

## **Governance Rule - Schedule 6 - Meetings of Convocation**

### **1. Calling of meetings**

Meetings of Convocation:

- (1) may be convened by the Council at any time;
- (2) must be convened by the Council if so required by one percent or more of the members of Convocation whose names and addresses are contained in the Register of Convocation;

### **2. Chair**

- (1) The Chancellor will preside at meetings of Convocation.
- (2) If the Chancellor is absent or is unable to preside at a meeting, the Deputy Chancellor or another person appointed by the Council will preside at the meeting of Convocation.
- (3) If both the Chancellor and the Deputy Chancellor are absent or are unable to preside at a meeting, and no other person has been appointed by the Council to preside, the members present will elect one of their number to preside at the meeting of Convocation.
- (4) The person who presides at a meeting is the Chair of that meeting of Convocation.

### **3. Notice of meeting**

The Council will give at least 21 days' notice of any meeting of Convocation, in accordance with procedures approved under Clause 8 of this schedule.

### **4. Quorum**

- (1) A quorum of any meeting of Convocation is 15 members.
- (2) If within 45 minutes from the time appointed for a meeting a quorum is not present, the Chair has the discretion whether the meeting be dissolved or adjourned to such date, time and place as the Chair may determine.
- (3) Members of Convocation attending a meeting will be asked to sign a register prior to the commencement of the meeting, and to indicate the relevant category of Convocation to which they belong.

### **5. Voting**

- (1) Every member of Convocation is entitled to one vote.
- (2) All resolutions or motions which may be put to vote at a meeting will be decided by a majority of votes of the members present.

### **6. Adjournment**

The Chair, with the consent of the majority of those members of Convocation present, may adjourn a meeting of Convocation.

## **7. Procedures of Convocation**

Meetings of Convocation are also subject to any procedures that may be prescribed by the Council from time to time.