



# **MORLEY COLLEGE LONDON**

## **STANDING ORDERS FOR THE CONDUCT OF MEETINGS OF THE GOVERNING BODY AND ITS COMMITTEES**

***Approved by the Board 2 November 2020  
Review date: 31 July 2024***

**MORLEY COLLEGE LONDON  
STANDING ORDERS FOR THE CONDUCT  
OF MEETINGS OF THE GOVERNING BODY AND ITS COMMITTEES**

**LIST OF CONTENTS**

1. Introduction
2. Attendance by governors and other committee members at board and committee meetings
3. Election of Chair and Vice-Chair of Governors and of committee chairs and vice-chairs
4. Access to meetings
5. Proceedings of meetings
6. Rules of debate at meetings
7. Agendas for meetings
8. Minutes of meetings
9. Action taken by the Chair of Governors
10. Statements made on behalf of the Governing Body
11. Meeting dates
12. Payment of expenses to governors and committee members
13. Membership of the Governing Body - availability of information to the public
14. Amendments to the Standing Orders



circumstances, continued membership is justified. In certain circumstances it may be appropriate for the Governing Body to grant leave of absence to a governor.

required to attend, and for which parts of the meeting, so as to ensure that the Governing Body has access to the information and advice necessary for it to discharge its responsibilities.

4.5 The Governing Body places responsibility on the Principal and Clerk to ensure that members of staff withdraw from meetings when their presence would be inappropriate, for example where the item to be considered refers to a named or identifiable current or prospective member of staff. If, however, a governor

5.1.2 Notwithstanding the above, a committee meeting at which any three members of the committee or 40 per cent of the members of the committee are present shall be quorate even though more than half of the members may be from the aggregate of the Staff Governors, the Student Governors and the Principal.

5.2 The normal method of voting will be by a show of hands. If a majority of governors or committee members who are present and entitled to vote on a particular issue so wish the vote may be conducted by ballot.

- 6.5 While a motion is being discussed an amendment may be proposed by any voting member. If the amendment is seconded by another voting member, discussion may then take place on the terms of the amendment. During this time the original motion will be put aside. If the amendment is carried (by a majority of those members present and eligible to vote voting in favour of the amendment) the original motion is changed and the new form of words becomes the substantive motion.
- 6.6 The wording of an amendment can change the meaning of a motion but cannot contradict it.
- 6.7 A voting member opposed to the terms of a motion will be entitled to speak and vote against it.
- 6.8 At any time during a discussion a voting member may raise a point of order if he or she believes that the provisions of the Articles or these Standing Orders or another recognised authority are being ignored. The member raising the point of order will be required to explain the way in which he or she believes that the correct procedure is not being followed. The ruling of the chair of the meeting after the advice of the Clerk has been obtained will be final and may not be challenged further at the meeting.
- 6.9 It is the responsibility of the chair of the meeting, working in collaboration with the Clerk, to seek the right balance between ensuring that all voting members have the opportunity to contribute to discussions while avoiding repetition and making sure that discussion is focused on the issue before the meeting is adhered to.
- 6.10 All discussions at meetings will be conducted through the chair of the meeting.
- 6.11 Governors and committee members are required to respect the rights of others to express their personal views although nothing should be said or done which could bring the Governing Body into disrepute.
- 6.12 No resolution of the Board or of any committee may be rescinded or varied at a subsequent meeting unless consideration of the rescission or variation is a specific item of business on the agenda of that meeting. Any proposal by a governor or go0 A36(resoluti)3(on )-134(of)4( )-136(the )]TETQD.000008871

papers for scheduled committee meetings need only be made available five clear days before the meeting.

7.2 A governor or committee member wishing to place an item on the agenda must notify the Clerk in writing at least fourteen days prior to the meeting.

7.3 If an urgent item needs to be considered and is not on the agenda, the Clerk must be notified as soon as possible and certainly before the start of the meeting. The Clerk will advise the chair of the meeting of the item and seek his or her agreement that the item is urgent and may be considered at the meeting.

7.4 If the chair of the meeting is not in agreement that the item in question should be considered he or she will at the start of the meeting seek the agreement of the meeting that the proposed item of urgent business be not heard.

7.5 If an urgent item is of a confidential nature, the meeting may determine that any discussion of whether or not the item should be considered should also be confidential.

7.6 At the start of any meeting, the members present may revise the order in which agenda items (including any urgent items not on the original agenda) are to be considered.

## **8. MINUTES OF MEETINGS**

8.1 The recording of the official minutes of board and committee meetings is the responsibility of the Clerk.

8.2 Draft minutes will be prepared within seven days following the meeting and reviewed for accuracy by the Principal, or another member of the Senior Management Team present at the meeting, and the chair of the meeting. Following approval of the draft minutes by the chair of the meeting the Clerk will make them available to all governors.

8.3 Minutes will be confirmed by the Board or the committee concerned as the first item of business at the subsequent meeting.

8.4 The draft minutes, once approved by the chair of the meeting, will be considered to be the official record of the meeting, and may only be varied or amended by resolution at the following meeting of the board or the committee concerned. Only voting members who were present at the meeting to which the minutes relate may propose or second a variation or amendment to the minutes and vote on the resolution.

## **9 ACTION TAKEN BY THE CHAIR OF GOVERNORS**

9.1





will try to avoid requesting a change of date as this may cause severe disruption to the official business of the Governing Body and the College.