

ACADEMIC BOARD MEETING PROCEDURES 2020

Issued by: Chair, Academic Board
Dated: 22 April 2020
Last amended:
Signature:
Name: Associate Professor Anthony Masters

1 Purpose and application

- (1) These procedures are to give effect to the [University of Sydney \(Academic Board\) Rule](#) (“the Rule”).
- (2) These procedures apply to meetings of:
 - (a) the Academic Board; and
 - (b) any committee or subcommittee of the Academic Board.

2 Commencement

These procedures commence on 23 April 2020.

3 Interpretation

Words and phrases used in these procedures and not otherwise defined in this document have the meanings they have in the Rule.

4 Notice of meetings

- (1) Notice of meetings must be given in writing.
- (2) Notice may be given electronically by email to:
 - (a) the recipient’s University email address; or
 - (b) any other email address notified to the Secretary to the Academic Board for this purpose by a person entitled to receive such notice.
- (3) Notice sent by email will be deemed to have been received four hours after the time sent (as recorded on the device from which the sender sent the email) unless the sender received an automated message the email was not delivered.

5 Meetings in multiple venues

Meetings may be conducted at multiple venues simultaneously, using any technology which provides a reasonable opportunity for participation by:

- (a) all members attending; and
- (b) any required staff members.

6 Circular resolutions

- (1) The relevant chair may determine that a resolution be considered, and if approved adopted, by written circular, without a formal meeting. :
- (2) Notice of circular resolutions must be given in writing, consistently with clause 4.
- (3) The chair will determine the form of the proposed circular resolution.
- (4) The relevant committee officer will send notice of the proposed resolution to each member who is entitled to vote, and will include:
 - (a) the terms of the proposed resolution;
 - (b) any supporting material;
 - (c) provision for the member to indicate whether or not they support the proposed resolution; and
 - (d) the date and time by which responses must be received.
- (5) The date by which responses must be received must be at least seven days after the date on which the notice is sent.
- (6) A circular resolution will be passed if:
 - (a) responses are received within the specified time from sufficient members of the committee to constitute a quorum; and
 - (b) a majority of those members responding approve the resolution.
- (7) A circular resolution will not be passed if:
 - (a) responses received within the specified time are insufficient to constitute a quorum; or
 - (b) a majority or those members responding do not approve the resolution.
- (8) If a quorum is achieved but the responses are tied, the chair will have a casting vote.
- (9) Separate copies of a document may be used for signing by members, provided that the wording of the resolution and statement is identical in each copy.
- (10) Any document referred to in this clause may be in electronic form, including email.

NOTES

Academic Board Meeting Procedures 2020

Date adopted: 22 April 2020

Date commenced: 23 April 2020

Administrator: Secretary to the Academic Board

Review date: 22 April 2025

Related documents: *University of Sydney Act 1989 (NSW)*
University of Sydney By-Law 1999 (NSW)

University of Sydney (Academic Board) Rule
Recordkeeping Policy 2017

AMENDMENT HISTORY

Provision	Amendment	Commencing
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