

NATIONAL UNIVERSITY OF IRELAND MAYNOOTH

Standing Orders of the Governing Authority

Amendment of the previous Standing Orders adopted by the Governing Authority on 27 September 1999 in accordance with the *Universities Act 1997* (the Act) Third Schedule, Section 14.

Note: These Standing Orders are supplementary to the requirements of the Act. Attention is drawn in particular to Sections **16** and **18**, together with the entire **Third Schedule** to the Act. Nothing in these Standing Orders shall conflict with the Statutes of NUI Maynooth or the *Universities Act 1997*, and if in the interpretation any conflict should arise, the Act shall always take precedence over all others and the Statutes shall take precedence over these Standing Orders.

I Preparation of Meetings

1. A draft Agenda shall be prepared by the Secretary under the direction of the President. The Chairperson, in consultation with the President, will finalise and approve the Agenda.
2. At least fourteen days notice shall normally be given to each member of the date of any meeting.
3. A member who wishes to have any item included on the agenda of a meeting shall give notice of the same in writing to the Secretary at least twelve days before the meeting. Any item proposed by a member for the agenda shall not be excluded therefrom without the consent of the Chairperson.
4. An agenda paper shall normally be sent to members at least seven days before the meeting. The agenda shall normally be accompanied by copies of all papers, reports and documents referred to in the agenda, or necessary to expedite discussion and decision on the items on the agenda.
5. If a member of the Governing Authority is a candidate for appointment to a position in the University, or for promotion within the University, then any material pertaining to that appointment or promotion (to be circulated to the Governing Authority) will not be circulated to that member. Similarly where any other known or notified conflict of interest in a decision to be made by Governing Authority exists, any material conflict pertaining to that decision (to be circulated to the Governing Authority) will not be circulated to that member. In either case, the conflicted member must not take part in the discussion of the matter and will normally absent themselves from the meeting for the duration of the relevant discussion.
6. No meeting shall be competent to transact business other than that of which due notice is given on the agenda, or business necessarily arising therefrom, except for business of a non-contentious nature, or emergency business which can be taken on the proposal of the Chairperson and with the agreement of the meeting.
7. Notice to any member or to the Secretary to the Governing Authority shall be deemed to be duly given, if despatched by the most expeditious means to his/her designated address. For the avoidance of doubt this address will normally be a designated email address unless a member has specifically requested that email should not be used.

8. The accidental failure to send any members notice of a meeting required by these regulations shall not invalidate such a meeting or any decisions taken at a meeting in respect of which such notice is required by these regulations, provided the accidental failure applies to no more than five members.

II Conduct of Meetings

9. In the light of the provisions of the Act in respect of the obligations and rights of the Governing Authority and of its individual members, and subject to the provisions of the Act, and of all other applicable laws and Statutes (and to these Standing Orders);
 - 9.1 the Governing Authority wishes all members to contribute freely to its deliberations and to feel welcome to raise any issues with which they have a concern and which properly come within the remit of the Governing Authority; and
 - 9.2 the Governing Authority declares that in respect of its meetings, and of meetings of its committees, all members are equal participants and are answerable for their contributions and conduct only to the Authority itself, or, in the case of members of a committee of the Governing Authority, to such committee subject to the ultimate authority of the Governing Authority pursuant to the Act.
10. Meetings shall be conducted according to the customary norms. In particular, all statements and questions shall be addressed to the Chairperson. The Chairperson shall determine all points of order.
11. In the event of a matter of urgency, the Chairperson may accept a request for the suspension of Standing Orders. The member requesting such suspension must clearly state the nature and urgency of his or her business and the length of time he or she desires such suspension to last. No suspension shall take place except by a majority vote of the members of the Authority present.
12. The Governing Authority may, by resolution, invite any person who is not a member of the Authority to attend any meeting of the authority, if in the opinion of the Authority his or her attendance would be of benefit in the discussion of any item. The purpose of, and limitations on, such attendance shall be specified in the invitation. The invitation to attend meetings must make it clear that the individual is being invited to brief the authority on the issue in question only and that the person should play no part in decision making.
13. The minutes will record every decision of the Governing Authority and where appropriate a summary of the discussion leading to the decision including matters considered or expressly not considered. The names of members disagreeing with a decision may be recorded if it is the wish of the member to have their disagreement so recorded. A summary of the discussion and deliberations of other items on the agenda (not leading to a decision) should be recorded in the minutes. Members are obliged to keep the discussions and deliberations of Governing Authority and all papers associated with Authority meetings confidential.
14. The draft minutes of each meeting of the Authority shall be circulated to all members of the Authority within 28 working days. For those members not present at the meeting they shall be accompanied by copies of all material tabled at the relevant

meeting. The minutes shall be considered at the next meeting and shall be taken as read and approved subject to such amendments as may be approved by the Authority. Until approved, no discussion shall be allowed on the minutes except as to their accuracy or completeness.

15. The minutes so approved shall be deemed to be a true record of the proceedings to which they relate and shall be signed by the Chairperson or other person presiding at the meeting.
16. In the event a decision taken by the Governing Authority is required to be communicated or circulated within the university before a future meeting of the Authority can approve the minutes, the Authority may be asked to approve the minute of the item in question at the meeting at which the decision was taken or the Governing Authority might be asked to approve a communiqué outlining the decision and its rationale.
17. Decisions of the Governing Authority shall be circulated within the University by the President or his/her nominee as soon as practicable after the minutes of the decisions have been approved, whether at the meeting at which they have been taken or at the following meeting. No member of Governing Authority should take it upon themselves to communicate decisions of the Governing Authority other than the President or his/her nominee.

III Committees

18. Each standing committee of the Governing Authority shall forward minutes of meetings approved by the committee since the previous meeting of Governing Authority for noting by the Governing Authority.
19. All proposals for the establishment of new university policies or for the amendments of established and approved university policies must first have been considered by one of the standing committees of the Governing Authority and the committee must have consented to the proposal being forwarded to Governing Authority for decision.
20. Where a committee starts an initiative at a meeting and the members agree that initiative should be brought to the attention of the Governing Authority, the Secretary of the committee must write to the Secretary of the Governing Authority requesting that the matter be noted by the Governing Authority and must request confirmation from the Secretary of the Governing Authority that the matter has been noted, which in turn will be notified to the full committee at its next meeting.

IV General

21. The ruling of the Chairperson on any question under these Standing Orders shall be final unless the majority of members of the Authority present at a meeting vote to the contrary.
22. These standing orders may be amended by resolution of the Governing Authority, and they shall be reviewed during the first year of each Authority.