The powers of Senate are granted by the University Charter and defined by Statute. The competencies of Council 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.

**Standing Orders**

**Election of Membership**

**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. In accordance with Ordinance 6, there shall be a total of 12 members of staff from within Classes 2, and 4, together, from each Faculty serving on Senate at any one time. The number of members of Class 4 in any Faculty will be calculated by deducting from 12 the number of staff in the Faculty serving in membership Class 2 (heads of school or their nominees).

**Eligibility to Vote and to Stand for Election**

3. In accordance with Statute 22, each Faculty Board will annually propose to Senate for approval its membership for the following session. This will define both the electorate for and those eligible to be nominated for election to membership of Senate under Class 4.

**Class 5 - Students**

4. In accordance with Statute 19, one undergraduate student from each Faculty will be elected annually by the undergraduates in the Faculty, and three postgraduate students (one 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**

5. There shall be five ordinary meetings of Senate in each session, two in the Autumn Term, one in the Spring Term and two in the Summer Term. Such meetings shall 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.

6. Papers for each meeting of Senate are to be sent to the Academic Registrar by the Wednesday of the week antepenultimate to that in which the meeting is to be held. 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. A report from the Standing Committee (normally made orally, by the Chair of the Standing Committee), formally proposing the agenda circulated for each meeting of Senate; reporting any items proposed for submission to Senate but withdrawn by the Standing Committee; and covering such other reporting matters as the Standing Committee sees fit, will constitute the fifth item on the agenda for each routine meeting of Senate, after the minutes of the previous meeting, the Report of the Vice-Chancellor, Vice-Chancellor’s Question Time and Written Questions. Core papers for each meeting of Senate will be circulated in hard copy no less than one week in advance of each meeting. Web references will be given for all other documents, and members of Senate will have the right to ask for any such web-based paper to be ‘starred’ for discussion, in which case that paper will, subject to practical constraints, be either circulated in hard copy in advance of the meeting or tabled (in which case notice of the starring request will be given electronically). The
deadline for notifying a wish for a document to be so starred will be 12 noon on the Wednesday preceding the
day of the Senate meeting.

7. Reserved business items will be handled exclusively in hard copy.

8. Members of Senate should identify themselves by name and department when first speaking at any meeting of
Senate.

9. The Provost of the Institute for Advanced Studies and the Postgraduate Students Officer of the Union will be
invited to attend meetings on a non-voting basis, but with a right to speak. Divisional Heads of Support
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.

10. The academic staff members of Council shall be invited to attend meetings of Senate until their period of
Council office lapses, even if they are not members of Senate (see Standing Order 22 below).

11. A Written Question session will be included on the agenda for each meeting of Senate, usually as the fourth
item, and questions submitted in writing by the deadline for receipt of other papers will receive formal written
answers by University Officers, circulated with any starred papers. The author of a Question may ask a
supplementary question at the meeting, and Senate will be allowed to debate the issue raised.

12. 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.

13. 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 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.

14. 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 Senate’s Secretariat 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.

15. 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.

16. 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

17. 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.

18. 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,
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

19. The Deputy Vice-Chancellor and other Pro Vice-Chancellors may act for the Vice-Chancellor in his/her absence.

20. 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 Council.

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 Council

22. A report from the academic staff members of Council 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.

June 2010

Annex B  - Standing Committee’s Composition, Terms of Reference and Method of Working
ANNEX A

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, the President of the Students’ Union, the Vice-President (Education) of the 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 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**
One undergraduate student from each faculty, elected by the undergraduates in the faculty and three postgraduate students (one 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.

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

July 2010

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. **Chairman**
The Vice-Chancellor shall preside at meetings of Senate. In the Vice-Chancellor’s absence, a Pro Vice-Chancellor may act as chairman.

3. **Procedure**
The procedure at meetings of Senate shall be in accordance with standing orders made by Senate.

4. **Reserved Business**
The Chairman 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 shall be withheld from student members relating to such matters.

July 2010
STATUTE 21
Powers of Senate

Senate shall have the following powers:

1. **Education and Research**
   Senate shall be responsible to Council for education and examinations within the University, and shall promote and encourage research. 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 Council, 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 Council 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 Council on the organisation of schools.

5. **Academic Posts**
   Senate may make recommendations to Council 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 Council 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 shall recommend to Council the appointment of honorary and emeritus professors and emeritus deans.

8. **Honorary Fellowships and Degrees**
   Senate shall recommend to Council 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 Council.

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 Council.

13. **Opinion and advice**
    Senate may discuss and declare an opinion on any matter whatsoever relating to the University and Council shall take into consideration any observations expressed by Senate.

July 2010
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), each of the Working Group of Undergraduate Deans 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.
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:
Academic Registrar
Senior Assistant Registrar

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. Prepare a report for submission to each meeting of Senate. It will be the presumption that notice will have been given to the secretariat prior to Senate’s meeting of any unstarred item to which members of Senate would like attention to be drawn. However, in presenting the report, the Chair of the Standing Committee will give members of Senate, exceptionally, the opportunity to give notice of any unstarred items which they would like to be discussed or particularly noted. The report will identify any proposed item of business referred back by the Standing Committee to the originating body as unfit for purpose. Senate will be invited to note, approve or adopt as appropriate all other non-starred items without further discussion.

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.