

APPENDIX 1: STANDING ORDERS OF THE UNIVERSITY COURT

- I The Court shall meet no fewer than four times each academic year, the schedule of meetings to be determined by the Court, annually, in advance.

In cases of urgency, additional meetings may be called at the instance of the Rector or the Principal, or the Senior Governor, whom failing the longest serving member of Court available.
- II Any member of the Court may have an item included in a programme of business provided this is notified to the Secretary to the Court at least 10 working days prior to the date of the meeting, which shall be drawn up by the Secretary and shall be circulated among the members along with the notice calling the meeting. Items of business not included in the agenda may be considered with the consent of the meeting.
- III Seven members of the Court shall be a quorum. (Universities (Scotland) Act, 1889, Section 5(1)).
- IV At every ordinary meeting of the Court the first business shall normally be the approval of the minutes of the previous meeting or meetings of the Court. No discussion shall be allowed upon the minutes, except as to their correctness. The approved minutes will be signed by the Chair of the meeting.
- V All motions and amendments must be seconded, and except formal motions (such as a motion for adjournment), shall be provided to the Secretary in writing. Motions or amendments made but not seconded shall not be discussed, but a record thereof shall be entered in the minutes, if desired by their proposers.
- VI No member of the Court shall be entitled to propose a motion, other than one directly arising from the discussion of a subject before the Court, unless notice of such motion has been given at a previous meeting, except with the consent of a majority of the members present.
- VII Any member taking part in a vote may, at the same meeting, enter his/her dissent from the resolution adopted, and may, either at that or at the next meeting, give in writing reasons of dissent to be recorded in minutes; but no member who has not proposed a motion or recorded a vote on the matter under discussion shall be entitled to enter his/her dissent from a resolution of the Court.
- VIII After a motion or amendment has been made and seconded it shall not be withdrawn, or altered in substance, except by leave of the meeting.
- IX When only one amendment is made upon a motion, the vote shall be taken between the motion and the amendment. When there is more than one amendment, the amendment last proposed shall be put against that immediately preceding, and then the one which is carried shall be put against the next preceding, and so on until there remains only one amendment, between which and the original motion the vote shall be taken. When the vote between these is taken, the motion or amendment carried shall be put as a substantive resolution without further discussion. All amendments must be relevant to the motion, and no member shall move more than one amendment upon any motion.
- X A decision of the Court will continue to be operative and binding until the Court agrees to rescind or vary that decision.
- XI The business of Court will normally be open for discussion by all members of Court. In some very exceptional circumstances business may require to be designated as 'reserved'. The Senior Governor, in consultation with the Secretary (or where it is a matter relating to the Secretary in consultation with the Principal), will determine when an item of business requires to be designated as reserved and the members of Court who are permitted to access the related information and participate in its discussion. Items of business that might require to be designated as reserved would normally include, but are not exclusive to, matters relating to an individual member of staff's employment or matters that are commercially sensitive.

- XII On the recommendation of the Governance & Nominations Committee, membership of Committees shall be approved, normally at the first meeting of the Court in each academic year, members to hold office for one year from the following 1 October or for such other period as may be determined by Court. A casual vacancy may be filled at any time, the person elected to hold office for the remainder of that period. The Court may delegate to any Standing Committee power to deal on the Court's behalf with any matter within the Committee's terms of reference.
- XIII The Court may appoint an ad hoc Committee to consider any matter arising and may delegate to such a Committee powers to deal with the matter on the Court's behalf.
- XIV The Principal shall exercise delegated authority to decide routine matters on the recommendation of colleagues in senior management, on the recommendation of Senate, or on the advice of Court and joint Court-Senate Committees. All such decisions shall be reported to the next meeting of Court to ensure that members are fully informed and have an opportunity to raise issues of interest to them.
- XV When a report is submitted by a Committee the Convener if present shall have the right to move its adoption.
- XVI No member shall speak more than once on the same question, except in reply upon the original motion, or in explanation, or by leave of the meeting.
- XVII The mover of an original motion shall have the right of reply. No new matter shall be introduced by the mover in reply, and, after his/her reply, no other member shall speak on the question.
- XVIII A motion for the closure of debate shall be put to the vote without discussion; but such a motion shall not be moved until six members have had the opportunity to speak. If it is carried the mover of the original motion shall have a right of reply as provided in Standing Order XV.
- XIX Notwithstanding the Rector's statutory right to preside at meetings of Court the Senior Governor of Court, will be responsible for the leadership of the Court, its effective governance and all other duties and responsibilities commonly understood as belonging to the Chair of a university governing body. The University's Rector's Protocol sets out the roles of the Rector and that of the Senior Governor in regard to chairing of meetings of Court.
- XX All questions of order shall be decided by the Chair, or, if the Chair's ruling is challenged, on the motion of any member of the Court, by a vote. Any member may speak upon a matter of order suddenly arising, and should do so as soon as possible, and commence with a statement that he/she rises to raise a point of order. The member who is addressing the Court at the time of a point of order being raised, shall resume his/her seat and no other member shall be entitled to speak to the point of order unless by permission of the Chair. When the question of order has been decided, the member who was addressing the Court at the time when it was raised, shall be entitled to proceed with the discussion, giving effect to the decision.
- XXI On resuming an adjourned debate, the member who moved its adjournment shall be entitled to speak first.
- XXII No standing order shall be suspended or dispensed with at any meeting, unless by consent of two-thirds of the members present and voting.
- XXIII Notice of any motion to amend these standing orders must lie on the table from one meeting to the next before consideration, and the adoption of any such amendment shall require a majority of two-thirds of the members of the Court present and voting.