



Fountain University, Osogbo

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# Standing Orders of SENATE

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JULY 19, 2022.



## Standing Orders of SENATE

These Standing Orders set out the procedures for the conduct of the Senate in discharging its obligations, powers and functions.

### **1. Chairman**

- 1.1 The Vice-Chancellor shall be the Chairman at all meetings of the Senate when he is present and in his absence, the Deputy Vice-Chancellor if present at that meeting, shall be the Chairman. In the absence of the Deputy Vice-Chancellor, the Dean of Postgraduate School or the most senior Dean on the floor of Senate presides over the meeting.

### **2. Membership**

- 2.1 Senate members are appointed in accordance with the membership composition set out in the third schedule, statute 1 section 6(1) of the University Law (2019) as amended. (See attached list)
- 2.2 Members should ensure that the responsibilities of Senate are exercised in the best interest of the University, rather than representative of any constituency (although noting that members will bring the views of their constituencies to the meeting), and there is a collective responsibility for all decisions.
- 2.3 Where an ex officio member of Senate shows satisfactory reason to be absent, they shall be entitled to request the Chairman of Senate to allow the presence of another officer of the University (from their Department/Unit) to attend Senate on their behalf. Where accepted, the substitute member shall have full power to speak and vote so long as the member for who they are substitute is absent. The Chairman should not refuse any such reasonable request to do so.

### **3. Attendance**

- 3.1 All Senate members are expected to be on seat not later than 15 minutes before the commencement of a scheduled meeting with the dress code of the University, including the wearing of a valid ID card fully observed.
- 3.2 Members should endeavour to attend all Senate meetings. Where members are unable to attend, apologies should be submitted to the Secretary in advance of the meeting.
- 3.3 Individuals who are not members of Senate may be invited to attend (parts of) Senate meetings as business requires. There could also be a number of regular



attendees at each meeting at the discretion of the Chairman. These individuals do not have voting rights.

- 3.4 A member attending the Senate may not leave without due permission, and must take a bow before exiting.

#### **4. Senate Sub-Committees and Council**

- 4.1 Senate has sub-committees with defined terms of reference and membership, and including, where appropriate, delegated authority to take action on behalf of Senate. These sub-committees will regularly report (and not less than annually) on their work to Senate as well as make recommendations and seek approvals where relevant. In addition, Senate members in Council will also regularly report to Senate on its work.

- 4.2 The normal expectation is that the sub-committee Chairman would be the principal conduit between bodies, i.e., the Senate and its committees.

- 4.3 Senate is expected to recognise the responsibilities of Council as the governing body of the University and act in accordance with the requirements set out in the Charter, Statutes, and Regulations to take full account of the respective responsibilities of the two bodies in relation to one another.

#### **5. Papers**

- 5.1 Papers, together with a coversheet, must be submitted by the relevant deadline, unless there is prior agreement for late submission. Authors of papers should follow the guidance for preparing Senate papers. The agenda and papers will normally be circulated not later than 5 working days before the scheduled meeting, electronically, to all members and other designated recipients.

- 5.2 The circulation of late/abled papers require the agreement of the Chairman.

- 5.3 The Chairman is responsible for determining the final agenda items to be considered by Senate based upon the proposals of the Registrar. The Chairman retains the right to alter the agenda and request the inclusion or omission of papers at any point (in the event that the information concerns the Chairman then the Deputy Chairman in consultation with the Registrar will make a final ruling).

- 5.4 Senate members have a standing invitation to submit written questions relating to matters that are the responsibility of Senate to the Vice-Chancellor. The question will be addressed at the next appropriate meeting (in accordance with the set deadlines) and so long as it falls within the business of Senate.



## **6. Senate Discussion**

- 6.1 The Gavel shall be the controlling symbol of the Senate when in session.
- 6.2 Normally, substantive business will be presented to Senate by the relevant officer and/or Chairman of a sub-committee. Items for report do not need to be discussed unless there are any issues members wish to raise.
- 6.3 The Senate agenda provides indicative timing guides for discussion items, but this is not a set limit. Members are not restricted to the amount of times they may speak, but are requested to be mindful of the need for brevity and consider the amount/length of their interventions accordingly. The Chairman is responsible for ensuring there is sufficient discussion of items, including that all members wishing to have an adequate opportunity to speak. The Chairman may remind members for brevity or call to order a member that they consider is speaking outside of topic or the remit of Senate. The Chairman may also determine that discussion should be brought to a close.
- 6.4 It is expected that members address colleagues with respect and courtesy.
- 6.5 The Chairman may also ask a member to leave the room where they consider they may be conflicted with a matter under discussion or their behaviour is inappropriate.
- 6.6 While presenting/contributing at the Senate, members are required to be seated unless otherwise allowed.
- 6.7 Where a non-statutory member of Senate needs to address the Senate he/she shall do so ONLY through the Chairman

## **7. Decision Making**

- 7.1 Senate decisions are normally made on the basis of consensus amongst members. Decisions may be made through a formal vote where the Chairman determines that this is appropriate or where it is requested by a member. In the event of a vote, a proposal will be approved where a majority of members present vote in favour of the proposal. Voting at a meeting will be carried out by a show of hands of all members present or through electronic voting facilities. The Chairman shall have the casting vote in the event of a tied position.
- 7.2 Extracts of Decisions by Senate shall be made available to the Chairman not later than 48 hours and a final copy as signed by the Secretary and Chairman shall be circulated to all members within FIVE working days after approval by Chairman.



## **8. Confidentiality**

- 8.1 Members are expected to exercise discretion in the sharing and discussion of nonconfidential Senate business. However, where Senate business is marked as confidential (under whatever category) it must not be shared with any person who is not a member of Senate without appropriate consent (e.g. from the Chairman, the Registrar). Members are responsible for ensuring the secure storage (and disposal where there are hard copies) of papers and other information relating to Senate business. Members may provide hard copy documentation to the Committee Secretary for destruction. In the event a member discloses confidential information the matter would be drawn to the attention of the Chairman by the Registrar and further action would be determined based on the seriousness of the disclosure.
- 8.2 Papers and other information will be disclosed to all Senate members unless there is a good reason to withhold the information (for example due to a serious conflict of interest). If the withholding of information is disputed by the member the Chairman will make a final ruling on whether it should be shared. In the event that the information concerns the Chairman then the Deputy Chairman in consultation with the Registrar will make a final ruling.

## **9. Quorum**

- 9.1 The Quorum of the Senate shall be one-third or the whole number nearest to one-third of its total members and subject to sub-paragraph (2) of this statute, the Senate may regulate its own proceedings.

## **10. Meetings and Extraordinary Meetings**

- 10.1 Senate shall normally meet once every month in a year on every second Tuesday of the academic year. Occasionally meetings may be rearranged during the academic year where there is a specific need and good reason to do so and members will be provided with reasonable advance notification where this occurs.
- 10.2 Extraordinary meetings of Senate may be convened with the agreement of the Chairman. The Deputy Chairman and the Registrar must agree in the event that the reason for convening an extraordinary meeting concerns the Chairman. Members shall normally be given at least seven days' notice of any meeting and the business to be transacted. Papers for extraordinary meetings will normally be circulated five days in advance of the meeting.



## **11. Minutes**

- 11.1 Senate minutes shall be taken by the Secretary and approved at the following meeting. The minutes of a previous meeting must be approved by the Senate and signed by the Chairman. The Secretary must be advised in writing, not less than twenty-four hours before the meeting, of any proposed amendment to the unconfirmed minutes of Senate. Approved minutes will be circulated among members for optimal and prompt implementation with the exception of confidential items.
- 11.2 Minutes of a previous Senate meeting shall normally be circulated not later than 5 days before the next meeting.

## **12. Declaration of Interests and other information requirements**

- 12.1 Members should declare any interests at the start of a meeting where they relate to a matter under discussion and/or during discussion where it is apparent that there is a potential conflict of interest. The Chairman will determine whether the member may participate in discussion and/or in decision-making and/or is required to leave the room (see also 6.4).
- 12.2 Members must also provide any other information that the University requires in order to fulfil its regulatory requirements.

## **13. Ratification of Chairman's executive approval**

- 13.1 The Chairman (or Deputy Chairman in the event of absence) has delegated authority to take action on behalf of Senate between meetings. Chairman's action may only be taken where decisions are routine/immaterial matters and/or there is a need to expedite University business and it is reasonable not to call an extraordinary meeting. Chairman's actions will be reported to Senate at the next reasonable opportunity for ratification.

## **14. *Ad hoc* committees, working parties and groups**

- 14.1 Senate may set up an *ad hoc* committee, working party or group to consider any specific matter, and the terms of reference of such a committee, working party or group shall prescribe the maximum period, not normally exceeding two years, within which it shall submit its final report.

## **15. Closing/Conclusion of Meeting**

- 15.1 At the official conclusion of a Senate meeting, the Chairman of Senate shall normally leave before others.



**16 Standing Orders**

16.1 The Chairman has the final ruling on the interpretation of these Standing Orders, except for Chairman's Action. The Chairman will seek the advice of the Registrar on any question of interpretation of these Standing Orders. The Charter, Statutes and Regulations shall take precedence in the event there is inconsistency with the Standing Orders.

**17. Amendments of Standing Orders**

17.1 Amendments to the Standing Orders may be made by a simple majority of Senate, but shall not take effect until after the meeting of Senate.

Author: Registrar & Secretary to Senate

Tuesday, 19 July 2022