



north west

regional college

Derry~Londonderry • Limavady • Strabane

# STANDING ORDERS

**September 2023**

## THE GOVERNING BODY

### STANDING ORDERS

*These Standing Orders should be read in conjunction with the Further Education (NI) Order 1997 and with the Instrument and Articles of Government of the North West Regional College to which they are subservient.*

#### **1. Meetings of the Governing Body**

There shall be at least six meetings of the Governing Body each year on dates agreed by the Governing Body. Other meetings may be arranged as necessary.

Special meetings may be called at any time by the Chairperson or at the request in writing to the Governing Body (GB) Secretary of any five members.

The Internal or External Auditor may call a special meeting where they wish to discuss the circumstances related to their removal or resignation.

#### **2. Notice of meetings.**

The GB Secretary shall prepare the agenda for each meeting in consultation with the Chairperson and the Directorate. Members may request specific items to be placed on the agenda which will be given consideration by the Chairperson. The GB Secretary should be notified of such agenda items no less than ten days prior to the meeting.

Supporting papers for agenda items should be with the GB Secretary at least ten days in advance of the meeting. Papers will not normally be tabled at a meeting except with the prior consent of the Chairperson.

The GB Secretary shall send members notice of meeting, together with the agenda at least seven days in advance of the meeting. Papers for the meeting should normally accompany the agenda.

Any additional items not on the agenda sent to members will require the prior consent of the Chairperson and subsequent agreement of the Governing Body before they can become part of the business of the meeting.

#### **3. Quorum**

The quorum for a meeting to be held is six members of whom at least three must be from the business, industry and professional category. Except in the case of a temporary withdrawal of a member for a specific item of business for which they have declared an interest, if a meeting becomes inquorate, the Chairperson shall terminate the meeting and no further business will be transacted.

#### **4. Remote Attendance**

Where physical attendance at a meeting of the Governing Body and Committees is not practical and a member has given due notice to the GB Secretary to allow time to arrange the setting up of the facilities, remote attendance may, with prior approval of the appropriate Chair and with appropriate safeguards, be facilitated by video conference link via Skype, teleconference and or any other appropriate connection.

#### **5. Arrangements for chairing of meetings**

A meeting of the Governing Body shall be chaired by the person appointed by Department for the Economy (DfE) as Chairperson unless they are absent or there is a vacancy in which case the Vice-Chairperson shall chair the meeting. Should both the Chairperson and the Vice-chairperson be absent, then the members present will elect one of their members from the business, industry and professional category to chair the meeting.

#### **6. Order of business**

The business of the meeting shall be taken in the order in which it appears on the agenda. The Chairperson, with the consent of the Governing Body, may vary the order where it is considered necessary. Any variation will be recorded in the minutes of the meeting.

#### **7. Register of Interests**

##### **Declaration of interest and withdrawal from meetings**

A copy of the Register of Interests shall be given to members at the first meeting of the Governing Body in the autumn term of each academic year for review and updating purposes.

At each subsequent meeting of the Governing Body in that academic year, members are required to declare any subsequent amendments to the Register.

The agenda for every meeting of the Governing Body shall include an item whereby members in attendance are invited to declare any conflict of interest they may have with the business of the meeting. Members declaring a conflict of interest on a specific agenda item should withdraw from the meeting when that item is being considered. Should, as the meeting proceeds, a member becomes aware of a conflict of interest, they should declare such and withdraw from the meeting while that matter is being considered. Members declaring an interest shall not vote on any question relating to the matter.

The Principal, staff members and student member shall, unless the Governing Body agrees otherwise, withdraw from a meeting where any of the circumstances listed in Schedule 4 of the Instrument of Government apply.

All withdrawals from and subsequent re-joining with the meeting by members will be recorded in the minutes of the meeting.

## **8. Conduct of business**

All business will be conducted through the Chairperson. Members will seek to conduct business in accordance with the Code of Conduct for the Governing Body (Appendix 1). They will not be bound in their speaking or voting by mandates given to them by other bodies or persons. The Governing Body will seek to make its decisions by common consent amongst the members present.

## **9. Voting**

Where a vote is necessary at a meeting, it will normally be by show of hands unless the Governing Body agrees otherwise. In the event of a tie, the Chairperson will have a casting vote. The outcome of a vote will be recorded in the minutes. No member may vote by proxy.

On the requisition of any member, before a vote is taken, who is supported by at least one other member, the voting on any such question shall be recorded so as to show whether each member present gave his vote for or against that question or abstained from voting.

## **10. Rescinding of agreed resolutions**

No resolution agreed by members may be rescinded or varied at a subsequent meeting unless it is a specific item of business on the agenda for that meeting.

## **11. Attendance at meetings by non-members**

Any question as to whether a person who is not a member of the Governing Body or the GB Secretary may attend a meeting of the Governing Body shall be dealt with in the first instance by the Chairperson, subject to ratification at the meeting by the Governing Body before such person joins the meeting. In any case, an appropriate member of the senior staff of the College may attend any meeting at which matters relating to their area of expertise are being discussed.

## **12. Minutes of meetings**

Minutes shall be taken of every meeting of the Governing Body. Draft minutes will be agreed between the Chairperson and the GB Secretary.

Minutes will then be circulated to members who, at the next meeting of the Governing Body, will consider them as an agenda item and, if agreed to be accurate, they will be signed as a true record by the Chairperson or, in his absence, the acting Chairperson.

Approved minutes will be made available at the College and published on the College's website.

A separate minute will be kept of an item for which a person has withdrawn or for any item which the Governing Body agrees should be treated in confidence. Such a minute will not normally be available to the person who has withdrawn nor be published unless the Governing Body agrees.

### **13. Standing Committees**

The Governing Body shall establish three standing Committees:

- Audit Committee
- Education Committee
- Resources Committee

The Governing Body shall approve membership of each Committee in accordance with arrangements set out in the College's Articles of Government.

Each Committee shall appoint its own Chair and Vice-Chair other than the Director, a staff member, or the student member of the Governing Body.

The Governing Body shall approve the Terms of Reference of each Committee. The Terms of Reference for each Committee will include reference to its constitution and membership, attendance at meetings, authority, proceedings, duties, reporting procedures and period for review of its terms of reference.

Each Committee shall provide minutes of its meetings together with a report at the next available meeting of the Governing Body.

The Governing Body may, from time to time, refer a matter to a Committee who, after consideration of the matter, will report back to the Governing Body.

### **14. Removal of member from office**

Should a member be absent, without special reason recognised by the Governing Body, for a period exceeding six months from all the meetings of the Governing Body (or any of its Committees to which the member has been appointed) the Governing Body shall, having given notice to the member of its intention to do so, make application to the Department to have the member removed from office.

### **15. Publication of Standing Orders**

A copy of these Standing Orders shall be given to each member of the Governing Body; made available to any person wishing to inspect them during normal office hours by contacting the GB Secretary and published on the College's website.

### **17. Review of Standing Orders**

The Standing Orders shall be reviewed by the Governing Body on a biennial basis.

<b>Reviewed Dates</b>
Sept 2023
June 2021
June 2019
January 2018
January 2016
September 2014