughout the year, with requests for suggestions of any Court agenda items in the run-up to the next meeting. This would provide more opportunities for Court members to engage with the University

and find out what has been happening in different parts of the University during that year (this could minimise the need for Court members to raise additional business in the weeks running up to the Court meeting).

- The Convening Note circulated 35 days before the Court meeting, would include a draft Agenda for any feedback from Court members, thus giving Court members more time to consider and provide input.
- Removal of the requirement in the Statutes (Statute 7.4) for Business items to be supported by 9 other members of Court - this will create more flexibility for Court members to raise business and would negate the need for the Governance team to share the personal data (contact details) of other Court members.
- A draft Agenda and Papers (business) would be circulated to Court members 14 days before the Court meeting, requesting Court members to raise any business and/or questions 10 days before the meeting. This gives Court member sight of a draft set of papers (business) earlier than usual and allows for 5 days of consideration of those papers before submitting any additional business (agenda items) and/or questions. In this option, Court members will be able to review the draft Court papers before submitting any items of business.

Cons:

- Pushing back the deadline to submit business (agenda items) for the upcoming Court meeting will not give the University sufficient time to properly prepare the appropriate paperwork for Court in advance of the meeting, nor indeed would the Governance team have enough time to arrange for any required individuals to attend the meeting to talk to the item. The University would only have 3 days to turn the agenda and paperwork around. This would mean that any discussion at the Court meeting would likely be ineffective and unhelpful.
- This option requires a Statute amendment (Statute 7.4), which requires Board, then Court and then Privy Council approval, which is a lengthy process. It will also necessitate a change to the Court Standing Orders, which is more straightforward.
- The Court meeting itself would be pushed back to a week later (13th December 2024 instead of 6th December), which may negatively impact the meeting attendance rates in the run-up to the Christmas holidays.

For absolute clarity, Options B and C allow for Court members to review the draft Court papers (including the Annual Report & Financial Statements) before submitting any questions. The difference between the two options is that in Option B, Court members would be able to submit questions to the Executive after having seen the Annual Report & Financial Statements, but Court members would **not** be able to submit items of business for inclusion as agenda items. In Option C, Court members could submit any questions to the Executive **and** any business for consideration on the court agenda should they wish to, again after having seen the Annual Report & Financial Statements.

Analysis of consultation outcome

- 3.2 The Governance team received 15 consultation responses, out of a total of 100 Court members, which would appear to indicate a very low level of engagement and/or interest from Members of Court on this matter.
- 3.3 The results of the votes were as follows:
Option A: 1 vote
Option B: 11 votes
Option C: 3 votes
- 3.4 There was clearly **broad support for Option B**, with responders emphasising that this option would be the most helpful as it would provide more time for the Governance team to prepare for business items.
- 3.4 Option B will require a Statute amendment (Statute 7.4).

4. The Proposal

- 4.1 Based on the above, the Board of Trustees approved the following proposed amendments to Statute 7.4 at its meeting on 22nd September 2023 and **RECOMMENDS** to Court that Court **CONSENTS TO** such amendments:

Statute 7 (7.4)

7.4 The Secretary shall send notice of every meeting of Court not less than thirty five days before the day fixed for such meeting. Any member of Court wishing to bring forward any business at a meeting shall give the Secretary written notice of it not less than twenty days before the day appointed for the meeting. ~~provided that such business shall not be included on the agenda unless no fewer than nine other members of Court have indicated their support either by signing the notice or writing to the Secretary indicating their support for the business to be discussed. This shall not apply to business brought forward by the Board of Trustees.~~ Not less than seven days before any meeting of Court the Secretary shall send every member of Court a statement of all business, and no business shall be considered at the meeting except that included in the statement. For the purposes of this Statute, any notice or written communication to the Secretary may be given by email.

- 4.3 Consent to the above amendments is requested within the motion at the end of this paper. The amendments to Statute 7.4 are effective subject to the approval of the Privy Council.

THE MOTION

*The Board of Trustees may alter, amend or add to the Royal Charter (the "**Charter**") of the University of Bristol and make, amend, add to or repeal the statutes made pursuant to the Charter (the "**Statutes**") by special resolution.*

Pursuant to article 7.4 of the Charter, the consent of Court is required to any amendments proposed to be made by the Board of Trustees to any Statutes which relate to the appointment and election of Members of the Court and their respective periods or terms of office, the filling of vacancies amongst Members and all other matters relating to the constitution of the Court or matters relative to the Court which it may be thought are proper to be regulated.

*Accordingly, Court is asked to **consent to** the proposed amendments to the wording of the Statutes set out in the schedule to this motion and which are shown in the Charter and Statutes (the "**Proposed Amendments**") and which (for the avoidance of doubt):*

- show additions to the wording in blue and underlined text; and*
- show deleted wording in red strikethrough text; and*

subject to any minor changes to the Proposed Amendments required by the Privy Council (and, for the purposes of Court's consent, minor changes shall be those changes to the Proposed Amendments which the Board of Trustees shall determine to be minor but which shall not in any event include any changes which are not consistent with the proposals set out in the paper headed "University of Bristol Court Statute Review" and circulated to Court in advance of this meeting).

For the avoidance of doubt, the Proposed Amendments shall not take effect unless and until the same are agreed by the Privy Council (subject to any minor changes required by the Privy Council).

Court Standing Orders

- 4.4 The amendments to the University Statutes that directly relate to Court require some resultant amendments to the Court Standing Orders, proposed by the Governance

team, and appended here. The amendments to the Court Standing Orders would take effect subject to the Statute amendments taking affect.

- 4.5 Court is therefore asked to **APPROVE** the proposed amendments to the Court Standing Orders subject to Privy Council approval of the above Statute amendments.



UNIVERSITY COURT

STATUTE REVIEW (STATUTE 6.3)

1. Background

1.1 As a result of the recent academic structure changes approved by the Board in July 2023, and the arrival of the Chief Financial Officer, the Governance team has taken the opportunity to review Statute 6.3 relating to the attendees at University Court meetings. The amendments to 6.3.1 are minor. In summary, the amendments are:

- a) Removal of 'Deans of Faculty' (the newly appointed Executive Deans fall under the existing category of 'Pro Vice-Chancellors').
- b) Removal of the 'Chief Operating Officer and Finance Director'.
- c) Addition of the role: 'Chief Financial Officer'.
- d) Removal of references to the 'Bursar' and the 'University Librarian' as attendees of Court. Neither of these roles are formally required in the University's constitution, and are roles which do not practically exist in reality. The Chief Property Officer and the Director of Library Services could be invited to attend an annual meeting of Court, if appropriate to the business of the meeting.

2. The Proposal

2.1 Based on the above, the Board of Trustees approved the following proposed amendments to Statute 6.3 at its meeting on 22nd September 2023 and **RECOMMENDS** to Court that Court **CONSENTS TO** such amendments:

Statute 6 (6.3)

6.3.1 The Attendees of Court will be invited to Court with the purpose of informing members of Court as required. Attendees of Court will be as follows:

- (a) twenty individuals elected by and from members of Staff;*
- (b) the Full-time Officers;*
- (c) the Board of Trustees;*
- (d) the Vice-Chancellor;*
- (e) the Pro Vice-Chancellors;*
- (f) the Registrar & University Secretary;*
- (g) ~~the Chief Operating Officer & Finance Director;~~ the Chief Financial Officer; and*
- ~~(h) the Deans of Faculty;~~*
- ~~(i) the University Librarian;~~*
- ~~(j) the Bursar; and~~*
- (k) the Secretary & Clerk to Court.*

2.3 Consent to make the above amendments is requested within the motion at the end of this paper. The amendments to Statute 6.3 are effective subject to the approval of the Privy Council.

THE MOTION

*The Board of Trustees may alter, amend or add to the Royal Charter (the "**Charter**") of the University of Bristol and make, amend, add to or repeal the statutes made pursuant to the Charter (the "**Statutes**") by special resolution.*

Pursuant to article 7.4 of the Charter, the consent of Court is required to any amendments proposed to be made by the Board of Trustees to any Statutes which relate to the appointment and election of Members of the Court and their respective periods or terms of office, the filling of vacancies amongst Members and all other matters relating to the constitution of the Court or matters relative to the Court which it may be thought are proper to be regulated.

*Accordingly, Court is asked to **consent to** the proposed amendments to the wording of the Statutes set out in the schedule to this motion and which are shown in the Charter and Statutes (the "**Proposed Amendments**") and which (for the avoidance of doubt):*

- show additions to the wording in blue and underlined text; and*
- show deleted wording in red strikethrough text; and*

subject to any minor changes to the Proposed Amendments required by the Privy Council (and, for the purposes of Court's consent, minor changes shall be those changes to the Proposed Amendments which the Board of Trustees shall determine to be minor but which shall not in any event include any changes which are not consistent with the proposals set out in the paper headed "University of Bristol Court Statutes Review" and circulated to Court in advance of this meeting).

For the avoidance of doubt, the Proposed Amendments shall not take effect unless and until the same are agreed by the Privy Council (subject to any minor changes required by the Privy Council).

COURT STANDING ORDERS

CRT1 Annual Meeting

Statute 7

An Annual Meeting of the Court shall be held each year. The Board of Trustees shall determine the date and venue for each Annual Meeting. The Chancellor shall determine the agenda for each Annual Meeting in consultation with the Vice-Chancellor and the Board of Trustees. The Board of Trustees shall present a report of its proceedings during the preceding academic year, including a report on changes to the Charter, Statutes and Ordinances that, in the opinion of the Board of Trustees, relate directly to Court, the Alumni Association and / or the Union of Students, and an audited statement of accounts for the preceding financial year. A copy of the report and statement shall be sent to every member of Court at least seven days before the meeting.

CRT2 Attendance at Meetings

Statute 6

The Attendees of Court will be invited to Court with the purpose of informing Members of Court as required. Attendees of Court will be as follows:

- Twenty individuals elected by and from employees of the University
- The elected Sabbatical Officers of the Union of Students
- The Board of Trustees (including, for the avoidance of doubt, the Chair, Deputy Chair and Treasurer)
- The Vice-Chancellor
- The Pro-Vice-Chancellors (including Deputy Vice-Chancellor(s))
- The Registrar & University Secretary
- The Chief Financial Officer
- The Secretary & Clerk to Court

Other members of the University's staff may be invited by Court to attend meetings of the Court as may be appropriate to the business of the meeting. For avoidance of doubt, Attendees will not be entitled to vote at meetings of Court – only members can exercise voting rights.

CRT3 Agenda Despatch Deadline and Summons

Statute 7

The Secretary shall send notice of every meeting of Court not less than thirty-five days before the day fixed for such meeting.

Not less than fourteen days before any meeting of Court the Secretary shall send every member of Court a draft statement of all business, to include a request for any questions to be received not less than ten days before the meeting.

Not less than seven days before any meeting of Court the Secretary shall send every member of Court a (final) statement of all business, and no business shall be considered at the meeting except that included in the statement.

CR4 Appointment and re-appointment of Court members

Statute 6

See CRT11 below

CR5 Appointment of Committees

Statute 8.5

Court may establish such committees as it may from time to time determine, whose constitution, functions, powers and proceedings shall be prescribed in writing by Court.

CR6 Business at the Meeting

Statute 7.4

Any member of Court wishing to bring forward any business at a meeting shall give the Secretary written notice of it not less than twenty days before the day appointed for the meeting. The Chancellor will consider whether the business is appropriate to bring to the Court meeting, or whether it could be dealt with separately in a different 'forum'. This shall not apply to business brought forward by the Board of Trustees.

CRT7 Chair of Court

Charter, Article 12.1 and 13.1

The Chancellor is the President of Court and presides over Court meetings. The Pro-Chancellors may, in the absence of the Chancellor preside at meetings of the Court.

CRT8 Conflict of Interests

[The University's Conflict of Interest Regulations apply.](#)

CRT9 Decisions between meetings and Chair's Action

Where necessary for the good of the University, the Chancellor may take decisions on the behalf of Court between meetings (including but not limited to vacation periods). Such decisions will be reported to the next meeting of Court.

CRT10 Frequency of meetings

Statute 17

An Annual meeting is held in December in Bristol.

CRT11 Membership of Court

Core Members of Court

Statute 6

Elected Members

- Thirty Alumni Association Representatives elected by and from the Alumni Association, of whom five should be elected exclusively from the international alumni (but if no international members put themselves forward for election, then the full number of representatives can be appointed in such manner as the Alumni Association shall determine);
- Five Emeriti elected by and from the emeritus professors;

Nominated Members

- Twenty Members nominated by their organisations, drawn from civic, cultural and community organisations or bodies including (but not limited to) organisations or bodies located in or around the city of Bristol;
- Twenty Members nominated from unions, professional organisations, business community and industry or other knowledge-intensive organisations including (but not limited to) organisations or bodies located in or around the city of Bristol;
- Five representatives from amongst those formally elected to represent the people of the City of Bristol and its surrounding areas;

Ex Officio

- The Chancellor;
- The Pro-Chancellors;
- Honorary Fellows.

The normal term of office for an Elected Member shall be four years and Elected Members may be re-elected for a further four-year term.

The normal term of office for a Nominated Member shall be four years and Nominated Members may be re-appointed for one further four-year term, provided that the Nominated Member remains associated with the nominating organisation or body and retains the nomination of the nominating organisation or body.

All appointments will be overseen by the Nominations Committee of the Board of Trustees (the Nominations Committee) and approved by the Chancellor (for the avoidance of doubt, this shall include any variation to the normal term of office).

Additional Appointed Members of Court

The Chancellor may appoint up to twenty Additional Appointed Members from the body of honorary graduates or nominations put forward by civic, cultural and community, professional, industry and business organisations or bodies including (but not limited to) organisations or bodies located in or around the city of Bristol. The nomination process shall be conducted in such manner as the Nominations Committee considers appropriate from time to time.

The term of office of Additional Appointed Members shall be one year.

In exercising his or her power to appoint Additional Appointed Members, the Chancellor shall consult and engage with a range of different organisations and bodies in order to ensure that there is appropriate diversity among the Appointed Members and that they include representatives of the City of Bristol and are able to reflect and support the strategic aims of the University and the interests of its current and future students.

CRT12 Motions

No business shall be considered by Court which has not appeared on the agenda paper for the meeting unless at least two-thirds of the members of Court 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 Court.

The Chancellor may at any time put a motion to Court 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.

CRT13 Quorum
Statute 7.5

The quorum of Court shall be twenty-five. If there is not a quorum present at a meeting, the Chancellor shall adjourn the meeting to a time later the same day. If there is still no quorum present, the meeting may be adjourned to another day as the Chancellor thinks fit.

CRT14 Questions Procedure

Court members will be provided with the opportunity to ask questions at the Court meetings in an open forum during the Vice-Chancellors Questions & Answers session.

Any member of Court wishing to bring forward a question for the Court meeting shall give the Secretary written notice of it not less than ten days before the day appointed for the meeting. The questions will be taken in the order in which they were submitted to the Secretary. There will be a maximum time allocated to this session at the meeting. After that time, other questions will be responded to electronically outside of the meeting. Where possible, the University Executive will respond to questions received in advance of the meeting and publish those on our public facing website.

CRT15 Reporting Arrangements
Ordinance 11

The Alumni Association will receive an annual account of the meeting of Court.

CRT16 Secretary

The Head of Governance (or nominee) will be Secretary of Court.

CRT17 Special Meeting
Statute 7.3

The Chancellor may call a meeting of Court at any time and shall call a meeting to be held within eight weeks of the receipt by him or her of a written request to do so from the Board of Trustees or from no fewer than twenty-five members of Court. The Chancellor shall determine the date and place of any meeting so called.

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.

CRT18 Standing Orders

These Standing Orders must be adhered to at all times.

CRT19 Substitutes/Deputies

The Pro Chancellors may act for the Chancellor in his/her absence.

The Pro Chancellors may also deputise for the Chancellor on committees or working groups of Court.

No other deputisation will be allowed.

CRT20 Voting

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) In exceptional circumstances, the Chancellor may choose to move to a secret ballot.

Results of all votes taken shall be recorded in the minutes