

Standing Orders of the Governing Body

December 2009

KINGSTON COLLEGE CORPORATION

STANDING ORDERS OF THE GOVERNING BODY

The following Standing Orders incorporate the specific procedural requirements of the Instrument of Government and the relevant paragraph number is shown in brackets where appropriate.

ORDER No. 1: MEETINGS OF THE GOVERNING BODY

1. The Corporation shall meet at least once in every term, and shall hold such other meetings as may be necessary. (12.1)
2. All meetings shall be called by the Clerk to the Corporation, who shall, at least seven calendar days before the date of the meeting, send to the members of the Corporation written notice of the meeting and a copy of the proposed agenda. (12.2)
3. If it is proposed to consider at any meeting the remuneration, conditions of service, conduct, suspension, dismissal or retirement of the Clerk, the Chair shall, at least seven calendar days before the meeting, send to the members a copy of the agenda item concerned, together with any relevant papers. (12.3)
4. A meeting of the Corporation, called a “special meeting”, may be called at any time by the Chair or at the request in writing of any five members. (12.4)
5. Where the Chair, or in the Chair’s absence, the Vice-Chair, decides that there are matters requiring urgent consideration, the written notice convening the special meeting and a copy of the proposed agenda may be given within less than seven calendar days. (12.5)
6. Every member shall act in the best interests of the Corporation and shall not be bound to speak or vote by mandates given by any other body or person. (12.6)

ORDER No. 2: APPOINTMENT OF CHAIR AND VICE-CHAIR

1. The members of the Corporation shall appoint a Chair and a Vice-Chair from among themselves. (6.1)
2. The Chair and Vice-Chair of the Governing Body shall be appointed, after being proposed and seconded, on a show of hands by governors present, at the first ordinary meeting of the Governing Body in the Summer Term.
3. Neither the Principal nor any staff or student member shall be eligible to be appointed as Chair or Vice-Chair or to act as Chair in their absence. (6.2)
4. If both the Chair the Vice-Chair are absent from any meeting of the Corporation, the members present shall choose someone from among themselves to act as Chair for that meeting. (6.3)
5. The Chair and the Vice-Chair shall hold office for a period of one year or such other period as the Corporation decides. (6.4)
6. The Chair or Vice-Chair may resign from office at any time by giving notice in writing to the Clerk. (6.5)
7. If the Corporation is satisfied that the Chair is unfit or unable to carry out the functions of office, it may give written notice removing the Chair from office and the office shall then be vacant. (6.6)
8. If the Corporation is satisfied that the Vice-Chair is unfit or unable to carry out the functions of office, it may give written notice removing the Vice-Chair from office and the office shall then be vacant. (6.7)
9. At the last meeting before the end of the term of office of the Chair or the Vice-Chair, or at the first meeting following the resignation or removal from office, the members shall appoint a replacement from among themselves. (6.8 & 6.9)
10. At the end of their respective terms of office, the Chair and Vice-Chair shall be eligible for reappointment. (6.10)

ORDER No. 3: QUORUM

1. The quorum of the Governing Body shall be in accordance with the Instrument of Government. The quorum shall be 40% of the total number of members. In the case of the College this will be eight members. (13.1)
2. If the numbers assembled for a meeting of the Corporation does not constitute a quorum, the meeting shall not be held. (13.2)
3. If during a meeting of the Corporation there ceases to be a quorum, the meeting shall be terminated at once. (13.3)
4. If a meeting cannot be held or cannot continue for lack of a quorum, the Chair may call a special meeting as soon as it is convenient. (13.4)

ORDER No. 4: ORDER OF BUSINESS

1. The agenda shall be prepared by the Clerk in consultation with the Chairman and the Order of Business at ordinary meetings of the Governing Body shall be:
 - (a) to choose a person to preside if the Chair and Vice-Chair are absent;
 - (b) declaration of interest;
 - (c) to approve as a correct record and sign the minutes of the last meeting of the Governing Body;
 - (d) to deal with any matters arising;
 - (e) to dispose of business (if any) remaining from the previous meeting;
 - (f) to consider reports from Committees established by the Governing Body;
 - (g) to consider reports from the Principal or any other officers with a right to report to the Governing Body;
 - (h) motions submitted by governors and printed on the agenda;
 - (i) any urgent business which cannot wait for the next ordinary meeting of the Governing Body.
 - (j) to receive items for information and report.
 - (k) to note the date of the next meeting.

2. Other than business under (a), (b), (c) and (d) above, the order of business may be changed:
 - (a) by direction of the Chair; or
 - (b) by a resolution passed on a motion (which needs not be in writing), duly moved and seconded, and shall be put without discussion.

ORDER No. 5: MINUTES

1. At every meeting of the Corporation the minutes of the last meeting shall be taken as the first item after the declaration of interest, except in cases where the members present decide otherwise, and, if agreed to be accurate, shall be signed as a true record. (15.1 & 15.3)
2. Separate minutes shall be taken of those parts of meetings from which staff members, the Principal, student members or the Clerk have withdrawn from a meeting in accordance with clause 14(5), (6), (8) (9) or (10) and such persons shall not be entitled to see minutes of that part of the meeting or any papers relating to it. (15.4)
3. The Corporation shall ensure that a copy of the draft or signed minutes of every meeting of the Corporation, shall be placed on the College website, and shall, despite any rules the Corporation may make regarding the archiving of such material, remain on its website for a minimum period of 12 months.(17.3)
4. The Corporation shall review regularly all material excluded from inspection on a confidential basis, and make any such material available for inspection where it is satisfied that the reason for dealing with the matter on a confidential basis no longer applies, or where it considers that the public interest in disclosure outweighs that reason. (17.4)

ORDER No. 6: RULES OF DEBATE

1. Motions may be proposed during the consideration of business referred to in Order No. 4.1.

2. When a motion is under debate no other motion shall be moved except the following:
 - (a) to amend the motion;
 - (b) that an amendment be not considered;
 - (c) that the question be now put;
 - (d) that the Governing Body moves to the next business;
 - (e) to adjourn the debate;
 - (f) to adjourn the meeting.
3. Any governor when seconding a motion or amendment may, if they then declare an intention to do so, reserve the right to speak at a later period of the debate.
4. An amendment shall be relevant to the motion and shall either:
 - (a) leave out words; or
 - (b) leave out words and/or insert or add words.
5. An amendment may, with the consent of the seconder, be amended or withdrawn by the mover.
6. Only one amendment may be moved and discussed at a time and no further amendment shall be moved until the amendment under discussion has been disposed of.
7. If an amendment is lost, no more than two other amendments may be moved on the original motion. If an amendment is carried, the motion, as amended, shall become the substantive motion (thus taking the place of the original motion) and shall become the motion upon which any further amendment may be moved.
8. A governor may raise a point of order, or in personal explanation, and shall be entitled to be heard forthwith. A point of order shall relate to an alleged breach of these Orders and the governor shall specify the Order and the way in which they consider it has been broken. A personal explanation shall be confined to some material part of a former speech by a governor which may appear to have been misunderstood in the present debate.

ORDER No. 7: VOTING

1. The mode of voting at meetings of the Governing Body shall be by a show of hands and the matter before the Governing Body shall be determined by a simple majority.
2. Every question to be decided at a meeting of the Corporation shall be decided by a majority of the votes cast by members present and entitled to vote on the question. (14.1)
3. Where, at a meeting of the Corporation, there is an equal division of votes on a question to be decided, the chairman of the meeting shall have a second or casting vote. (14.2)
4. At the request of a governor or governors, the Clerk shall record their names as dissenting from a matter before the Governing Body.
5. A member may not vote by proxy, or by way of postal vote. (14.3)

ORDER No. 8: SUSPENSION OF THESE ORDERS

1. Any of the preceding Orders may be suspended regarding any of the business where suspension is moved. Such a motion shall be moved and seconded and put to the Governing Body without debate.
2. A motion to suspend these Orders shall not be moved unless at least two thirds of the Governing Body is present.

ORDER No. 9: APPOINTMENT OF COMMITTEES

1. These Orders shall allow for the establishment of Committees by the Governing Body and will indicate the terms of reference of the Committees, the delegations to be exercised, the composition of the Committees and their quorum.
2. The Governing Body shall receive a report of the meetings of the Committees so established summarising the business transacted and the decisions made.
3. Such reports shall be submitted to the next meeting of the Governing Body.

ORDER No. 10: MATTERS OF URGENCY

1. There shall be specifically delegated to the Chair, or Vice-Chair, the Authority to act on matters of urgency which arise between meetings of the Governing Body and which cannot be determined by any Committee established by the Governing Body or would be inconvenient for them to so determine.

ORDER No. 11: INTEREST OF GOVERNORS IN CONTRACTS AND OTHER MATTERS

1. If any governor has any pecuniary interest, direct or indirect, in any contract, proposed contract or other matter, that Governor shall declare the interest in accordance with paragraph 11.2 of the Instrument of Government.
2. Any such interest so declared shall be entered in the minutes of that meeting by the Clerk.
3. It is Governors' responsibility to decide the extent of the interest.

ORDER No. 12: AMENDMENTS TO THESE ORDERS

Any amendments proposed to be made to these Orders must be approved by the Governing Body only after due notice has been given and an appropriate motion has been placed on the agenda of the Governing Body.