



## Special Meetings

7. Upon requisition of the Chairman or of not less than one third plus one of the members of any Committee the Secretary shall convene a special meeting of the Committee. Such requisition shall specify the object of the desired meeting and the Secretary shall as soon as is reasonably practicable convene the special meeting for the purpose specified in the requisition.

Notice of Meetings

7 UpAsGvT

## Reserved Business

14. With the exception of papers relating to reserved business (see Standing Order 15), all members of a Committee shall receive all papers for all meetings of the Committee. Papers for and Minutes of reserved business shall not be sent to any student member of any Committee, who may not be present during any discussion of reserved business.

20. The Secretary shall ensure that Minutes are kept of all decisions and proceedings of the Council. The following shall be taken as prima facie

## Chairman and Vice-Chairman

28. The Council shall appoint the Chairmen and (except for the Academic Board) Vice-Chairmen of all Committees for such periods of office as it thinks fit. In the absence of the Chairman, the Chair shall be taken at any meeting by the Vice-Chairman, and in the absence of both the Chairman and the Vice-Chairman shall be taken by one of the members present as those members may appoint.

## Attendance

29. A Committee may from time to time invite persons to attend all or part of its meetings. Such persons may contribute to discussion when invited to do so but may not vote.
30. Members of a Committee who are unable to attend any meeting shall send apologies to the Secretary. Subject to the consent of a Committee the Chairman or the Secretary may speak briefly on their behalf or read a short statement which they have submitted on any matter on which they wish their views to be known.
31. Members of a Committee shall not be permitted to send an alternate or proxy in their place, except that student members, if prevented from attending any meeting by reason of the requirements of their courses of study, shall be permitted to send alternates being other elected officers of the Students' Union Society for the time being.

## Voting and Conduct

32. Except as otherwise provided by the Charter, Statutes or Standing Orders any question arising before a Committee shall be determined by a majority of the members present. A member absent at the time of the vote may not vote by proxy. In the case of an equality of votes, the Chairman shall have a second or casting vote.
33. The procedure for voting shall be a matter for the Chairman at the meeting, subject to the consent of the Committee but shall normally be by show of hands. For any matter upon which a vote is taken, the Minutes shall record the number of those for and against the proposal being considered, along with the number of those abstaining, if any.
34. The Council requires that all Committees exercise their responsibilities in a corporate manner, that is to say, decisions are taken collectively by all members acting in a body. Irrespective of their method of appointment, members may not act individually or as representatives of a constituency.

## Urgent Business and Chairman's Action

35. Urgent business is deemed to be any matter which has arisen which requires a decision or recommendation of a Committee at a date before it is practicable to call an ordinary or special meeting, but which cannot properly be regarded as an emergency. In such cases the Chairman shall consult with as many members of the Committee as is practicable in the circumstances before deciding whether to take action, and if appropriate what action to take. The Chairman is empowered to make decisions on matters of importance when delaying a decision would result in clear disadvantage to the College. The decisions taken by the Chairman and the reasons for them shall be reported to the next meeting of the Committee for ratification.

4 June 2007