

# BRUNEL UNIVERSITY OF LONDON

## Council Ordinance 4

### Meetings of Council and Standing Orders

Council may, at an ordinary meeting, suspend or amend a Standing Order, provided that the suspension or amendment does not conflict with the Charter, Statutes or Ordinances, and that the suspension or amendment is approved by a simple majority of those members present and voting.

#### 1. Ordinary Meetings

- 1.1 Ordinary meetings of the Council of the University shall be held normally not less than four times each year.
- 1.2 Notice of all Ordinary meetings of the Council shall normally be published in the University Calendar by the Secretary of Council annually. The agenda for each meeting, accompanied by relevant documents, shall normally be issued to members of the Council by the Secretary, at least seven clear days before the meeting.
- 1.3 Meetings will be a hybrid of face to face and online, however members will be encouraged to attend in person whenever possible. The mode of attendance is at the discretion of the Chair of Council.

#### 2. Extra-Ordinary Meetings

- 2.1 An Extra-Ordinary meeting of the Council may be summoned by the Chair, or in their absence, the Deputy Chair or by the Secretary on receipt of a written request signed by any nine members of the Council stating the purpose for which a meeting is required. The Secretary shall give seven clear days' notice before the meeting. An Extra-Ordinary meeting will only consider the business specified in the request for the meeting.

#### 3. Quorum

- 3.1 Seven members of Council shall constitute a quorum of which the independent members must constitute a majority. In the absence of a quorum, business may be discussed and decisions may either be deferred to the next quorate meeting of Council or considered to be taken by Chair's action on the advice of members present, provided no member present registers any objection. .

relation to the request.

- 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 Chair.
- 5.4 For routine matters, those specifically delegated to the Chair, or for urgent matters when there is no time to call a meeting, Chair'

- 8.2. The Secretary shall circulate the unconfirmed Minutes to the Chair as soon as reasonably practical after each meeting.
- 8.3. The minutes of each meeting shall, after confirmation, be signed by the Chair at the succeeding meeting.