



## **5. Agenda, Order and Conduct of Debate**

5.1 No matter shall be discussed or decided at meetings of the Council which does not appear on or arise from the agenda unless the Chair of the meeting is satisfied that a simple majority of members present desire discussion to take place

5.2 Any formal proposal or recommendation which appears on the Agenda or in a paper submitted to the meeting shall be put to the meeting for resolution.

5.3 No proposal or motion proposed during the course of a meeting shall be put to the meeting for resolution without the approval of the Chairman.

5.4 When an amendment to a proposal or motion has been moved and seconded, no further amendment shall be moved until the first amendment has been carried or defeated. If an amendment is carried, the proposal or motion as amended shall be considered in place of the original proposal or motion and shall become the proposal or motion to which any further amendments may be moved.

5.5 The Agenda for a meeting of a committee may include items marked with an asterisk, which will signify that the item(s) so marked will be expected to pass without discussion. Not less than 24 hours before the start of the meeting any member may request that the asterisk be removed, thereby permitting discussion of the item.

## **6. Adjourned Meeting**

6.1 When under Article 9 of the Supplemental Charter a meeting of the Council has been adjourned for lack of a quorum, the Secretary shall give fourteen days' clear notice in writing to members of the Council of the time, date and place of the adjourned meeting where the business for which the original meeting was convened may be completed in the absence of a quorum.

## **7. Reserved Matters**

7.1 Set out below are the procedures for the transacting of reserved areas of business. Matters affecting appointment, promotion, dismissal and personal affairs of individual members of staff of the University and matters affecting the admission and academic assessment of individual students whether personally or as a class shall always be reserved as shall commercially sensitive matters. The following matters shall normally be confidential to members of Council

- i. Matters affecting a named individual;
- ii. matters where release of information may endanger health and safety of individual(s);
- iii. matters pertaining to the commercial interests of the University or its partners

7.2 Papers and Minutes addressing any of the above shall, unless otherwise agreed by the Council, be restricted in their circulation to all or some members of Council.

7.3 The Chair of Council (and the Chair of any Council Committee) shall declare any of the following as reserved areas of business at which all students (whether

