

STANDING ORDERS

QUEEN'S UNIVERSITY BELFAST

CONVOCATION

STANDING ORDERS OF CONVOCATION

I. MEETINGS OF CONVOCATION

1. The ordinary meetings of Convocation shall be held on such days as Convocation shall determine. At least one ordinary meeting (to be known as the Annual Meeting) shall be held in each year. Extraordinary meetings may be held from time to time under the provisions of Statutes.
2. Unless as prescribed in Standing Orders, the members present at any meeting of Convocation shall alone be entitled to vote.
3. Ordinary meetings of Convocation shall be convened by a notice placed on the Convocation website and in "The Graduate" and/or any other suitable publication sent to alumni, and sent by email to those members who have provided their email addresses. This notice shall be given at least four weeks before the meeting.
4. When the Chairperson, Deputy Chairperson and members of the Standing Committee are due for re-election, the notice convening the meeting shall so specify, and shall set out the names of those due to retire and their attendance rates for the entirety of their term.
5. Extraordinary meetings of Convocation shall be convened by a notice placed on the Convocation website and sent by email to those members who have provided their email addresses. This notice shall be given at least one week before the meeting and shall specify the particular business for which the meeting is convened.

II NOTICE OF BUSINESS

6. All notices of business to be brought forward at any ordinary meeting shall be sent, in writing, to the Clerk of Convocation not less than three weeks before the day appointed for the meeting. Such notices must be dated and signed.
7.
 - (1) Not less than seven days before the ordinary meeting of Convocation, the Clerk shall place on the Convocation website and send to each member who has lodged a request in writing not less than four weeks before the meeting, the Agenda for the meeting, including all notices of motions to be proposed.
 - (2) In all cases when the business to be transacted shall include the election of the Chairperson, Deputy Chairperson or Members of Standing Committee of Convocation the voting papers shall be made available for download from the Convocation website and by postal application to the Clerk of Convocation, and shall also be available to members at the meeting.
8. All notices of motion for ordinary meetings sent to the Clerk of Convocation shall be submitted by the Clerk to the Standing Committee, which shall be entitled to direct that any of such notices which it considers not appropriate to be moved in Convocation shall not appear on the printed Agenda for the meeting.

III ORDER OF BUSINESS

9. The business of the meeting shall commence only when at least fifty members have registered. If fifty members have not registered within half an hour from the time for which the meeting was summoned the Chairperson, may by discretion either declare the meeting dissolved or adjourn it to some other day or ask whether the meeting wishes to continue, although the business shall not be officially recognised.
10. At every ordinary meeting of Convocation the business shall be taken in the following order:

- (1) The election of the Chairperson of Convocation.
- (2) The election of the Deputy Chairperson of Convocation.
- (3) The election of members of the Standing Committee.
- (4) Any matter referred to Convocation by the Senate.
- (5) The reports, if any, of committees of Convocation and motions thereon.
- (6) Any business of which due notice has been given in the order of the receipt of such notices by the Clerk.
- (7) Any Other Business under which any member of Convocation may raise any matter relating to the University. Notice of such business to be given to the Clerk in writing before the commencement of the meeting. Such business shall not be considered as a motion and there shall be no vote on any matter raised under Any Other Business.

11. At an extraordinary meeting of Convocation no business shall be transacted other than the particular business specified in the notice convening the meeting, this business being taken in the order stipulated, unless the meeting shall, by special vote, otherwise determine.

12. The agenda for the Annual Meeting of Convocation shall contain a listing of the substantive subjects discussed at Standing Committee since the previous Annual Meeting.

IV RULES OF DEBATE

i. Motions

13. Every motion shall be in writing, except motions to adjourn the meeting or the debate, to suspend the meeting, or vote on the motion.

14. No member shall be allowed to speak a second time on a motion or amendment except that the mover of the motion or the mover of an amendment has the same right to reply.

15. Every amendment shall be in writing, unless otherwise agreed by the Chairperson.

16. Any member may move "that the question be now put", and if such a motion be seconded, the Chairperson, if he is of opinion that the subject has been sufficiently debated, shall forthwith put the motion "that the question be now put." If this motion, which shall be determined by a show of hands, be carried, the original motion or amendment shall be put without further debate.

ii. Voting

17. On putting any question to the vote the Chairperson shall call for a show of hands, in the affirmative and negative, and shall declare the result.

18. If the result is unclear to the Chairperson, or a count is requested by ten or more members of Convocation, a count shall be undertaken.

19. The Chairperson shall appoint four tellers, who shall count the hands.

V APPOINTMENT OF SPECIAL COMMITTEES

20. All motions for the appointment of a Special Committee of Convocation shall be referred to Standing Committee for consideration. Standing Committee shall also agree the membership of any Special Committee.
21. There shall be a Sub-Committee of Convocation, to be known as the Liaison Committee, to discuss matters of common interest between stakeholders of Convocation.
22. The Deputy Chairperson of Convocation shall chair the Liaison Committee.
23. The membership of the Liaison Committee shall comprise the Chairperson of Convocation, the Deputy Chairperson of Convocation, the Clerk of Convocation, the Director of Development and Alumni Officer, the President and Deputy President of Queen's Graduates' Association (QGA), and the President and a Vice-President of the Students' Union, or their nominated representatives.
24. The Clerk of Convocation shall ask the representatives of Convocation, the University, QGA and the Students Union for agenda items two weeks before a meeting of the Liaison Committee meeting. The Agenda should be provided to members one week before the meeting.

VI STANDING COMMITTEE

25. There shall be a Standing Committee of Convocation which shall consist of the following members:
- (a) A Chairperson elected according to Standing Orders of Convocation.
 - (b) A Deputy Chairperson elected according to Standing Orders of Convocation.
 - (c) Eight members elected according to Standing Orders of Convocation.
 - (d) Two members nominated by the Queen's Graduates' Association (QGA).
 - (e) Standing Committee shall also have the option to co-opt two additional members to serve until the next election.
 - (f) Five members of the Committee shall form a quorum.
26. Subject to the provisions of these Statutes and to Regulations, Convocation may, by Standing Orders approved by the Senate, regulate its own procedure and may record its own proceedings.
27. The Chairperson, Deputy Chairperson and Members of the Standing Committee shall be elected for a four-year term.
28. The Standing Committee may refer the consideration of any subject to a sub-committee, which shall be required to report back to the Standing Committee. All communications to Convocation shall be made by the entire Committee.
29. The Standing Committee shall include in its report to the Annual Meeting of Convocation a statement showing the number of times the committee and any sub-committees appointed by it have met, the number of sub-committees of which each member has been or is a member, and the number of times each member has attended.

30. The Standing Committee may invite any member or officer of the University to attend any meeting of the Committee, or to serve as a member of any sub-committee appointed by it.

31. The power to fill all casual vacancies in its membership shall be vested in the Standing Committee. Each member so co-opted shall complete the term of office of the member who is replaced. In the event of an elected member of the Standing Committee being elected as Chairperson, Deputy Chairperson, or appointed as Clerk of Convocation during the term of office, the member shall cease to be an elected member of the Standing Committee, and the vacancy so caused shall be deemed a casual vacancy.

32. Section 31 shall not negate any powers outlined in section 25 (e).

33. At its last meeting before the deadline for motions for the Annual Meeting, Standing Committee shall review the minutes of its previous meetings of that year and shall consider motions based upon that business.

34. At the end of any year, the position of any member with a zero attendance rate shall be declared vacant, and deemed to be a casual vacancy, unless a majority of Standing Committee vote otherwise.

VII ELECTIONS

35. To be nominated for election as a member of the Standing Committee a candidate must submit such nomination in writing, signed by at least five members of Convocation, to be received by the Clerk not less than three weeks before the Annual Meeting of Convocation.

36. Election shall be by the single transferable proportional representation system. If the number of nominated candidates be not more than the number of vacancies, such candidates shall be declared elected.

37. All nominations for the offices of Chairperson and Deputy Chairperson of Convocation must be in writing, and signed by not fewer than ten members of Convocation, and must be submitted to the Clerk of Convocation at least three weeks before the meeting at which the election is to take place.

38. Any Candidate for Chairperson of Convocation shall have been a member of Standing Committee.

39. If in any election or decision there is an equality of votes, the result shall be determined by the casting vote of the Chairperson of the meeting.

40. Any person nominated for election as Chairperson, Deputy Chairperson or a member of the Standing Committee may withdraw his or her consent to such nomination by written notice addressed to the Clerk of Convocation and received within seven working days of the close of nominations.

41. In the event of the Chair becoming vacant between the four-year schedule of elections, the Deputy Chairperson shall become Chairperson until the next Annual Meeting. At that Annual Meeting, the members present shall elect a new Chairperson by single transferable vote to serve the remainder of the four-year term.

42. In the event of the position of Deputy Chairperson becoming vacant, the Standing Committee may decide to elect a new Deputy Chairperson from amongst its members to serve until the next ordinary meeting, at which the members present shall elect a new Deputy Chairperson by single transferable vote to serve the remainder of the four-year term.

43. In the event of both the positions of Chairperson and the Deputy Chairperson becoming vacant between Annual Meetings, the Standing Committee shall elect a Chairperson and Deputy Chairperson from amongst its members to serve until the next Annual Meeting.

VIII CLERK OF CONVOCATION

44. The Clerk of Convocation shall be appointed by the Senate after consideration of a report by a joint sub-committee of the Senate and Convocation.

45. The Clerk shall hold office for such period as the Senate shall determine.

46. The duties of the Clerk of Convocation shall be:-

(1) To attend all meetings of Convocation and of all committees appointed by Convocation.

(2) To keep a register of the proceedings of Convocation and of all committees appointed by Convocation.

(3) To conduct the official correspondence of Convocation.

(4) To receive all notices for Convocation, and to issue all notices given under the authority of Convocation, or of the Chairperson, or of the Standing Committee of Convocation.

(5) To perform such other duties as may be from time to time prescribed by Convocation, and to assist the Chairperson and Deputy Chairperson in the performance of their official duties.

(6) To forward Summary Minutes of Proceedings of Convocation to each member of Convocation.

(7) To keep a roll containing the names of all persons who are members of Convocation according to the provisions of the Charter and Statutes. The roll shall be conclusive evidence that any person whose name appears on the roll at the time of his or her claiming to vote in Convocation is entitled to a vote and that any person whose name does not appear thereon is not so entitled.

IX CHAIRPERSON, DEPUTY CHAIRPERSON

47. The Chairperson and Deputy Chairperson of Convocation shall be members of Convocation and shall normally hold office for a term of four years, and shall be *ex-officio* members of Senate. A retiring Chairperson and Deputy Chairperson shall be eligible for re-election for one further term of office.

48. The Chairperson and Deputy Chairperson of Convocation shall be *ex-officio* members of all committees of Convocation.

49. If the Chairperson and Deputy Chairperson shall be absent at the Annual Meeting of Convocation, or if these offices shall be vacant, then before proceeding to business the members of Convocation present shall elect one of their own number who shall perform the duties of Chairperson during that meeting only.

50. All questions of order not provided for by these Standing Orders shall be decided by the Chairperson of the meeting.

X ALTERATIONS TO STATUTES AND REGULATIONS

51. The opinion of Convocation on the draft of any new Statute or Regulation which may be communicated to it from the Senate, shall be submitted to the Senate by the Clerk in writing.

XI PETITIONS

52. When Convocation shall for any reason desire to petition Her Majesty in Council, a resolution shall be passed authorising the Chairperson and Deputy Chairperson (or one of them, if one of those offices be at the time vacant) to sign, and the Clerk to countersign, the Petition for and on behalf of Convocation.

XII ALTERATION OF STANDING ORDERS

53. These Standing Orders shall be altered only after resolutions of Convocation passed at meetings duly convened, the particular alteration or alterations desired being clearly indicated in the notice calling the meeting.

Submitted for approval by Annual Meeting on 15 November 2012