

UNIVERSITY OF WARWICK

Standing Orders of the Senate

(1) Statutory Provisions

The Standing Orders of the Senate are subordinate to University Statutes and are governed particularly by:

- (a) Statute 8 sets out the Constitution of the Senate see section (2) below.
- (b) Ordinance 5 sets out the powers of the Senate, as captured in its Terms of Reference, see section (3) below.

(2) Membership

Ex Officio members:

The Vice-Chancellor, who will preside over meetings of the Senate
The Provost
The Pro-Vice-Chancellors
The Academic Vice President
The Chairs of the Faculty Boards
The Librarian
The Chair of the Board of Graduate Studies
The Dean of Students
Any other posts that the Senate may from time to time determine.

Appointed members:

Twenty-four members of the academic staff, appointed by the Boards of the Faculties: seven from the Faculty of Arts, ten from the Faculty of Science, Engineering and Medicine and seven from the Faculty of Social Sciences.

Six members of the Assembly, to be appointed by the Assembly as set out in regulation 2, of whom: four should be academic staff, and two should be professional services staff. Not more than two of the academic staff members appointed by the Assembly should be Professors, however any serving academic representative of the Assembly promoted to Professor during their term of office will be able to complete their full term.

Student members:

The President of the Students' Union
Two registered students of the University elected by registered students of the University

Any of the duties or functions of the Chair under these Standing Orders may be exercised by the Provost as Vice-Chair in the absence of the Vice-Chancellor and President.

(3) Terms of Reference

The Terms of Reference of the Senate are set out in Statute 8 and Ordinance 5.1 of the University Calendar:

Statute 8 (Powers of the Senate):

warwick.ac.uk/calendar/section2/charterandstatutes/statuteeight/

Ordinance 5.1 (Powers of the Senate): warwick.ac.uk/calendar/section2/ordinances/senate

(4) Meetings

(a) Ordinary meetings of the Senate shall be held as set out in the Committee Timetable, typically 5 meetings per annum.

(b) Extraordinary meetings of the Senate may be held at the discretion of the Vice-Chancellor and will be called as required.

(c) Notices of meetings, specifying time and place of the intended meeting and the business to be transacted at the meeting and signed by or on behalf of the Registrar, shall be issued to every member of the Senate at least four working days before any meeting of the Senate, but the Chair of the Senate may authorise a meeting to be summoned upon such shorter notice as justified by the urgency or importance of the business at hand.

(d) At extraordinary meetings, no business shall be taken which does not appear on the agenda.

(5) Quorum

One half of the total actual statutory membership of the Senate shall constitute a quorum.

(6) Attendance of non-members

The Registrar, Secretary to Council, Academic Registrar, Group Finance Director and the Senate Secretariat shall attend meetings of the Senate.

(7) Introduction of Business

Business presented to the Senate shall be either:

(a) Referred to it by a committee of the Senate; by a joint committee of the Senate and the Council; or by the Assembly;

(b) Introduced as a consequence of consideration of a linked item of business e.g. under Matters Arising;

(c) Referred to it by the Senate Steering Committee;

(d) Presented by any member of the Senate to the Secretary at least 2 full working weeks prior to a meeting of the Senate in order that it may be considered at the appropriate meeting of the Senate Steering Committee prior to the meeting of the Senate.

(e) Raised by any member of the Senate when invited under 'Any Other Business' where likely to be capable of resolution without supporting documentation.

(8) Confidentiality

(a) Papers circulated to members of the Senate will not be published outside the University, or made the subject of public comment, without the agreement of the Senate. Members of the Senate must use their discretion if they wish to discuss the contents of such papers privately with persons whose opinion they wish to obtain and they must themselves accept responsibility for the consequences of any such disclosure;

(b) The contents of any papers circulated to members of Senate which are marked 'Confidential', 'Strictly Confidential', 'Protected' or 'Restricted' must in no circumstances be divulged or discussed with any person who is not a member of Senate. The Senate may at any meeting decide to change such a categorisation applied to a paper.

(9) Conduct of Business

(a) Papers for each meeting of the Senate will be submitted in accordance with the timetable for submission of papers prepared by the Secretariat;

(b) Papers will initially be considered by the meeting of the Senate Steering Committee which precedes the meeting of the Senate;

(c) Papers will be circulated to members of the Senate one working week before the meeting of the Senate;

(d) Amendments received not less than 72 hours prior to the commencement of a meeting shall be circulated to members of the Senate. Amendments received less than 72 hours before a meeting shall be dealt with as if received at the meeting;

(e) No proposal shall be discussed unless it has been proposed and seconded by members of the Senate present at the meeting;

(f) A recommendation to make an amendment to business proposed must be relevant to – and not negate – the original proposal;

(g) When an amendment is proposed under (d) above, no further amendments may be made until a determination has been made with respect to the first;

(h) Notice of the content of any further amendments shall be given before the first amendment is put to the vote;

(i) After a vote on any succeeding proposal, the final proposal shall be put to the vote as the substantive recommendation and will then become a resolution of the meeting;

(j) No recommendation notified on the agenda shall be considered in the absence of the member who raised it, unless they have requested another member to take it up in their place;

(k) No recommendation which has been proposed and seconded shall be withdrawn or altered without the consent of a majority of members present;

(l) The Chair will have the right to assess the level of support for a proposed amendment amongst members of the Senate present at the meeting and curtail further consideration in the event that they feel that there is insufficient support for the proposed amendment;

(m) No recommendation which carries financial implications for the University shall be voted upon at the Senate without the Senate first having sought advice on the implications from the Council.

(10) Voting

(a) Voting on a recommendation at a meeting of the Senate shall be carried out by one of three methods:

(i) A show of hands without counting;

(ii) A show of hands with counting, in which case a count of the numbers of votes for and against a recommendation and the number of abstentions will be made by the Secretariat and recorded in the Minutes of the meeting. In the case of equal numbers of votes being cast for and against a recommendation, the Chair shall have a casting vote, whether or not they have voted before;

(iii) A secret ballot by voting papers if the Vice-Chancellor so chooses;

(b) An electronic ballot of all members may be requested by the Chair between scheduled meetings of the Senate.

(11) Standing Orders

(a) Any one or more of these Standing Orders may be amended by resolution of the Senate passed at a meeting by a majority of the members present;

(b) The Standing Orders shall be reviewed every year by the Senate;

(c) The Standing Orders will be issued to all new members of the Senate upon appointment.

(12) Terms of Reference of Standing Committees of the Senate

The Terms of Reference of Committees of the Senate are as set out on the University's Governance website: warwick.ac.uk/services/gov/committees

Approved by the Senate on 7 October 2020