

Standing Orders of Academic Board

*“Standing orders are the permanent rules for the regulation of the business and proceedings at an organisation’s meetings.”*¹

These standing orders apply to Academic Board and its standing committees.

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¹ Renton, N (2005) *Guide for Meetings and Organisations* (8 ed. Vol.2). Sydney: Lawbook Co. p137

1 Meetings

- 1.1 Academic Board (“the Board”) will meet at least five times each year.
- 1.2 Meeting dates for the following year will be determined by the end of the current year.
- 1.3 Meetings of the Board will not exceed two hours in duration unless the majority of members present vote for an extension of time.
- 1.4 Meetings are normally conducted between the hours of 10 am and 3 pm.
- 1.5 Meetings may be conducted via electronic communication technologies, at the discretion of the Chair.
- 1.6 Notice of a recommendation, report, or other business must be submitted in writing to the Executive Officer at least ten working days before the day of the meeting. Matters received after this time may only be accepted at the discretion of the Chair.
- 1.7 The Chair may cancel a meeting if they decide that there is insufficient business to warrant a meeting.
- 1.8 **Special meetings** may be convened in addition to ordinary meetings:
 - (a) if the Board decides a special meeting is required;
 - (b) if the Chair decides a special meeting is required;
 - (c) at the request of the Vice-Chancellor and President; or
 - (d) if the Executive Officer is notified in writing by a majority of members specifying the business to be considered.

2 Circular meetings

- 2.1 Circular meetings may be arranged by the Chair to address urgent business if no other meetings are scheduled within the timeframe required for the Board’s decision.
- 2.2 The Board’s preferred practice is to minimise the use of circular meetings as they limit discussion. They are normally used to resolve non-contentious and routine recommendations.
- 2.3 A circular resolution is a written document signed by a majority of Board members, indicating their support for a recommendation circulated between Board meetings.
- 2.4 Board members may vote to agree or to disagree with the recommendation, or to abstain from voting.
- 2.5 In the absence of an electronic signature, a vote received from a member’s staff email account is deemed to have been signed by the member.
- 2.6 Minutes of the circular meeting will be included in the agenda of the next ordinary meeting.

3 Membership

- 3.1 **Membership, appointment processes** and the **terms of office** for Academic Board positions are covered in the Board’s Charter approved by the University’s Council. The Charter is Schedule 1 to the Federation University Australia (Academic) Regulations (“Academic Regulations”), which Charter may include provisions for:
 - (a) appointment or election of the Chair and Deputy Chair;
 - (b) appointment or election of the Chairs of standing committees;
 - (c) the option to co-opt members for a specified term;
 - (d) removal and resignation of Board members;
 - (e) extended absence from meetings; and
 - (f) the election or appointment of members to fill early vacancies in the Board’s membership.
- 3.2 **Membership, appointment processes** and the **terms of office** for standing committee positions are covered in the Charters for each committee approved by the University’s Council, which Charters comprise Schedules 2 to 5 of the Academic Regulations.

The Charters for standing committees may include provisions for:

- (a) appointment or election of the Chair and Deputy Chairs;
- (b) the option to co-opt members for a specified term;
- (c) removal and resignation of committee members;
- (d) extended absence from meetings; and
- (e) the election or appointment of members to fill early vacancies in the committees' membership.

3.3 **Elections** for positions on the Board, the standing committees and for Deputy Chair positions are conducted in accordance with Part 5 of the Federation University Australia (Operations) Regulations ("Operations Regulations").

4 Quorum

- 4.1 A quorum is defined as 50% of the total membership, in accordance with the Charters of the Board and its standing committees. .
- 4.2 A quorum must be present before official decisions can be taken at a meeting.
- 4.3 A meeting will lapse after 15 minutes in the absence of a quorum, or at a time determined by the Chair.
- 4.4 Inquorate meetings may be adjourned to a time to be determined by the Chair, including those meetings which become inquorate during the meeting.
- 4.5 An inquorate meeting may continue for routine discussion items that do not require a decision to be formalised, at the discretion of the Chair. In this case an informal note summary may be kept and included for information in the papers for the next meeting, under the confirmation of the minutes item.
- 4.6 Where a meeting is adjourned for lack of a quorum, the reconvened meeting usually only considers the remaining items on the original agenda.
- 4.7 Members attending meetings via video link or remote connection are included in determining a quorum.

5 Absence from meetings

- 5.1 Members unable to attend a meeting will give notice of their non-attendance by registering their apologies with the Academic Secretariat before the meeting.
- 5.2 Prolonged or multiple absences from meetings may be addressed in the Charters for the Board and its standing committees.

6 Attendance and proxies

- 6.1 The Board expects its members to attend Board meetings unless they are absent from the University or otherwise prevented from attending.
- 6.2 Subject to the provisions of the Charters referred to above, ex officio members unable to attend a meeting may nominate a proxy to represent them. The ex officio member is responsible for briefing their proxy on the business of the meeting. .
- 6.3 The nominated proxy has voting rights at the meeting and is counted as part of the quorum.
- 6.4 Elected members and co-opted members are not entitled to a proxy.
- 6.5 Ex officio members who have appointed a nominee to represent their position on the Board or a standing committee may on occasion wish to attend a meeting in addition to their nominee. In this case they will not be counted for the purposes of a quorum if both are in attendance. The ex officio

member has the right to speak to a recommendation if they attend a meeting, but if both are in attendance only the nominee has the right to vote on the recommendation.

7 Attendance by non-members

- 7.1 Members of the University, or members of the public with an academic association with the University, may apply to the Chair for permission to attend and observe a meeting of Academic Board or its standing committees, Permission must be sought at least 24 hours before the meeting via chair.academicboard@federation.edu.au.
- 7.2 Non-members may not speak to any recommendation or upon any matter before the Board, unless invited to by the Chair.
- 7.3 Non-members do not have voting rights at meetings.
- 7.4 The Chair may limit the number of non-members to attend a Board meeting.
- 7.5 Non-members may be excluded from all or part of the meeting when confidential or *in-camera* items are discussed.

8 Agendas

- 8.1 The Chair will determine the order and items of business to be included in the agenda.
- 8.2 The usual order of business for ordinary meetings is as follows:

Procedural matters

- Welcome and apologies
- Starring of items for discussion or decision
- Preliminary matters
- Minutes of the previous meeting
- Business arising from the minutes

Strategic items

Vice-Chancellor and President's report (where applicable)

- then an opportunity for questions about the report and for the Vice-Chancellor and Vice-Chancellor, if present, to respond.

Chair's report

- then an opportunity for questions about the report and for the Chair to respond.

Items of general business

Reports and recommendations from standing committees

- Academic Board Administrative Committee
- Curriculum Committee
- Learning and Teaching Quality Committee
- Research Committee

Reports from members (as applicable)

Reports from other committees (as applicable)

Reports from Institutes, Schools, Federation TAFE and/or Research Centres (as applicable)

For information and noting

Other business

Notice of next meeting

- 8.3 Papers to be included in an agenda should be submitted at least ten (10) working days before a meeting and in the format in which they will be presented to the Board or committee.
- 8.4 Agenda papers will be distributed to members by the Executive Officer at least four (4) working days before the meeting.
- 8.5 Late papers received after the agenda paper submission deadline will only be included in the agenda with the Chair's permission.
- 8.6 Tabled papers will not be considered if a majority of members present, or the Chair, vote that the item be held over to a subsequent meeting.
- 8.7 The Chair may take an item out of agenda order during the meeting unless a majority of members object.
- 8.8 The 'Other Business' item at the end of an agenda is an opportunity for any member present, including the Chair, to raise a matter that is not on the agenda, or to ask a question. The Chair may choose to disallow a question or may take a 'question on notice'. Matters raised or answers to questions may not be debated or lead to a motion at the meeting.

9 Starring items

- 9.1 To improve the efficiency of meetings, a 'starring' system is used to determine agenda items that require discussion, and those that do not.
- 9.2 Items for discussion are initially determined by the Chair and designated with an asterisk or 'star' (*) in the agenda.
- 9.3 Board members will be asked at the start of the meeting if they wish to 'star' additional items for discussion, or to 'unstar' items from discussion.
- 9.4 Recommendations within 'unstarred' agenda items will be taken as having been considered and approved by the Board.

10 Basic rules of debate

- 10.1 Observing the basic rules of debate enhances the Board's effectiveness by ensuring that discussion is orderly, that each member has the opportunity to speak, and that the wishes of the majority prevail.
- 10.2 The Board will normally conduct its business using the basic rules of debate as follows:
 - (a) all remarks will be addressed to the Chair. That is, members will catch the Chair's attention by a raised hand (or a digital alert during virtual meetings) and wait to be invited to speak;
 - (b) any questions to another member will be put through the Chair;
 - (c) proposals made to the meeting will be in the form of recommendations;
 - (d) the member who moves a recommendation has the first right to speak to it;
 - (e) a member may speak more than once to a recommendation, but not if the Chair considers that other members are being denied the right to speak, or that the member is unduly repetitious;
 - (f) recommendations listed in the agenda papers are deemed to have been moved by the Chair;
 - (g) a recommendation may be withdrawn or amended by the mover with the consent of the meeting;
 - (h) the sense of a recommendation must be expressed at the meeting, but the actual wording may be later refined by the Chair and Executive Officer for the minutes;
 - (i) More formal rules of debate ([Appendix 1](#)) may be invoked for all or part of a meeting when decided by the Chair, or by a majority vote of members present at the meeting.
 - (j) The Chair may invite discussion on a recommendation before a vote is sought.

11 Voting

- 11.1 All recommendations will be decided by a simple majority vote of members present, unless otherwise stated in these Standing Orders.
- 11.2 The Chair will "ask approval" for a recommendation to initiate a vote by a show of hands (or equivalent for virtual meetings), or in the absence of dissent assume that the recommendation has been passed.
- 11.3 Members may not speak to a recommendation after it has been put by the Chair and the vote taken.
- 11.4 In the case of an equal vote on a recommendation, the Chair has a casting vote as well as a deliberative vote as provided for in its Charter. .
- 11.5 Ex officio members have full voting rights, and in their absence may delegate their vote to a proxy attending the meeting as their representative (refer 6.1 and 6.2).
- 11.6 Elected members have full voting rights, but are not permitted to appoint a proxy to attend or vote in their absence.
- 11.7 Co-opted members do not have voting rights.
- 11.8 Non-members do not have voting rights.

12 In-camera items

- 12.1 The Board will consider the following matters as *in camera* items:
 - (a) any item listed as in-camera on the agenda papers or in the minutes of the Board;
 - (b) any personal matter identifying or affecting a staff member or student;
 - (c) any business negotiation or other financial matter which the University would define as "commercial-in-confidence" or which might allow any person to profit;
 - (d) any matter determined by the Chair to be best managed in-camera, and
 - (e) any other matter agreed by a majority of Board members present to be best managed in-camera.
- 12.2 Papers relating to in-camera items will be labelled in an agenda which is to be circulated only to Board members.
- 12.3 Discussion of in-camera items at Board meetings will be held in a closed session after all normal business has been concluded. Non-members will be asked to leave the meeting before the discussion starts. The Chair has discretion to ask that a specific non-member remain for an in-camera item if they determine that their input would be pertinent to the discussion.
- 12.4 Board members will not, without the prior approval of the Chair, directly or indirectly disclose information concerning in-camera items received by virtue of membership of the Board, to any person who is not a member of the Board.
- 12.5 Disclosure or discussion of information concerning Board-related matters with a person who is not a member of the Board does not constitute a breach of confidence, except in the case of in-camera matters.
- 12.6 The minutes of the meeting will summarise the outcomes for in-camera matters but remove references to confidential or personal information, and distribute them to members only.

13 Reports to the Board

- 13.1 The Board's standing committees report to the Board if and as provided for in their respective Charters. This reporting is facilitated by their recommendations and minutes being included in the Board's agenda.
- 13.2 Institutes, Schools, Federation TAFE and Research Centres report to the Board, directly or indirectly, as provided for in the Academic Regulations and/or the Operations Regulations.

- 13.3 Where appropriate, recommendations from Institutes, Schools, Federation TAFE and Research Centres may be referred to the relevant standing committee for consideration, before being forwarded to the Board for endorsement.
- 13.4 The Board expects the developmental and deliberative work, including appropriate consultations, to have been undertaken by the relevant body prior to any recommendation being forwarded to the Board for endorsement.
- 13.5 Given the expectation above, debate about wording and detail generally will be minimal at Board meetings during discussion of recommendations received from the Board's standing committees or working parties.
- 13.6 Obvious errors can be pointed out, which the Chair may alter if the recommendation is adopted. However, discussion of larger scale alterations to meaning, scope and intent will generally not be entertained
- 13.7 The authority to determine what constitutes a discussion about larger scale alterations to meaning, scope and intent lies with the Chair, and the Chair will direct the discussion accordingly.
- 13.8 Subject to its Charter, the Board may request and receive reports from other organisational units in the University as appropriate.

14 The Chair

- 14.1 The Chair presides over the meeting and will:
 - (a) conduct the meeting in a manner guided by the Standing Orders to give all members present the opportunity to speak and vote on matters before the Board, and ensure that unnecessary or repetitious discussions are not entertained;
 - (b) take care that the sense of the meeting is properly ascertained with regard to any matter before it;
 - (c) put recommendations and amendments to the vote and report the result of the vote;
 - (d) ensure that the business of the Board is either referred to a relevant committee, or is communicated effectively to relevant areas of the University; and
 - (e) preserve order during the meeting by addressing:
 - interference to speakers;
 - private talk or heckling remarks;
 - the timeframe for speakers who in the Chair's opinion are unduly verbose or not keeping to the point being discussed;
 - disorderly behaviour and may ask disorderly members to leave the meeting.
- 14.2 The Chair may not adjourn the meeting to prevent it coming to a decision.
- 14.3 The Chair may not refuse to accept an amendment that is in proper form and relates to a recommendation under discussion.

15 The Deputy Chair

- 15.1 The appointment of the Deputy Chair is provided for in the Board's Charter .
- 15.2 A Deputy Chair will normally preside at Board meetings where the Chair:
 - (a) is absent;
 - (b) for an appropriate reason, elects not to preside;
 - (c) is unable to preside.
- 15.3 A Deputy Chair, for an appropriate reason, may choose not to preside at the meeting.

- 15.4 If both the Chair and Deputy Chair are unavailable to chair a meeting for a reason set out in 15.2 or 15.3, the Chair will select a member to chair the meeting.
- 15.5 In the absence of the Chair, any power conferred on the Chair by the Orders may be exercised by the Deputy Chair or the member chairing the meeting.
- 15.6 In the case of unexpected absences of the Chair and the Deputy Chair, the Board may elect a member to chair the meeting.

16 Roles of members

- 16.1 Members of Academic Board have a responsibility to:
- attend meetings and be prepared for discussion, having read the agenda papers;
 - contribute to discussion at meetings in a respectful manner and ensure any communication in between meetings is in a respectful manner;
 - serve as a communication conduit to their Institute, School, Federation TAFE or Research Centre regarding actions, policies and new developments of the Board, where appropriate;
 - provide feedback or information on actions, policies and new developments when requested in a respectful manner;
 - clearly distinguish between contributions they are providing as an individual, and contributions they are providing with the intention to represent their school or portfolio; and
 - declare at the outset of a meeting, any conflict of interest with any matter on the agenda, which will be recorded in the minutes: see also 18, below.

17 Conduct of members

- 17.1 Members are expected to behave in accordance with relevant university codes and policies at meetings, including the University's Staff Code of Conduct.
- 17.2 Members are expected to participate in Board business and contribute to effective decision-making for the benefit of the University. Members should provide input on matters at the first available time in the discussion.
- 17.3 During meetings, members will:
- confine their remarks to matters before the Board;
 - cease speaking when called to order by the Chair, until the question of order is decided; and
 - leave the meeting when a matter relating to them personally (other than a recommendation that the member be censured) is being considered, unless permitted to stay by the Chair or the majority of members present.
- 17.4 Members will not disclose how other members spoke or voted on matters before the Board to non-members.
- 17.5 Members will be given notice of at least three (3) working days before a meeting if they are to be the subject of a censure motion. Notice must be in writing and include a brief statement of the allegations against the member, to be debated by the Board. The member must be informed that they have the right of reply. The meeting agenda must specify the intention to move the censure motion, and must include the member's written reply (not to exceed 1000 words) if one has been provided. If the member charged elects to answer the charges during oral debate, such reply will be the final contribution to the debate.

18 Minutes of meetings

- 18.1 Confirmed minutes of Board and standing committee meetings will be stored in the University's records management system as a true record of the meeting.
- 18.2 The minutes, when approved by the Chair, will be distributed to Board members and made available on the Academic Board website for members only to access within 10 working days after the meeting.
- 18.3 The minutes will be submitted to the next meeting for confirmation as a record of the meeting.
- 18.4 The main requirement of minutes is that they are an accurate and succinct record of decisions taken at the meeting and key points raised during discussion. As the minutes are not a transcript, only key summary points are needed.
- 18.5 The minutes will record:
 - (a) the nature and number of the meeting and whether ordinary, special, or circular;
 - (b) the date, time and place of the meeting;
 - (c) the name of the person who chaired the meeting;
 - (d) the names of members and non-members present at the meeting;
 - (e) the names of members who registered their apologies before the meeting;
 - (f) declarations of interests;
 - (g) a summary of business conducted at the meeting including:
 - a brief statement on discussion of a recommendation; and
 - the resolution;
 - (h) at the request of any member, a note that they wished their dissent or abstention from voting on a recommendation to be recorded;
- 18.6 A record of the following matters will not be included unless the Chair directs otherwise:
 - (a) the names of individuals contributions to the discussion;
 - (b) the names of members who move or support a recommendation;
 - (c) a recommendation which is lost or withdrawn; and
 - (d) views attributed to an individual member (except in the case where the Vice-Chancellor or other member has made a formal statement for report to the Council or elsewhere).
- 18.7 The minutes should reflect key matters with consideration of tact and diplomacy. Debate on a recommendation that the minutes be confirmed will be limited to the accuracy of the minutes presented.
- 18.8 A recommendation may be made to amend the minutes of the previous meeting to correct clear errors, but not stylistic preferences or to capture the discussion.
- 18.9 Members may not request that a statement attributed to themselves be included in the minutes, unless permitted by the Chair.
- 18.10 A matter decided at a previous meeting cannot be reopened during debate on a recommendation to confirm the minutes of that meeting.
- 18.11 A record of action to be taken from the meeting will be kept, including the person responsible for the action and a timeline for completion where appropriate.
- 18.12 The Chair or Executive Officer will notify relevant University staff of Board decisions that those staff are required to action.
- 18.13 The Board's advice on policy or procedural matters will be sent to management, the Vice-Chancellor or the Council, as provided for in its Charter.

19 Committees of Academic Board

19.1 The committees below are constituted as standing committees of Academic Board; as noted earlier, their Charters are set out in Schedules 2 through 5 to the Academic Regulations:

- (a) Academic Board Administrative Committee
- (b) Curriculum Committee
- (c) Learning and Teaching Quality Committee
- (d) Research Committee

19.2 The standing committees may establish working parties to the extent provided for in their Charters.

20 Standing Orders

20.1 The Standing Orders are in accordance with Regulation 17 (2) of the Academic Regulations.

20.2 The Standing Orders will apply to all meetings of the Board and its committees, unless a majority of members present vote to suspend any part of the Orders for any part of a meeting.

20.3 The Standing Orders may be amended by:

- (a) a recommendation passed by a majority of members present at a Board meeting. Due notice of the recommendation must be given; or
- (b) the Vice-Chancellor and President consistent with their statutory and regulatory powers.

20.4 Any matter of procedure which is not dealt with in the Orders will be determined by the Chair.

20.5 Meetings of the Board and its committees will be conducted in accordance with the Operations Regulations and these Standing Orders.

21 Further information

21.1 Refer to the links below to consult the University's:

- (a) [Academic delegations](#)
- (b) [Policies and procedures](#)
- (c) The University's Statute and [Regulations](#).

Appendix 1

Formal rules of debate and procedure

- 1.1 If the Chair rules, or the Board by resolution determines, that a matter before a meeting will be conducted in accordance with the formal rules of debate then the following procedures will apply:
- (a) Debate will occur only on a formal recommendation before the Board, or on an amendment to a recommendation. Any such recommendation or amendment will normally be submitted in writing to the Chair.
 - (b) Any members wishing to move a recommendation or amendment or to take part in any debate will indicate by a show of hands to the Chair.
 - (c) The member first observed by the Chair will be given priority in speaking.
 - (d) If the Chair rises during the debate, a member speaking or offering to speak will cease speaking and the Chair will be heard without interruption.
 - (e) A member may speak to an amendment even if that member has already spoken to the recommendation or a previous amendment.
 - (f) The mover of a recommendation, but not of an amendment, will have the right to reply. The mover's reply closes the debate.
 - (g) A speaker will keep to the particular matter before the meeting and will not introduce irrelevant material.
 - (h) The mover of a recommendation may speak for a period not exceeding ten minutes and a subsequent speaker for a period not exceeding five minutes, unless an extension not exceeding five minutes is granted by a majority of members present.
 - (i) The Chair may participate in the debate from the Chair.
 - (j) No member may speak to a recommendation, after it has been put by the Chair and the show of hands or ballot has been taken.
 - (k) In the absence of a member who has given notice of recommendation, a recommendation will lapse unless another member present is prepared to move it.
 - (l) A recommendation may be amended or withdrawn by the mover with the consent of the meeting.

Recommendations and Amendments

- 1.2 A recommendation or amendment will be couched in definite and precise language, and usually in an affirmative tone.
- 1.3 An amendment will relate only to the matter in the recommendation.
- 1.4 An amendment which is a direct negative of the recommendation will be disallowed.
- 1.5 Only one recommendation or amendment may normally be accepted at a time. However, a member may speak against a recommendation or amendment by drawing attention to a foreshadowed recommendation or amendment to be moved if the recommendation or amendment before the meeting is defeated.
- 1.6 The following constitute recommendations or amendments that are considered out of order:
- (a) a recommendation or amendment which is substantially the same as a recommendation or amendment that has been previously carried at the meeting;
 - (b) a recommendation or amendment which is substantially the same as a recommendation or amendment that has been previously defeated at the meeting; or

- (c) a recommendation or amendment which is inconsistent with a prior recommendation or amendment that has been previously passed at the meeting.
- 1.7 Debate on a recommendation or amendment will be immediately suspended, even if a person is speaking, if any of the following recommendations are moved by the Chair:
- (a) that the speaker no longer be heard;
 - (b) that the matter be postponed;
 - (c) that the Board proceed to the next item of business;
 - (d) that the matter be referred back to the Committee which submitted the proposal;
 - (e) that the question not now be put;
 - (f) that the question now be put;
 - (g) that the Board now adjourn.
- 1.8 A member who has already spoken to the recommendation or amendment may not move in terms of (c) or (e) above. Recommendations (a), (c) and (g) are not debatable, but the Chair may express the view that the matter has not been adequately debated and suggest that the procedural recommendation should not be carried. Recommendations (a), (e), (f) and (g) are carried only if a majority of the members present vote in favour of the recommendation. If recommendation (f) is carried in relation to an original recommendation, the mover of that recommendation may exercise the right of reply to the substantive debate before the recommendation is put.
- 1.9 The Chair may refuse to grant the mover of the recommendation the right to reply until it is clear to the Chair that no other member desires to speak to the recommendation or to move an amendment.
- 1.10 Recommendations do not normally require a seconder. Recommendations listed in the agenda can be considered as having been moved by the Chair by their inclusion.
- 1.11 The mover of an amendment has no right of reply.
- 1.12 Notwithstanding any other provision of these Standing Orders, at any time during a debate a member may foreshadow a recommendation or amendment provided that the member will not at the time speak to the recommendation or amendment which is foreshadowed.
- 1.13 The Chair will put the recommendation or amendment when the debate has concluded.
- 1.14 No member may speak to a recommendation after it has been put by the Chair and the vote taken, except to raise a point of order.

The Chair

- 1.15 Any member disagreeing with a ruling from the Chair may move as follows:
- (a) "That the Chair's ruling be dissented from". No seconder is required.
 - (b) A dissent recommendation must be moved immediately after the ruling is given.
 - (c) Upon such a recommendation being moved, a Deputy Chair will take the Chair.
 - (d) The question will be put in the form: "That the Chair's ruling be upheld". (Those disagreeing with the ruling vote "No".)
 - (e) The member disagreeing with the ruling may speak to the matter, and the Chair may reply. Both speakers are to conclude their remarks within five minutes. The recommendation will then be put and decided, the Chair will resume presiding over the meeting and proceedings will be continued in accordance with the will of the meeting.