

UNIVERSITY OF WARWICK
Standing Orders of the Senate 2024-25

(1) Statutory Provisions

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

Statute 7: The Senate sets out the Constitution of the Senate.

Statute 8: Powers of the Senate and Ordinance 5 sets out the powers of the Senate, as captured in its Terms of Reference.

(2) Meetings

(a) Ordinary meetings of the Senate will 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) Electronic notice of Senate meetings will 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 will be taken which does not appear on the agenda.

(3) Virtual Meetings and Remote Attendance

(a) Meetings of the Senate may take place in person or virtually at the discretion of the Chair. The Chair, in consultation with the Secretary (and other appropriate University staff), will decide on the most appropriate platform for any virtual meeting, taking cognisance of any risks associated with virtual meetings. Virtual meetings are subject to all provisions set out in these Standing Orders.

(b) For all meetings convened in person, exceptionally and at the Chair's discretion, a Senate member may attend virtually, providing that sufficient notice has been given to allow appropriate arrangements to be put in place. A Senate member attending in a virtual capacity will be deemed to have attended the meeting, will be counted in the quorum, and can vote. However, the minutes will record the nature of their attendance.

(4) Quorum

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

(5) Introduction of Business

Business presented to the Senate will 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) Presented by any member of the Senate to the Secretary at least 2 full working weeks prior to a meeting of the Senate.

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

(6) 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.

(7) Conduct of Business

(a) Papers for each meeting of the Senate will be submitted in an electronic format and in accordance with the timetable for submission of papers prepared by the Secretariat.

(b) Papers will be circulated to members of the Senate one working week before the meeting of the Senate. Senate is 'digital by default' and all circulations will therefore be in an accessible electronic format. In exceptional circumstances, at the discretion of the Chair, a paper copy of a meeting paper(s) may be issued to a Senate member(s).

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

(d) No proposal will be discussed unless it has been proposed and seconded by members of the Senate present at the meeting.

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

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

(g) Notice of the content of any further amendments will be given before the first amendment is put to the vote.

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

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

(j) No recommendation which has been proposed and seconded will be withdrawn or altered without the consent of a majority of members present.

(k) 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.

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

(8) Voting

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

(i) A show of hands or through electronic voting facilities without counting.

(ii) A show of hands or through electronic voting facilities 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 will have a casting vote, whether or not they have voted before.

(iii) A secret ballot by voting papers or through electronic voting facilities 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.

(9) 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 will be reviewed every year by the Senate.

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

(10) 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 30 October 2024