Style Manual for Agendas and Minutes of University Committees

Issued June 1997
FOREWORD

This Style Manual has been produced to assist staff who are involved in the preparation of agendas and minutes for University committees and boards that have been established under the aegis of the Board of Governors and the Academic Senate.

The Manual should be used in conjunction with the Rule for the Conduct of Meetings, as approved by the Board of Governors and printed in the Academic Manual (Part B1.3).

In this Manual, examples of items from agendas and minutes have been printed in boxes. The Manual will be updated regularly by the Office of Academic Governance staff so any comments or suggestions that you may have would be greatly appreciated.

If you have any further queries relating to the preparation of agendas, minutes, action sheets or late papers please contact staff in the Office of Academic Governance at Bathurst.

NICK DRENGENBERG
Academic Secretary

June 1997
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AGENDAS
1. **CONTENT**

Agendas should contain the following information:

1. the name of the committee;

2. the date, time and venue for the meeting;

3. a list of business in the order it is to be dealt with in the meeting and clearly indicating the agenda page(s) where supporting papers are contained.

Clause 3.3 of the Rule for the Conduct of Meetings (Academic Manual, Part B1) states that "the order of business for meetings shall be:

- apologies
- starring of items
- confirmation of minutes of previous meeting(s)
- business arising from the minutes
- report from the Presiding Officer
- reports from sub-committees
- new items of business
- urgent business (must be notified to the Presiding Officer)
- date of next meeting."

4. where possible a draft resolution(s) for each item to focus the committee's attention on each issue before it;

5. the date and, wherever possible, the venue and time of the next meeting; and

6. the distribution list for the agenda including a list of the committee members and their category of membership and other people who receive copies of the agenda.

2. **MARGINAL SYMBOLS**

To assist members to locate supporting papers and agenda attachments for an item. A notation is recorded next to the agenda item in the left margin. Such notations inform committee members of the page number for agenda attachments or whether the attachments for the agenda item are separate to the agenda or confidential etc.

Sometimes an asterisk (*) is also recorded on the left-hand side of the agenda item number. This symbol indicates that the item will be discussed during the meeting (see Section 7 for further information about the starring of items).
### 3. MINUTES OF PREVIOUS MEETING

*to adopt the minutes of the Academic Senate meeting held on 10 September 1995 as a correct record.*

### 4. PRESIDING OFFICER'S REPORT

*to receive the Presiding Officer's report.*

### 5. REPORT FROM ACADEMIC REGULATIONS COMMITTEE

*to receive the report from the Academic Regulations Committee.*

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### 3. NUMBERING AGENDA ITEMS

The decimal numbering system is used for numbering all agenda items. Wherever possible the use of alphabetical characters or roman numerals to number agenda items should be avoided as they can be confusing.

It is also preferable to avoid numbering items to more than four characters.

#### 1. STARRING OF ITEMS

#### 2. MINUTES OF PREVIOUS MEETINGS

- **2.1** Minutes of the meeting held on 4 July 1995
- **2.2** Minutes of the meeting held on 10 September 1995

#### 3. MATTERS ARISING FROM THE MINUTES

Sometimes an item may be recorded under more than one agenda item. This occurs in instances such as in Faculty Board agendas when each School is asked to report to the Faculty Board in relation to a particular issue or where a matter has been dealt with by a School and then subsequently by another Faculty Committee.
3.1 Recording Items Under More Than One Agenda Item

9. REPORT FROM EDUCATION COURSES COMMITTEE

9.1 Minutes of Courses Committee of 2 May 1995

that the minutes of the meeting of the Education Courses Committee held on 2 May 1995 be received.

9.1.1 EML412 Language and Language Development (CSE 95/62 refers)

that the pre-requisite subject LNG401 Linguistics for Teachers for the subject EML412 Language and Language Development be removed.

and then later in the agenda.

12. REPORTS FROM SCHOOL BOARDS

12.1 School of Teacher Education

that the report of the meeting of the Teacher Education School Board held on 5 and 6 April 1995 be received.

12.1 EML412 Language and Language Development

See agenda item 9.1.1.

4. AGENDA ITEM TITLES

Each agenda item should include a title which accurately identifies it. Abbreviations, other than accepted acronyms such as AVCC or DEETYA, should not be used.

Items which relate to a course or a subject should include the full name of the course or subject in the title of the agenda item. Where space does not permit a detailed title, such as where several subjects are to be changed, then the agenda title should reflect the general nature of the item. The name of the subjects affected should be included in the text of the resolution.
9. BACHELOR OF ARTS (COMMUNICATION - ADVERTISING)

to RECOMMEND TO UNDERGRADUATE STUDIES COMMITTEE that the Bachelor of Arts (Communication - Advertising) be approved for introduction in Spring Session 1996 and added to the University Register of Awards and Courses.

OR

10.1 Additional Subjects in the Bachelor of Education (Early Childhood)

that the following subjects be approved for inclusion in the Bachelor of Education (Early Childhood):

EED304 Child Development and Learning Early Childhood Contexts: Under 5 Years;
EED305 Child Development and Learning in Early Childhood Contexts: 5-8 Years; and
EMS103 Early Childhood Maths and Science.

5. APOLOGIES

Apologies that are received before the closing date for the agenda are usually recorded in the agenda as follows:

APOLOGIES

Ms T Jones
Professor B Smith

Apologies will be received by Debbie Gillman, Office of Academic Governance, Bathurst (telephone 063 384 628, facsimile 063 384 194).

Further apologies received before the meeting should be noted by the Committee Secretary and then notified at the meeting and recorded in the minutes of the meeting. (Refer to section 5 of the Minutes Section.)

6. MEMBERSHIP ITEMS

When notification of the appointment, or resignation, or variation to the membership of a committee is to be included on an agenda, the item “Membership” is placed as the first item on the agenda after apologies and before the starring of items. (Note: This is an acceptable deviation from the order of business as detailed in the Rule for the Conduct of Meetings.)
The inclusion of this item at the beginning of the agenda allows any new members to participate in the remainder of the meeting.

**APOLOGIES**

Apologies will be received by Miss Kylie Stimson, Office of Academic Governance - Bathurst Campus [telephone (063) 384 779, facsimile (063) 384 194 or email kstimson@csu.edu.au]

**MEMBERSHIP**

* pp 11-13

*to note the advice from the Pro Vice-Chancellor (Academic Support) that he has nominated Mr Grant Walter, Manager, Student Administration Office, Bathurst, as his nominee to the Education Faculty Board.*

*that Ms Adele Rosser be appointed to the casual vacancy for a support staff member on the Education Faculty Board for the term ending 30 June 1997.*

*to note that Dr Joy Goodfellow, Head of the School of Early Childhood at the Australian Academy is to become a member of the Education Faculty Board and other appropriate Faculty Committees.*

*1. STARRING OF ITEMS*

The Presiding Officer will receive requests to star items.

*that the remaining items in the agenda for the 10 September 1996 meeting of the Education Faculty Board be adopted.*

**7. STARRING OF ITEMS**

Not all agenda items need to be discussed at a meeting. Items for noting or for the information of committee members are examples of such items.

In order to make best use of the committee’s time, items which require discussion are marked on the agenda with an asterisk (refer to section 2 above). At the beginning of each meeting the Presiding Officer invites all members "to star" any items on the agenda that they would like discussed. All unstarrred items are then adopted simultaneously with a single motion.

*1. STARRING OF ITEMS*

The Presiding Officer will receive requests to star items.

*that the remaining unstarrred items in the agenda for the 13 March 1996 meeting of the Faculty of Arts Courses Committee be adopted.*
8. BUSINESS ARISING FROM PREVIOUS MINUTES

Where a committee wishes to further discuss an item considered at a previous meeting, or if it requests that a paper be presented at a future meeting, or if it is an item which is currently "lying on the table" the item should be placed on the agenda under "Business Arising from Previous Minutes". If the item is not finalised in time for the meeting, then it should be placed under "Business Arising from Previous Minutes" with the notation "item not finalised - to be carried forward" or “[title of Officer to present report] to report”.

In this way the item is "kept alive" until the paper is ready for presentation.

Wherever possible the resolution or item number and date of the meeting at which the item originated should be included after the title of the item so that committee members can locate earlier papers relevant to the item.

8.1 Identifiable Business Arising

Where an item:

* has been deferred from a previous meeting; or
* is “lying on the table”; or
* is awaiting the report of an individual, committee or working party;

it must be listed in the agenda under “Business Arising from Previous Minutes”.

After the title of each such item, the date of the meeting at which the item originated should be given in brackets together with the resolution number or, if there was no resolution, the item number from the minutes.

8.2 Unresolved Business

If the item cannot be finalised in time for the meeting, it should still be listed under “Business Arising from the Minutes”.

8.3 Other Business Arising

After all items of identifiable business arising have been listed in the agenda members may raise other items of business arising from the minutes at the meeting. In such cases, these items are numbered and added to the end of the item.

9. DRAFT RESOLUTIONS

9.1 Function and Status

Wherever possible, each agenda item should contain a draft resolution. Draft resolutions indicate to committee members what they are being asked to do in relation to an item and they help focus discussion of the item, eg to note it, give comments to someone or another committee in relation to the matter, to approve it etc.

Draft resolutions are not binding on a committee (the committee may choose to disregard them) and they only assume a status when they are moved and seconded at the meeting (or are adopted as an unstarred item).
9.2 Format

The resolution number and the first few words of the resolution (ie: The Academic Senate agreed . . .), as it would be recorded in the minutes, are not recorded in the draft resolution on the agenda as the committee has not yet met to consider the matter or made any specific decisions about the item.

Draft resolutions may prompt a committee:

* to adopt the unstarred items in an agenda;
* to note (a document, policy change, etc);
* to receive (a verbal or written report);
* to approve a proposal;
* to recommend to [a higher body] that something be approved or happen;
* to request that a body or officer take some action;
* to refer a matter to another body;
* to establish a working party;
* to defer consideration of an item
* to provide comments or advice on a proposal, etc.;
* to confirm the minutes of a previous meeting.

Should a Committee wish, the draft resolution may be moved as printed, moved in a modified form or ignored.

(Information about how to record resolutions in minutes is discussed in Section 3 of the Minutes Section.)

9.3 Standard Draft Resolutions

9.3.1 Minutes of a Previous Meeting

\[
\text{to adopt the minutes of the [name of committee] meeting held on [date of meeting] as a correct record.}
\]

9.3.2 Minutes of a Subordinate Committee

\[
\text{to receive the unconfirmed* minutes of the meeting of the [name of committee] held on [date of meeting].}
\]

* Delete “unconfirmed” if the minutes have been adopted by the subordinate committee as a correct record of its meeting.
9.3.3 Course Approvals (Faculty Boards)

**to RECOMMEND TO THE ACADEMIC PROGRAMS COMMITTEE/BOARD OF GRADUATE STUDIES* that the Stage [number] document for the [name of course in full] be approved and referred to the Academic Senate.**

OR

1. **to RECOMMEND TO THE ACADEMIC PROGRAMS COMMITTEE/BOARD OF GRADUATE STUDIES* that the Stage [number] document for the [name of course in full] be approved and referred to the Academic Senate; and**

2. approve the following new subject proformas:

   [insert subject code and full title of subject]

* Delete the committee that does not apply.

Note: Option 2 is used because Faculty Boards have authority to approve new subjects and the subject proformas are not included in the documentation that is sent to the Academic Programs Committee or Board of Graduate Studies.

9.3.4 Course Approvals (APC and BGS)

**to RECOMMEND TO ACADEMIC SENATE that the Stage [number] document for the [name of course in full] be approved and the course included on the University Register of Awards and Courses.**

9.3.5 Other Course Related Matters

Draft resolutions relating to a change which affects a course or subject should include a statement which indicates when the change is to take effect. Examples of such changes are the change of a course or subject title, changes to the structure of the course or subject or a decision to cease offering a course (following a stage 4 course review).
to approve the following revised course structure for the Graduate Certificate in Global Trade Management, effective from Autumn Session 1997:

the Graduate Certificate in Global Trade Management will consist of four subjects. The following three:

- MGT 527 Global Business Communication
- MKT 508 Export Marketing and Management B
- MKT 509 Export Marketing and Management A

Plus one additional subject chosen from:

- ACC 501 Business Accounting and Finance
- FIN 504 International Corporate Finance
- MGT 512 Asian Business Environment
- MGT 525 Export Procedures and Documentation
- MGT 528 Management and the Global Economy

OR

to approve the following revised course structure for the Graduate Certificate in Global Trade Management, for introduction in Autumn Session 1997:

the Graduate Certificate in Global Trade Management will consist of four subjects. The following three:

- MGT 527 Global Business Communication
- MKT 508 Export Marketing and Management B
- MKT 509 Export Marketing and Management A

Plus one additional subject chosen from:

- ACC 501 Business Accounting and Finance
- FIN 504 International Corporate Finance
- MGT 512 Asian Business Environment
- MGT 525 Export Procedures and Documentation
- MGT 528 Management and the Global Economy

OR

to approve that the title of the subject ABC123 Minutes for Meetings be changed to ABC123 Meeting Procedures effective from Spring Session 1997.
10. CONFIDENTIAL ITEMS

Confidential papers are circulated as separate papers to the main agenda. They are circulated only to committee members and are not included in the agenda that is placed in the libraries.

Information which should be considered confidential includes papers relating to personal matters such as student records, appeal documentation or other matters of a private nature relating to individual students and staff.

Agenda items which contain confidential material may be highlighted on the agenda as:

```
Confidential
Separate
Document
```

8. REPORT FROM THE ACADEMIC PROMOTIONS COMMITTEE

11. URGENT BUSINESS

Urgent business and late agenda items should be dealt with in accordance with Clause 12 of the Rule for the Conduct of Meetings which states: “The Presiding Officer shall have the discretion to accept or reject items of business raised at a meeting under urgent business”.

Anyone who wishes to have an item of business or paper considered under urgent business should contact the Presiding Officer before the meeting to ascertain whether or not the item can be raised and supporting papers tabled at the meeting.

If an item is accepted by the Presiding Officer as an urgent business item then the following information should be recorded on any papers accompanying the item:
- committee name;
- date of the meeting at which the item was considered;
- agenda item number.

The Office of Academic Governance has adopted a set of procedures for handling late agenda items. A copy of the procedures is included in Appendix 1 of this Style Manual.

12. DISTRIBUTION OF AGENDAS

Effective from 1 January 1997 the Office of Academic Governance will distribute the agendas of Academic Senate and its Committees and of Faculty Boards and their Committees according to the following guidelines:

1. A copy of all agendas (except for Faculty Assessment Committee and Academic Appeals Committee agendas) will be published on the WWW.

2. A printed copy of the agenda and attachments (except for matters of a private nature i.e: those relating to individual students and staff) will be sent to:
   - the secretary (and minutes secretary).

3. All agendas, as of June 2013, will be distributed electronically to:
   - the members of the committee/board;
   - people who have the right of audience and debate at the committee/board;
• the Library at Bathurst, Albury and Wagga Wagga;
• Student Administration Managers (Faculty Board and Faculty Committee agendas only);
• Faculty Executive Officers and School Administration Assistants (Faculty Board and Faculty Committee agendas only);
• Student Administration for SAL updates (Faculty Board and Academic Senate agendas only).

Matters of a private nature (ie: those relating to individual students and staff) should be kept separate from the main agendas and minutes so that they are not publicly available on the WWW or in the libraries.

The original papers that form the agenda, including all late, tabled and confidential papers should be sent to the Regional Archives in Wagga by the officer responsible for the committee in accordance with the Committee Records Policy (refer to Appendix 5 of this Manual).

A printed copy of the agenda, including all late, tabled and confidential papers, should be retained by the Secretary of the Committee.

13. AGENDA ATTACHMENTS

Agenda attachments are the documents attached to the agenda which provide committee members with information about particular agenda items. Not all items on an agenda will necessarily have an agenda attachment.

13.1 Agenda Attachment Stamps

The most common way of identifying an agenda attachment is to stamp the first page of the attachment with the following stamp and record the details shown:

```
ATTACHMENT
Committee:
Item No:
Date:
```

13.2 Agenda Attachment Cover Sheets

For some items it may be necessary to provide members with additional information to that contained in the documents provided. Additional information should be provided on a cover sheet to the attachment rather than in the agenda itself.

The agenda attachment stamp is applied to the cover sheet as specified in 13.1 above.
ACADEMIC PROGRAMS COMMITTEE

BACHELOR OF GENERAL STUDIES

In the attached memorandum, the Dean, Faculty of Arts is recommending that the CSU award Bachelor of General Studies, available to students enrolled through OLA, be deleted from the University’s Register of Awards and Courses.

To qualify for a CSU Bachelor of General Studies, a student has to complete 24 subjects at least 8 of which are subjects taught by CSU or are OLA subjects designated as “CSU subjects”.

Although CSU will cease teaching OLA subjects after March 1997, there could be students who will want to graduate with the CSU Bachelor of General Studies who:

1) have already completed their CSU-OLA subjects and are completing the balance of their OLA subjects through other universities; or

2) have completed some CSU-OLA subjects and intend completing other CSU subjects as an Associate student to satisfy the 8 subject requirement; or

3) are doing a combination of 1) and 2) above.

In view of the above it is RECOMMENDED that until 31 December 2001, CSU continue to award the Bachelor of General Studies to eligible OLA students who were enrolled with the OLA prior to Session 1, 1997.

JOHN COOK
Academic Secretary

4 September 1996

95/003

Att

13.3 Separate Documents

Bulky attachments such as Stage 2 course documents, may be distributed to members as separate documents or included as part of the agenda. An Agenda Attachment Stamp and cover sheet, as appropriate should accompany the separate document.

Confidential agenda attachments must be distributed to members as separate documents and must be clearly marked as being confidential.

13.4 Page Numbering

All pages in an agenda including the supporting papers, or attachments, (but not separate documents) should be overstamped with a page number at the foot of each page.
The page number range of each attachment is recorded in the left hand margin of the agenda adjacent to the title of the item to which it relates so that members can easily locate attachments.

pp5-11  3. MINUTES OF THE PREVIOUS MEETING

that the minutes of the 6 August 1996 meeting of the Board of Graduate Studies be adopted as a true and correct record.

pp12-16  4. BUSINESS ARISING FROM THE MINUTES

4.1 Policy on Intellectual Property

that the development of a CSU policy on Intellectual Property lie on the table until the next meeting.

13.5 Late and Tabled Papers

A late paper is a paper for an agenda item which was not included in the main agenda papers but which was circulated to committee members after the agenda closed.

If a paper is received by the Committee Secretary after the closing date for an agenda but before the meeting and if reference to the issue in the paper has not been included in the agenda, then the Secretary should clarify with the Presiding Officer whether they are prepared to accept the paper as a late agenda item under “Urgent Business” and arrange for it to be circulated in accordance with the procedure for handling late papers (refer to Appendix 1).

Sometimes the Secretary will be advised that the papers for an agenda item will not be available until after the agenda has been printed and mailed to committee members. On these occasions a notation is recorded in the left margin beside the relevant item on the agenda indicating to members that the paper relating to the item is a “late paper”. Members then know that the paper will be sent to them separate to the agenda.

A tabled paper is a paper which may relate to an agenda item or which relates to urgent business and which is presented, or tabled, at the actual meeting for consideration.

A copy of late or tabled papers must be placed on file with the main agenda for the meeting. The name of the Committee, agenda item number and meeting date should be record at the top right hand corner on the first page of the late or tabled paper (refer to Committee Records Policy in Appendix 5).
MINUTES
1. CONTENT OF MINUTES

Minutes are a clear and accurate record of business conducted at a meeting. They should be written in clear and simple language.

The Board of Governors of the University has determined that records of discussion at meetings should be kept to a minimum. Examples of when it may be necessary to record discussion or important proceedings and facts are:

- where an account of discussion is considered necessary to put a resolution in context;
- welcomes or farewells to members of committees;
- verbal reports;
- notes of dissent from a resolution should any member of a committee request that their dissent be recorded; and
- where a motion has been put and lost or where motions have been put and amended during discussion.

2. PAGE NUMBERS

Effective from January 1997 the Office of Academic Governance will use the following format for page numbering committee minutes. The header and footer of each page in the minutes will contain particular information about a meeting.

2.1 Header Information

The year, abbreviation for the committee name (see appendix 3) and page number are recorded in the header in the centre of each page of the minutes in the format yy xxx n. For example, 96 AS 2 is the second page of the set of minutes of the meetings of Academic Senate held in 1996. The sequence of header page numbers in the minutes of subsequent meetings of the committee then commences at the next page number. For example, if the minutes of the first meeting of Academic Senate in 1996 were five pages long, then the header on the last page of the minutes would be 96 AS 5 and the header on the first page of the minutes of the next meeting of the Academic Senate would then be 96 AS 6 and so on.

The reason for recording such a header is so that the Secretary can keep a complete set of signed minutes of the committee and can see if any pages are missing.

2.2 Footer Information

At the bottom left hand side of the page the date of the meeting is recorded.

Date: 12 February 1996

So for the 12 February 1996 meeting of Academic Senate the header and footer of the last page of the minutes would be:
3. RESOLUTIONS

3.1 Function and Status

A resolution is the written record of a Committee’s decision in relation to a particular matter which has been passed by a simple majority of the votes cast for and against it at the meeting.

3.2 Format

Resolutions should "stand on their own", that is, they should not have to be read in the context of the title for the item or of other text in the minutes to know precisely what the resolution means. All resolutions commence with the words “The [name of committee] agreed . . .”.

Where the matter referred to in the resolution is being referred to another committee for action or information the words “RECOMMEND TO [NAME OF COMMITTEE]” are recorded in uppercase lettering (see item 3.3.3 below).

Resolutions of a meeting are numbered consecutively, giving the abbreviation for the committee, the year and a resolution number eg: AS 95/1 (AS = Academic Senate, 95 = 1995 and 1 = the first resolution of the Senate for 1995). Resolution numbers are recorded in bold beside the resolution which, in turn, is recorded in bold italics.

The current abbreviations used for resolutions of major University committees are as listed in Appendix 3 of this section.

Wherever possible committee secretaries should avoid using abbreviations for committees that are currently in use and the abbreviation should be no longer than five characters.
3.3 Standard Resolutions

3.3.1 Minutes of a Previous Meeting

The [name of committee] agreed that the minutes of the [meeting date] meeting be adopted as a true and correct record.

3.3.2 Adoption of Unstarred Items

The [name of committee] agreed that the remaining unstarred items in the agenda for the [meeting date] meeting be adopted.

3.3.3 Matters Referred to Other Committees

The [name of committee] agreed to RECOMMEND TO [NAME OF COMMITTEE THAT MATTER IS BEING REFERRED TO] that . . .

4. NUMBERING AGENDA ITEMS

The minutes record agenda items in the sequence that they were considered at the meeting. The original agenda item number is recorded in brackets after the title of the item in the minutes so that anyone who reads the minutes can locate the agenda papers relating to the item. (Refer also to Section 8.)

3. MATTERS ARISING FROM THE MINUTES (Agenda item 3)

There were none.

*4. PRESIDING OFFICER'S REPORT (Agenda item 6)

FBS 96/23 The Faculty of Science and Agriculture Faculty Board agreed to note the written report of the Presiding Officer, dated 30 February 1996 concerning matters affecting the Faculty.

4.1 Items Without Notice

Sometimes during consideration of a particular issue, a committee may consider and make a decision on a related but separate matter for which notice of consideration of the item has not been given to the Committee. The issue considered is called an “Item Without Notice” and is recorded as follows:
### 7. MATTERS AFFECTING INDIVIDUAL STUDENTS

*7.1 Admission to Candidature PhD  (Agenda item 7.1)

**BGS 96/451**

The Board of Graduate Studies agreed to approve the admission of Mr Joseph Peter Bloggs to the Doctor of Philosophy program with the following supervisors:

- **Principal Supervisor:** Professor T Soon, CSU (Wagga Wagga)
- **Associate Supervisor:** Dr P Go, Department of Health (Wagga Wagga)
- **Associate Supervisor:** Dr P Monopoly, Department of Health (Wagga Wagga)

*7.2 Appointment of Associate Supervisors  (Item Without Notice)

**BGS 96/452**

The Board of Graduate Studies agreed that at the time a candidate is being considered for admission to a research program, the recommendation to admit the candidate must provide details of the associate supervisor, in addition to the principal supervisor, including cases where the associate supervisor is external to the University.

### 5. RECORDING ATTENDANCES AND APOLOGIES

An accurate record must be kept of who was present at the meeting as well as who submitted an apology for non-attendance at the meeting.

The names of the members present is recorded at the beginning of the minutes under the heading “Present”. Any other officer who attends the meeting to address the committee or in their capacity as an officer of the committee (eg Minutes Secretary or Secretary) but who is not a member is recorded under the heading “In Attendance”.

The names of members who submit an apology to the meeting for non-attendance are recorded under the heading “Apologies”.

The name(s) of other people who attend the meeting as part of the public gallery or as an observer, in accordance with clause 8 of the Rule for the Conduct of Meetings, are not recorded in the minutes.

A record of who was the Presiding Officer for the meeting should be made in the minutes. This is done by recording the words “Presiding Officer” after the name of the person in the list of those members who were present.

A record of the position title of persons who were recorded as being “In Attendance” at the meeting is not always necessary and may or may not be recorded by the Committee Secretary.

The title “Secretary” must, however, be listed beside the name of the relevant officer.
A formal resolution accepting the apologies received at the meeting is not required.

FACULTY OF LAW
FACULTY BOARD

Minutes of the meeting of the Law Faculty Board held at 9.00 am on Saturday, 31 February 1995 by videoconference.

PRESENT

Professor B Law - Presiding Officer
Associate Professor A Minister
Dr D Slander
Mr P Libel

IN ATTENDANCE

Ms M Smith
Mr D Jones - Committee Secretary

APOLOGIES

Mr T Watson

6. STARRING OF ITEMS

At this agenda item the Presiding Officer invites members to “star” items on the agenda for discussion.

The minutes record the items that were starred and an asterisk is also recorded next to the item number in the minutes.

*1. STARRING OF ITEMS

The Presiding Officer received requests for the starring of items 3.2, 5, 6, 7.1.3, 8.2.1, 9 and 11.

FBS 96/54 The Science and Agriculture Faculty Board agreed that the remaining unstarred items in the agenda for the 5 May 1996 meeting of the Science and Agriculture Faculty Board be adopted.
and then later in the minutes . . .

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>*3.2</td>
<td>Change of Title - EPT306 Aboriginal Studies</td>
</tr>
<tr>
<td></td>
<td>(Agenda item 3.2)</td>
</tr>
</tbody>
</table>

The asterisk, at the left of the item number in the minutes, indicates that the item was starred for discussion.

Each unstarrerd item in the minutes that is adopted automatically under the resolution for unstarrerd items will have its own resolution number recorded beside the resolution.

---

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>*1.</td>
<td>STARRING OF ITEMS (Agenda item 1)</td>
</tr>
<tr>
<td></td>
<td>The Presiding Officer received requests for the starring of items 3.2, 5, 6, 7.1.3, 8.2.1, 9 and 11.</td>
</tr>
<tr>
<td>FBS 96/54</td>
<td>The Science and Agriculture Faculty Board agreed that the remaining unstarrerd items in the agenda for the 5 May 1996 meeting of the Science and Agriculture Faculty be adopted.</td>
</tr>
</tbody>
</table>

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
<td>MINUTES OF THE PREVIOUS MEETING (Agenda item 2)</td>
</tr>
<tr>
<td>FBS 96/55</td>
<td>The Faculty of Science and Agriculture Faculty Board agreed the minutes of meeting of the 23 March 1996 as a true and correct record.</td>
</tr>
</tbody>
</table>

Note that item 2 was an unstarrerd item that was adopted under resolution FBS 96/54 but it is recorded with its own resolution number FBS 96/55.

7. CONFIRMING MINUTES

The minutes of a meeting must be confirmed by the Committee as an accurate record of proceedings. Once confirmed, the Presiding Officer signs the minutes. The signature of the Presiding Officer signifies the assent of the committee to the minutes.

The signed copy of confirmed minutes is then kept in a secure place and eventually sent to the Regional Archives in accordance with the policy for Committee Records (refer Appendix 5).

Minutes should not be altered once they have been confirmed by a committee and signed. If inaccuracies in the minutes are detected after they have been signed, then the committee may resolve to amend them.

Amendments to minutes should be initialled by the Presiding Officer after the motion to amend the minutes has been passed.

Amendments may be in the form of deleting the inaccuracies and substituting or adding in words to make them correct.
7.1 Confirming Minutes

The [name of committee] agreed that the minutes of the [meeting date] meeting be adopted as a true and correct record.

When recording the confirmation of minutes that have been amended, the amendment(s) may be recorded in two ways as shown below:

7.2 Confirming Amended Minutes

7.2.1 Amending minutes before they are confirmed

*2. MINUTES OF THE MEETING OF 4 DECEMBER 1995 (Agenda item 2)

HDC 91/3

The Higher Degrees Committee agreed to amend resolution HDC 90/105 of the minutes of 4 December 1990 such that it reads:

HDC 90/105

The Higher Degrees Committee agreed that candidates pursuing higher degrees by coursework will normally be expected to complete all specified requirements or their equivalent such that the specified length of candidature will not be altered on the basis of experience or of other study for which an award has already been or will be granted though the content of the coursework may be altered to reflect the experience of individual candidates.

HDC 91/4

The Higher Degrees Committee agreed that the minutes of the meeting held on 4 December 1990, as amended, be adopted as a true and correct record.

OR

The following amendment was received and accepted:

add J Smith to the list of those present at the meeting.

HDC 90/3

The Higher Degrees Committee agreed that the minutes of the meeting held on 30 February 1990, as amended, be adopted as a true and correct record.
OR

HDC 90/3 The Higher Degrees Committee agreed that the minutes of the meeting held on 30 February 1990 be adopted as a true and correct record with one amendment, the addition of J Smith to the list of those members present.

7.2.2 Amending Minutes after they have been Confirmed

HDC 90/59 The Higher Degrees Committee agreed that the minutes of the meeting held on 4 December 1990 be amended by the deletion of the words “for introduction in Autumn Session 1991” as contained in resolution HDC 90/17.

When this motion is passed, the Secretary would then amend, by hand, the relevant section of the minutes of the meeting and have the Presiding Officer initial the amendments. The resolution number and date of the meeting at which the amendment was passed would also be recorded beside the amendment.

7.3 Minutes of Sub-Committees

When the minutes of a sub-committee or another committee are received by a more senior committee, for information or action of particular items, reference to whether the minutes have been confirmed or are unconfirmed by the sub-committee should be included in the resolution.

7.3.1 Unconfirmed Minutes

FBH 96/59 The Health Studies Faculty Board agreed to receive and note the unconfirmed minutes of the Faculty of Health Studies Courses Committee meeting held on 5 April 1996.

The use of the term “unconfirmed” indicates that the Courses Committee has not yet confirmed the minutes as a true record of the meeting.

7.3.2 Confirmed Minutes

FBH 96/59 The Health Studies Faculty Board agreed to receive and note the minutes of the Faculty of Health Studies Courses Committee meeting held on 5 April 1996.
8. RECORDING ITEMS CONSIDERED OUT OF SEQUENCE

From time to time committees may choose to consider items out of sequence from the agenda.

In order to accurately record the proceedings of a meeting, the minutes should record the sequence that items were considered.

It is also important that a person reading the minutes is able to locate the relevant agenda papers associated with an item in the minutes. Thus, when an agenda item has been considered out of sequence the agenda item number should be recorded after the item heading.

A formal resolution concerning the consideration of agenda items out of sequence is not required.

1. STARRING OF ITEMS (Agenda item 1)

The Presiding Officer received requests for the starring of items 2, 3.2, 4.1.1, 5.1, 5.2, 7.1.2, 9.1.1, 9.1.2, 10, 12, 17, 19, 21 and 22.

Members agreed to consider items 10 and 19 after item 5 and before item 6.

... and then after item 5 the minutes would read as follows: ...

<table>
<thead>
<tr>
<th>*6. REVIEW OF PROCEDURES RELATING TO EXAMINATIONS (Agenda item 10)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>AS 94/311</strong> The Academic Senate agreed to approve the amendments to the procedures relating to examinations as listed in the paper entitled &quot;Review of the Procedures Relating to Examinations&quot; dated 29 May 199...</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>*7. PRINCIPAL'S REPORT ENTRY PROGRAM (Agenda item 19)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>AS 94/312</strong> The Academic Senate agreed to note the report of the Dean of Studies in relation to the Principal's Report Entry Program.</td>
</tr>
</tbody>
</table>

The numbering of the item in the minutes is recorded in numerical order (ie items 6 and 7) and the actual agenda item number is recorded after the item heading so that supporting papers may be located in the agenda.
1. STARRING OF ITEMS (Agenda item 1)

The Presiding Officer received requests for the starring of items 2, 3.2, 4.1.1, 5.1, 5.2, 7.1.2, 9.1.1, 9.1.2, 10, 12, 17, 19, 21 and 22.

Members agreed to consider items 10 and 19 after items 5 and before item 6.

The items are then considered out of sequence, however, the minutes record them as if they had been considered in sequence eg: item 5 is recorded followed by item 6, item 7 and so on to item 10 etc.

9. AMENDMENTS TO DOCUMENTS

Amendments made by a committee to an agenda paper should be recorded in the minutes of the meeting. Sometimes, however, the list of amendments can be very long. In these instances the amendments are acknowledged.

FBS 96/136 The Science and Agriculture Faculty Board agreed to approve the recommendations contained in the paper “Faculty of Science and Agriculture Credit Policy” with the following amendments:

- Recommendation 2 - delete “for introduction from the beginning of Summer Session 1998” and insert in its place “for introduction at the commencement at Autumn Session 1999”; and

- Recommendation 5 - add at the end of the recommendation “The Review of the Faculty Credit Policy will be conducted every six months”.

OR

During consideration of this item, amendments to the course documentation were made. The Course Co-ordinator noted the amendments and undertook to amend the document in accordance with the comments made at the meeting.

FBS 96/136 The Science and Agriculture Faculty Board agreed to RECOMMEND TO THE ACADEMIC PROGRAMS COMMITTEE that the Stage 2 document for the Bachelor of Applied Science (Cheese Making) course, as amended, be approved and referred to the Academic Senate.
10. **RECORDING LATE AND TABLED PAPERS**

The words “late paper” or “tabled paper” is recorded in the minutes in brackets after the title for the agenda item. In this way anyone reading the minutes will know that the papers relating to the item will not be in the main agenda but will be separate attachments.

8.2 Agriculture and Information Systems Joint Study (Agenda item 8.2 and late paper)

In this example the notation indicates that there were papers in the agenda as well as a late paper referring to the item.

8.2 Agriculture and Information Systems Joint Study (Late paper)

The notation indicates that the paper relating to the item was a late paper.

16. **URGENT BUSINESS**

16.1 Membership of the Committee (Tabled paper)

This notation indicates that papers relating to the item were tabled at the meeting.

11. **ASSUMPTION OF THE CHAIR**

When the Presiding Officer of a committee is unable to attend a meeting or departs from a meeting before the completion of business, a record of the assumption of the Chair by the Deputy Presiding Officer or an Acting Presiding Officer should be recorded briefly and precisely.
11.1 In the Absence of the Presiding Officer

CHARLES STURT UNIVERSITY
HIGHER DEGREES COMMITTEE

Minutes of the special meeting of the Higher Degrees Committee held at 2.30 pm on Monday, 12 November 1990 by Teleconference.

PRESENT

Dr H L Gardiner - Deputy Presiding Officer
Professor R L Russell
Professor J Collins
Professor P Price
Professor R Johnstone - for Professor D Green
Professor G Govett
Professor I Inkster
Associate Professor C Condren
Professor B Rothwell

IN ATTENDANCE

Ms J Dibb-Smith - Director, Office of Research and Graduate Studies
Mr Howard Air - Secretary

In the absence of the Presiding Officer, the Deputy Presiding Officer assumed the Chair.

11.2 Early departure from the meeting

10. MEMBERSHIP OF COMMITTEES (Agenda item 10)

The Presiding Officer left the meeting and the Deputy Presiding Officer assumed the chair.

AS 90/2 The Academic Senate agreed . . .
11.3 Resumption of the Chair by the Presiding Officer

<table>
<thead>
<tr>
<th>12.</th>
<th>PRINCIPAL’S REPORT ENTRY PROGRAM</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(Agenda item 12)</td>
</tr>
<tr>
<td></td>
<td>The Presiding Officer returned to the meeting. Following the vacation of the Chair by the Deputy Presiding Officer, the Presiding Officer resumed the Chair.</td>
</tr>
</tbody>
</table>

AS 90/3 The Academic Senate agreed . . .

12. QUORUM

Clause 5 of the Rule for the Conduct of Meetings states that “a quorum shall be in accordance with Clause 8 of Schedule 1 of the Act which states:

“At any meeting of the Board, a majority of the total number of members for the time being of the Board constitutes a quorum”

that is, a half plus 1.

A meeting cannot be held if a quorum of the members is not present. Business in the agenda of such meetings should be carried forward to the next scheduled meeting of the committee.

The common practice at CSU, however, is that should the members of a committee wish, informal discussion of items of business may be held and notes of the discussion recorded at a meeting in which a quorum has lapsed. The notes are presented at the next meeting of the committee for approval and adoption of any action or decision made at the inquorate meeting.
12.1 Cancellation

CHARLES STURT UNIVERSITY
PERSONNEL COMMITTEE

Minutes of the meeting of the Personnel Committee held at 10.00 am on Wednesday, 6 February 1992 by videoconference.

PRESENT

Professor Blue - Presiding Officer
Professor J Smith
Professor T Brown
Professor J Jones

IN ATTENDANCE

Dr P G Hodgson - University Secretary
Ms M Ewin - Minutes Secretary

APOLOGIES

Dr T White
Mr F Black
Professor P Pink
Professor S Yellow
Professor E Green

As there was not a quorum present for the meeting the Presiding Officer determined that all items of business in the agenda be carried forward to the next scheduled meeting of the Committee.
12.2 Quorum achieved during a meeting

CHARLES STURT UNIVERSITY
FACULTY OF EDUCATION
FACULTY BOARD

Minutes of the meeting of the Faculty of Education Faculty Board held on Tuesday, 14 March 1995 at 9.30 am by videoconference.

PRESENT

Professor R Meyenn (Presiding Officer, from item 2)
Associate Professor J Parker (Acting Presiding Officer until item 2)
Associate Professor R Francis (from item 4)
Professor E Braggett
Associate Professor D Hill
Mrs S Latham
Associate Professor B Pennay (from item 3)
Dr G Kanarakis (from item 3)
Mr G Hampton
Mr R Kerr
Mr J Messing
Mr D Jeffries
Mr T Norwood
Mr R Kay
Mr P Williams (from item 2)
Ms E Collins

IN ATTENDANCE

Ms J Todd - School of Education
Ms J Wong - Graduate Studies Officer
Mrs J Patterson - Secretary

APOLOGIES

Ms B Sparrow
Associate Professor D Meacham
Mr P Donaldson
Ms C Woodruff
Ms C Clancy

In the absence of a quorum and with the concurrence of the members present the Acting Presiding Officer determined to proceed with the meeting pending late arrival of the Dean.
When the quorum is reached during the meeting it is recorded as follows:

<table>
<thead>
<tr>
<th>*1.</th>
<th>STARRING OF ITEMS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>The Acting Presiding Officer received requests to star items 3.1, 3.2, 3.5, 3.4, 9.1.5, 9.1.7, 9.1.8 and 16.</td>
</tr>
</tbody>
</table>

FBE 95/4  

*The Education Faculty Board agreed that the remaining unstarred items in the agenda, for the meeting of 14 March 1995, be adopted.*

With the arrival of the Presiding Officer, the meeting achieved a quorum and ratified resolutions FBE 95/1 - FBE 95/4.

12.3  

Business Considered at Inquorate Meeting

When members of a committee determine to proceed with a meeting despite the lack of a quorum, the following note is recorded at the beginning of the minutes after the list of members present and apologies.

The meeting lacked a quorum but those present agreed to proceed with the meeting and to have the decisions taken at the meeting ratified at the next meeting of the Board.

The minutes of the meeting at which the decisions are ratified are recorded as follows:

<table>
<thead>
<tr>
<th>2.</th>
<th>MINUTES OF THE PREVIOUS MEETING</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(Agenda item 2)</td>
</tr>
</tbody>
</table>

SEC 95/5  

*The Student Equity Committee agreed that resolutions SEC 95/19 to SEC 95/43 agreed at the 3 May 1995 meeting of the Student Equity Committee be ratified and that the minutes of the meeting be adopted as a true and correct record.*
12.4 Notes of an Inquorate Meeting

CHARLES STURT UNIVERSITY

EQUAL OPPORTUNITY COMMITTEE

Notes of the meeting of the Equal Opportunity Committee held on Tuesday, 3 September 1992 at 11.00 at in the meeting room, Phillips Building, Bathurst Campus.

PRESENT

Dr J White - Presiding Officer
Professor T Brown
Mr M Smith

IN ATTENDANCE

Mr P Jones - Minutes Secretary

APOLOGIES

Mr L Blue
Professor T Jones
Ms S Black
Dr J Green
Dr T Yellow

As there was not a quorum present the members agreed to hold informal discussion of the items of business and report to the next meeting.

The following are summary notes of items discussed: . . .

The notes from such a meeting would be submitted to the next scheduled meeting of the Committee for information.
13. ADJOURNED MEETING

Meetings may be adjourned from time to time for various reasons.

13.1 Agenda items adjourned to another meeting

| AS 90/24 | The Academic Senate agreed to adjourn consideration of agenda items 4, 5, 6 and 7 until the next scheduled meeting of Academic Senate when more information in relation to these items will be available. |

13.2 Adjournment and resumption

<table>
<thead>
<tr>
<th>ADJOURNMENT</th>
<th>The meeting was adjourned at 12.30 pm.</th>
</tr>
</thead>
<tbody>
<tr>
<td>RESUMPTION</td>
<td>The meeting of the Academic Senate resumed at 1.35 pm on Wednesday, 5 July 1993.</td>
</tr>
</tbody>
</table>

If some members do not return to a meeting following its resumption, their departure should be noted in the minutes and the Secretary should check that a quorum is present following the resumption of the meeting. Similarly, the arrival of members at a meeting following its resumption should be recorded in the minutes. (See section 14 below.)

14. ARRIVALS/DEPARTURES AT MEETINGS

A record of the arrivals and departures of members at meetings must be kept to ensure accuracy of minutes and that a quorum is present. As well as noting at which stage members arrive at or leave a meeting in the attendance section of the minutes, a record of the arrival or departure should be recorded under the agenda item at which the interruption occurred.

Recording the actual time that a member arrives at a meeting is not necessary as anyone reading the minutes won't know at what time items were discussed.
14.1 Late arrival/departure

14.1.1 Record arrival in the attendance section of the minutes:

CHARLES STURT UNIVERSITY
BOARD OF GOVERNORS

Minutes of the meeting of the Board of Governors held at 9.35 am on Wednesday, 14 December 1990 at the University of New South Wales.

PRESENT

Mr D Asimus
Professor B E Mansfield
Professor C D Blake
Mr G R Beavan
Professor L M Birt - from item 8
Mrs A Brassil
Professor D Green
Professor J Collins
Dr H Gardiner
Professor J S Hagan
Ms H Laurelin
Professor W J O'Sullivan
Ms L Ritter
Ms M Reilly
Professor B Rothwell
Mr T Watson

14.1.2 Record arrival under the agenda item in the minutes:

*8. COMMITTEE STRUCTURE FOR THE BOARD
(Agenda item 8)

Professor L M Birt arrived.

BG 90/145 The Board of Governors agreed that the Finance and Personnel Committees of the Board of Governors be established as detailed in the paper "Committees of the Board of Governors" and dated 15 July 1990.

Departures from a meeting are recorded in the same manner.
15. PROCEEDINGS CONDUCTED IN CAMERA

When considering items which are confidential to members of the committee, a resolution of the committee stating that it moved in camera, or into closed committee, is required.

All observers and other attendees must leave the meeting room while the confidential items are considered. Only members of the Committee and the Secretary or Minutes Secretary may remain.

At the conclusion of the discussion, the Committee resolves to move into open committee and adopt resolutions that were passed while it was in camera.

<table>
<thead>
<tr>
<th>7. SENIOR APPOINTMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BG 90/226</strong></td>
</tr>
<tr>
<td><em>The Board of Governors agreed to move into camera.</em></td>
</tr>
<tr>
<td><strong>BG 90/227</strong></td>
</tr>
<tr>
<td><em>The Board of Governors agreed to move into open committee and adopt the resolutions BG 90/228 to BG 90/233 passed while in camera.</em></td>
</tr>
<tr>
<td><strong>BG 90/228</strong></td>
</tr>
<tr>
<td><em>The Board of Governors agreed to approve the following appointments as Dean of Faculty for the period 1 January 1991 to 30 June 1993:</em></td>
</tr>
<tr>
<td>Arts</td>
</tr>
<tr>
<td>Commerce</td>
</tr>
<tr>
<td>Education</td>
</tr>
<tr>
<td>Health Studies</td>
</tr>
<tr>
<td>Science &amp; Agriculture</td>
</tr>
</tbody>
</table>

16. MOTIONS

During a meeting, various motions may be considered.

Motions and amendments to motions should not be vague and ambiguous and should be affirmative in form. Motions should be moved and seconded by members of the Committee and, when carried by a majority of the members present and voting, they become resolutions of the Committee.

The University has determined that the names of movers and seonders of motions need not be recorded in the minutes and that it is not actually necessary to record in the minutes the moving of a motion. The only time that a record is kept of a motion being moved and seconded is when it is necessary to understand the sequence of events leading to a particular resolution. For example, when an amendment, to a motion that has been moved and seconded, is moved (refer to the examples in this section).

The University has further determined that resolutions of University Committees should "stand alone" that is, when they are written they should be able to be read outside of the context of the minutes and still convey the meaning of the resolution.
16.1 Foreshadowed Motions

Foreshadowed motions occur during debate of an issue when a member foreshadows that a particular motion will be moved following the vote on the original motion.

The foreshadowed motion is put in order to expedite the matter under consideration.

*4. REPORT OF SILLY WALKS WORKING PARTY

It was MOVED that the report of the Silly Walks Working Party be received and recommendations 1 to 10 contained in the report adopted for implementation immediately.

Mr B Stump FOreshadowed that should the motion be lost he would move a motion that the report lie on the table until the next scheduled meeting of the Faculty Board and that the Chair of the Silly Walks Working Party be invited to attend the meeting and to address members of Faculty Board about each recommendation contained in the report.

The original motion was put and LOST.

The foreshadowed motion was MOVED and;

FB 96/3 The Faculty Board agreed that the report of the Silly Walks Working Party lie on the table until the next scheduled meeting of the Faculty Board and that the Chair of the Working Party be invited to the meeting to address members of the Board in relation to each recommendation in the report.

16.2 Notice of Motion

Committee members may wish to give notice of a motion they intend putting to a meeting.

The intent of a notice of motion is to notify members of the motion and to allow them time to consider their opinion on the matter.

During discussion of the amended motion it was suggested that it would be more appropriate for the motion to be moved at the next scheduled meeting on 5 October 1995 when the Personnel Committee would be in a better position to judge the state of negotiations with the University of New South Wales. A notice of motion to this effect was presented.

A notice of motion becomes an agenda item for the next meeting.
16.3 Amended Motions

A motion may be amended by deleting, substituting or adding words.

When an amendment has been put to the meeting and carried, it then becomes part of the motion.

If an amendment has been put to the meeting and lost, the original motion is then put to the meeting.

16.3.1 Amended Motion

The motion as printed in the agenda for the meeting was MOVED and seconded.

An amendment was MOVED and seconded that the words “effective Autumn Session 1995” be added to the end of the motion.

The amendment was put to the Board and CARRIED.

The amendment then became part of the motion and

FBS 95/22 The Science and Agriculture Faculty Board agreed to RECOMMEND TO ACADEMIC SENATE that the Bachelor of Applied Science (Industrial Mathematics and Computing) at the Wagga Wagga campus be retitled Bachelor of Applied Science (Mathematics and Computing), effective Autumn Session 1995.

OR

It was MOVED and seconded that the Faculty Board recommend to Academic Senate that the Bachelor of Applied Science (Industrial Mathematics and Computing) at the Wagga campus be retitled Bachelor of Applied Science (Mathematics and Computing).

An amendment was MOVED and seconded that the words “effective Autumn Session 1995” be added to the end of the motion.

The amendment was put to the Board and CARRIED.

The amendment then became part of the motion and

FBS 95/22 The Science and Agriculture Faculty Board agreed to RECOMMEND TO ACADEMIC SENATE that the Bachelor of Applied Science (Industrial Mathematics and Computing) at the Wagga Wagga campus be retitled Bachelor of Applied Science (Mathematics and Computing), effective Autumn Session 1995.
OR

Sometimes amendments to documents can be proposed and accepted without an amendment being moved. These amendments are sometimes referred to as "friendly" amendments and are recorded as follows:

7.1 Bachelor of Applied Science (Industrial Mathematics and Computing) - Change of Course Title

The motion as printed in the agenda was MOVED and seconded.

An amendment, that the words "effective Autumn Session 1995" be added at the end of the motion, was received and accepted.

The motion was put to the Board and

FBS 95/22
The Science and Agriculture Faculty Board agreed to RECOMMEND TO ACADEMIC SENATE that the Bachelor of Applied Science (Industrial Mathematics and Computing) at the Wagga campus be retitled Bachelor of Applied Science (Mathematics and Computing), effective Autumn Session 1995.

16.3.1 An amendment that is lost

7.1 Bachelor of Applied Science (Industrial Mathematics and Computing) - Change of Course Title

An amendment, that the words “effective Autumn Session 1995” be added at the end of the motion was MOVED.

The amendment was put to the Board and LOST.

The original motion was then put to the Board and

FBS 95/22
The Faculty of Science and Agriculture Faculty Board agreed to RECOMMEND TO ACADEMIC SENATE that the Bachelor of Applied Science (Industrial Mathematics and Computing) Course at the Wagga campus be retitled Bachelor of Applied Science (Mathematics and Computing).
16.4 Rescinded Motion

Sometimes a Committee may wish to rescind a decision that they have previously made.

| 3.2 | Subject ITC383 Information Systems Management (FBS 93/196) - Rescission Motion (Agenda item 3.2) |
| FBS 93/215 | The Faculty of Science and Agriculture Faculty Board agreed: |
| | 1. that resolution FBS 93/196 as follows: |
| | "The Faculty of Science and Agriculture Faculty Board agreed that the subject ITC3-- Strategic Information Management be added to the Spring 1993 Subject Availability Listing replacing ITC383 Information Systems Management, and that the proforma for the new subject be the same as for ITC383 with the exception of the code and the new title." |
| | be rescinded; and |
| | 2. that ITC383 Information Systems Management be renamed Strategic Information Management. |

16.5 Lapsed Motion

When a motion is moved and fails to be seconded by a member of the Committee it is said to have lapsed.

It was MOVED that all of the Master of Business fees for 1990 be placed into research funding.

The motion LAPSED for want of a seconder.

16.6 Lost Motion

Motions that are moved and seconded may be lost when voted on by the meeting.

It was MOVED that all of the Master of Business fee for 1990 be placed into research funding.

The motion was put to the Board and LOST.
16.7 Withdrawn Motion

Sometimes, following advice or clarification of an issue given during a meeting the mover and seconder will agree to withdraw a motion.

It was MOVED that the words "be established" be included at the end of clause 2 of the draft policy entitled "University Committees".

Following advice from the Secretary as to the establishment of committees, the motion was WITHDRAWN.

16.8 That Motion Be Put (or Closure Motion)

This motion is used to end debate on an issue. The actual motion is “That the question be now put”. If this motion is affirmed, then a vote must be taken on the original motion, or amendment to a motion, without any further discussion.

The draft resolution as printed in the agenda was MOVED and seconded.

Following discussion of the motion it was MOVED that the motion be put. The motion was CARRIED.

FBA 96/49 The Faculty of Arts Faculty Board agreed to RECOMMEND TO ACADEMIC SENATE that the Bachelor of Arts Stage 2 course document be approved and the course be included in the University Register of Awards and Courses.

17. RECORDINGS WITH DISSENT

A record of dissent from a decision of a Committee is recorded in the minutes when a member so requests.

PC 91/52 The Personnel Committee agreed to approve the policy document entitled "Procedures for the Appointment of Staff to University Committees".

Dr L Jones requested that his dissent from the decision be recorded.
18. **ABSTENTION FROM VOTING**

A record of abstention from voting is recorded in the minutes when a member so requests.

**BG 90/24**  
*The Board of Governors agreed to approve the appointment of Santa Claus as University Visitor.*

Professor Scrooge requested that his abstention from voting be recorded.

19. **DISTRIBUTION OF MINUTES**

Effective from 1 January 1997 the Office of Academic Governance will distribute the minutes of Academic Senate and its Committees and of Faculty Boards and their Committees according to the following guidelines:

1. A copy of the minutes (except for Faculty Assessment Committees and Academic Appeals Committee) will be published on the WWW.

2. A copy of the minutes and the action sheet will be emailed to those on the action sheet who are required to take action or to note some action/decision.

The minute record of matters of a private nature (i.e. those relating to individual students and staff) should be kept separate from the minutes that are placed on the WWW or in the libraries.

The original signed copy of the minutes should be retained by the Committee Secretary and sent to the Regional Archives Office in accordance with the Committee Records Policy (refer to Appendix 5 of this manual).

The action sheet is not published on the WWW.
APPENDIX 1

LATE PAPERS
1. **OFFICE OF ACADEMIC GOVERNANCE PROCEDURES FOR HANDLING LATE AGENDA ITEMS**

Despite the best intentions of all people who are involved with committees, agenda papers will be late from time to time.

It is important that everyone who is involved in committee work is aware of the procedures for handling late agenda items (or late papers) and that they are handled in a consistent manner.

To this end, the Office of Academic Governance has adopted the following procedure for handling late agenda items:

1. Agenda items received after the closing date for an agenda which cannot be easily incorporated into the agenda for a meeting will be referred to the Presiding Officer.

2. The Presiding Officer will determine whether or not the item will be accepted as a late paper and circulated to members of the Committee.

3. Should the Presiding Officer agree to accept the late agenda item the originator of the item will be responsible for providing sufficient copies of any papers associated with the item. The papers should include the following information at the top right hand corner of the first page:
   - Committee name;
   - meeting date;
   - agenda item number.

   This information is available from the Committee Secretary.

   Should the Presiding Officer determine not to accept the late agenda item then a copy of the papers is retained by the Committee Secretary and included in the agenda for the next scheduled meeting of the Committee.

4. If the papers associated with the late agenda item are available before the Committee Secretary has despatched the main agenda then it will be despatched to those people on the distribution list with the main agenda.

5. If the papers are not available until after the main agenda has been despatched, then the originator of the late agenda item is responsible for despatching copies of the paper to those on the distribution list for the Committee. (The distribution list is available from the Committee Secretary.)
APPENDIX 2

ACTION SHEETS
1. **THE FUNCTION OF ACTION SHEETS**

Action sheets are issued by committee secretaries after each meeting of a committee to ensure that action arising from each meeting is notified to, and taken by, the appropriate officer. If your name appears on an action sheet then that constitutes a formal request by the secretary on behalf of the Committee for you to take that action.

Action sheets also serve to let other committee members know who is responsible for actioning particular matters.

Memoranda requesting action are sometimes despatched to staff who are not members of the committee who require additional background information relating to the action that they are required to take.

2. **THE CONTENT OF ACTION SHEETS**

A sample action sheet is illustrated in the appendix to this section.

The name of the committee and the date of the meeting are recorded at the top of the sheet. The main part of action sheets comprises five columns: Item or Resolution, Action, By Whom, By When and For Information.
## Charles Sturt University

### Action Sheet

#### Academic Senate

<table>
<thead>
<tr>
<th>ITEM OR RESOL’N</th>
<th>TITLE</th>
<th>ACTION</th>
<th>BY WHOM</th>
<th>BY WHEN</th>
<th>FOR INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>95/203</td>
<td>Institutional Articulation Agreements</td>
<td>Whiteboard. Academic Manual.</td>
<td>Mr J Cook Ms D Gillman</td>
<td>1.11.95 15.11.95</td>
<td>Mr J Harding</td>
</tr>
<tr>
<td>3.2.2</td>
<td>Australian Qualifications Framework - Associate Degree</td>
<td>Resubmit to Senate.</td>
<td>Ms J Woolley</td>
<td>29.11.95</td>
<td>Mr J Hackett</td>
</tr>
<tr>
<td>95/206</td>
<td>Fees for Access to Examination Scripts</td>
<td>Advise schools. Whiteboard. Academic Manual. 1996 Handbooks.</td>
<td>Mr J Cook Mr J Cook Ms D Gillman Ms P Cooper</td>
<td>1.11.95 1.11.95 15.11.95</td>
<td></td>
</tr>
<tr>
<td>95/207</td>
<td>Faculty Courses Committees and Research and Higher Degrees Committees</td>
<td>Whiteboard. Academic Manual.</td>
<td>Mr J Cook Ms D Gillman</td>
<td>1.11.95 15.11.95</td>
<td>Secretaries, Faculty Boards</td>
</tr>
<tr>
<td>95/238 95/240 95/244 95/248 95/257</td>
<td>Graduation through the Board of Governors</td>
<td>Refer to BoG. Testamurs.</td>
<td>Mr B Yau Ms M Ewin</td>
<td>31.11.95 8.12.95</td>
<td>Managers, SAO’s</td>
</tr>
</tbody>
</table>

**Similar items grouped together**

**Brief description (one or two words)**

**Titles used to avoid long list of names**
<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Full Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>AS</td>
<td>Academic Senate</td>
</tr>
<tr>
<td>SCAS</td>
<td>Standing Committee of Academic Senate</td>
</tr>
<tr>
<td>AAC</td>
<td>Academic Appeals Committee</td>
</tr>
<tr>
<td>APC</td>
<td>Academic Programs Committee (formerly UGS - Undergraduate Studies Committee)</td>
</tr>
<tr>
<td>ARC</td>
<td>Academic Regulations Committee</td>
</tr>
<tr>
<td>ASA</td>
<td>Admissions Committee</td>
</tr>
<tr>
<td>BGS</td>
<td>Board of Graduate Studies (formerly HDC - Higher Degrees Committee)</td>
</tr>
<tr>
<td>EC</td>
<td>Education Committee</td>
</tr>
<tr>
<td>UMC</td>
<td>University Medals Committee</td>
</tr>
<tr>
<td>RMC</td>
<td>Research Management Committee</td>
</tr>
<tr>
<td>HREC</td>
<td>Human Research Ethics Committee</td>
</tr>
<tr>
<td>ACEC</td>
<td>Animal Care and Ethics Committee</td>
</tr>
<tr>
<td>FBA</td>
<td>Faculty of Arts Faculty Board</td>
</tr>
<tr>
<td>ACA</td>
<td>Faculty of Arts Assessment Committee</td>
</tr>
<tr>
<td>CAS</td>
<td>Faculty of Arts Courses Committee</td>
</tr>
<tr>
<td>SCA</td>
<td>Faculty of Arts Standing Committee</td>
</tr>
<tr>
<td>HDA</td>
<td>Faculty of Arts Higher Degrees Committee</td>
</tr>
<tr>
<td>FBC</td>
<td>Faculty of Business Faculty Board</td>
</tr>
<tr>
<td>CFAC</td>
<td>Faculty of Business Assessment Committee</td>
</tr>
<tr>
<td>CCC</td>
<td>Faculty of Business Courses Committee</td>
</tr>
<tr>
<td>SCC</td>
<td>Faculty of Business Standing Committee</td>
</tr>
<tr>
<td>FBE</td>
<td>Faculty of Education Faculty Board</td>
</tr>
<tr>
<td>ACE</td>
<td>Faculty of Education Assessment Committee</td>
</tr>
<tr>
<td>CCE</td>
<td>Faculty of Education Courses Committee</td>
</tr>
<tr>
<td>SCE</td>
<td>Faculty of Education Standing Committee</td>
</tr>
<tr>
<td>EHD</td>
<td>Faculty of Education Higher Degrees Committee</td>
</tr>
<tr>
<td>Acronym</td>
<td>Description</td>
</tr>
<tr>
<td>---------</td>
<td>--------------------------------------------------</td>
</tr>
<tr>
<td>FBS</td>
<td>Faculty of Science Faculty Board</td>
</tr>
<tr>
<td>ACS</td>
<td>Faculty of Science Assessment Committee</td>
</tr>
<tr>
<td>CCS</td>
<td>Faculty of Science Courses Committee</td>
</tr>
<tr>
<td>SCS</td>
<td>Faculty of Science Standing Committee</td>
</tr>
</tbody>
</table>
APPENDIX 4

MEETING CHECKLIST
MEETING CHECKLIST

BEFORE MEETING
1. Schedule venue and time for the meeting with Presiding Officer and book venue.
2. Notify members of meeting.
3. Prepare agenda.
   Don’t forget to:
   - check action sheet from previous meeting for items carried forward;
   - check minutes of sub-committees for recommendations or items referred to the Committee.
4. Make catering arrangements (if face-to-face meeting).
5. Check agenda with the Presiding Officer.
6. Print agenda and mail.
7. Circulate, or ensure the circulation of, late papers to be considered at the meeting.
8. Prepare list of apologies.

MEETING DAY
1. Take:
   - 1 set of agenda papers plus one spare;
   - tabled papers;
   - apologies list and list of late papers;
   - minutes of last meeting for Presiding Officer’s signature.
2. Distribute any tabled papers.
3. Check attendance.
4. Give Presiding Officer minutes of last meeting for signing.

AFTER MEETING
1. Send tabled/late papers to those on distribution list who did not attend meeting.
2. File one full set of papers and mail original copy of agenda papers to archives.
3. Write minutes and action sheet and have checked by Presiding Officer.
4. Send out action sheet.
5. Prepare correspondence arising from the meeting.

6. File signed minutes.

NOTE:

It’s a good idea to take the following items to each meeting in case they’re needed:

- copy of the membership and terms of reference of the committee;
- number required for a quorum;
- copy of the Rule for the Conduct of Meetings;
- any other papers which may be required, eg copy of the Act or a handbook etc.
APPENDIX 5

COMMITTEE RECORDS POLICY
As approved by the Vice-Chancellor on 10 October 1996.

1. **COMMITTEE RECORDS**

   The agendas, supporting documents and minutes of the committees listed below are vital records of the University:

   - Board of Governors and its committees;
   - Academic Senate and its committees;
   - Faculty Boards and the committees of Faculty Boards established by Academic Senate;
   - School Boards;
   - the Campus Advisory Councils;
   - committees the University is obliged to establish by legislation (eg Occupational Health and Safety Committees);
   - committees established by the Vice-Chancellor.

   The secretaries of the above committees are responsible for the management of the committees' records in accordance with these procedures.

   The secretaries of other University committees are encouraged to manage the records of their committees in accordance with this policy also.

2. **AGENDAS AND ATTACHMENTS**

   The agenda and supporting documents will be assembled and printed for distribution to members by the committee secretary in accordance with the Style Manual for Agendas and Minutes, the University By-law (Division 5) and the Rule for the Conduct of Meetings.

   After the meeting, the agenda and the original supporting documents shall be sent by the committee secretary to the Regional Archives as the official record of the committee. A printed working copy of the agenda paper and supporting documents shall be retained by the committee secretary.

3. **LATE AND TABLED DOCUMENTS**

   The original of documents distributed separately to the agenda and documents tabled at a committee meeting shall also be sent to the Regional Archives with the agenda and other supporting documents. Printed, working copies of late and tabled papers will be retained by the committee secretary.

4. **CONFIDENTIAL DOCUMENTS**

   Confidential documents are documents which are only available to members of the committee. They are of two types:

   - those that are only confidential until the meeting is held; and
   - those that remain confidential after the meeting is held.
4.1 Confidential Until the Meeting

Committee documents that are confidential only until the meeting at which they are considered shall, after the meeting, be treated in the same way as other documents with respect to their storage in the Regional Archives and in the committee secretary’s file station.

4.2 Confidential After the Meeting

Committee documents that remain confidential after the meeting at which they are considered shall be dealt with as follows:

- the original of such documents shall be sent to the Regional Archives in a sealed envelope on which is recorded the name of the committee, the meeting date, the agenda item number to which the documents relate and the title of the University Officer (eg Vice-Chancellor) who has the authority to grant access to the documents;

- the working copy of such documents shall be kept in the file station of the committee secretary either with the agenda and supporting documents or separate from them in such a way that unauthorised access to the documents is prevented.

5. MINUTES

The signed minutes of committee meetings will be sent to the Regional Archives at least annually by the committee secretary.

A working copy of the minutes plus the action sheet for the meeting which lists the action to be taken as a consequence of the meeting, will be filed in the lever arch file in which the agenda and supporting documents are filed.

6. STORAGE

Committee records will be housed in the file station of the unit in which the committee secretary resides. See also 4.2 above.

7. DISPOSAL SCHEDULE

The agendas and supporting documents and the signed minutes will be housed in the Regional Archives in accordance with the requirements of a Disposal Schedule for Committee Records. See also 4.2 above.

8. RESOLUTION RETRIEVAL

Committee secretaries will maintain an electronic file of the text of all resolutions of their committees which can be searched by text-find software in accordance with protocols developed by the Records Officer.
9. COMMITTEE AND GENERAL RECORDS

Some matters dealt with by committees are of primary importance to the work of particular officers. In such cases, the following procedures are recommended as good practice.

To ensure that all information on important topics is located in the one place and is readily retrievable, supporting documents considered by committees and the decisions they take in respect of them, should be recorded on the relevant subject file.

The author of such documents which go as an agenda attachment to a committee, should ensure that the file number of the subject file to which the document relates appears on the document and that a copy of the document is attached to the paper file or saved in the electronic file.

Where a committee approves, amends or otherwise actions a document (rather than just noting or receiving it) the author of the document should ensure that the committee's decision is recorded on the subject file. This may be done by means of a notation on the document or by attaching a copy of the relevant resolution to the file. The date of the meeting and the resolution number should be recorded on the file in such cases.