



## **STANDING ORDERS FOR MEETINGS OF COUNCIL AND ITS COMMITTEES**

### **1 QUORUM**

#### **(a) COUNCIL**

The Charter states that “the Council shall be deemed to be quorate when: at least 7 members are present; and the majority of those members present at any meeting are persons who are neither students nor members of staff of the London School. No business of Council shall be transacted at any inquorate meeting except the adjournment of the meeting. At a reconvened meeting following an adjournment for lack of quorum then the business for which the original meeting was called may be completed in the absence of a quorum”.

#### **(b) COUNCIL COMMITTEES**

The quorum for Council Committees is a minimum of two external members of Council with a conference call counting as attendance with the exception of:

Senate – the quorum is 10 members

Safety Committee – the quorum is one third of the membership

Where there is no quorum the meeting may proceed but no decisions can be taken. However decisions can be taken by the Committee by telephone, correspondence or by email provided all members are invited to participate and vote and the minimum quorum numbers do vote. So an inquorate meeting may propose a decision which can then be approved by a telephone, correspondence or email exchange.

### **2 DECISIONS**

#### **(a) COUNCIL**

Our legal advice is that the Charter requires that Council may only take decisions at a meeting of Council unless it has taken a decision at a meeting to delegate the decision to a member of Council, the Director or a Council Committee.

#### **(b) COUNCIL COMMITTEES**

Decisions can be taken by the Committee by telephone, correspondence or by email provided all members are invited to participate and vote and the minimum quorum numbers do vote.



### 3 SECRETARY

The Secretary and Registrar or his/her nominee will act as Secretary to Council and all Council Committees.

### 4 CHAIR'S ACTION

The Chairs of Council Committees, including Senate, have the authority to act on behalf of their Committee in matters of urgency, if this power has been delegated to them by their Committee. The exercise of this power will be reported to the following meeting of the Committee. The Chair of Council powers of action are covered in Ordinance B3.

### 5 ADDITIONAL MEETINGS

#### (a) COUNCIL

An additional meeting of Council may be convened at any time by the Chair of Council or on receipt of a written or email request from at least a third of the current Council membership. The members requesting the meeting must set out in a statement the matters they wish to be discussed at the additional meeting.

#### (b) COUNCIL COMMITTEES

An additional meeting of a Committee may be convened at any time by its Chair or the Chair of Council. Members of Senate may request a meeting provided they comply with the terms set out in Senate's Terms of Reference.

### 6 CANCELLING OR RE-ARRANGING SCHEDULED MEETINGS

The Chair has the power to cancel a scheduled meeting if in his/her view there is insufficient business to be transacted and should normally do so with one week's notice. The Chair also has the power to re-arrange a scheduled meeting if in his/her view this is necessary.

### 7 AGENDAS and MINUTES

- i. The Secretary and Registrar is responsible for drawing up the Agenda for Council and Committee meetings with the approval of the relevant Chair and ensuring adequate supporting information. Any Council or Committee member wishing to request that an item is placed on the agenda should communicate with the School Secretary;
- ii. The Agenda for a meeting and the Minutes of the previous meeting shall normally be despatched to each member seven days in advance. The Minutes the previous meeting will be approved at the next meeting of the Council or Committee and any agreed alterations will be minuted at that meeting;



- iii. Decisions and the reasons leading to those decisions are recorded in the minutes and would normally be released if there was a Freedom of Information Request except where the Council or Committee agrees matters are confidential for commercial, personal or other reasons permitted by the legislation; and
- iv. Minutes shall be kept by the Secretary, who shall be responsible for retaining all minutes, agendas and papers in an archive.

## **8 CONDUCT OF MEETINGS**

- i. The Chair has discretion to determine the conduct of discussion and debate at meetings and how business is to be brought to conclusion
- ii. Every matter for decision shall be determined after due deliberation by those present, the Chair taking the sense of the meeting. Any member may request that the matter be put to a vote. Only the Chair can approve that a proposal or motion proposed during the course of the meeting shall be put to the meeting for resolution;
- iii. All those present and eligible shall vote and the result shall be determined by simple majority;
- iv. If the vote shall be equally divided for and against, the Chair shall have a second and casting vote; and
- v. Members must support collective decisions once made. They may, if they choose, indicate that the reason for their disagreeing with the decision should be noted in the Minutes.

## **9 ATTENDANCE TO OBSERVE**

- i. The Chair of Council will determine who attends Council meetings other than Council Members and the School Secretary.
- ii. Any member of the Council may, with approval of the relevant Committee Chair, attend a Committee meeting as an observer, unless they have a conflict of interest.

## **10 EFFECTIVENESS REVIEWS**

- i. Council and all its Committees should annually carry out a brief review of their operations and terms of reference in accordance with any guidelines established by the Institutional Principles & Policies Committee.
- ii. At approximately three year intervals, Council and its Committees will carry out a more rigorous review of their effectiveness (using external support where appropriate), in accordance with the programme and guidelines developed by Institutional Principles & Policies Committee.