

BOARD OF TRUSTEES

Policy Title: Meeting Protocol

Policy Number: 2020.05_PO_MeetingProtocol_V001

Policy Initiator: Policy Officer

Subject: conducting all formal and subject-area meetings

Responsible Office: Policy Officer

Responsible University Officer: Khulkar Pulatova

Last Reviewed/Updated: 09/06/2020

Applies to: all formal and subject-area meetings of the University

Related University Policies: Academic Council Standing Orders, Executive Team Standing Orders, Policy Content Template

1. SCOPE*

1.1. These rules apply to all formal and subject-area meetings of TEAM University.

1.2. In addition, there may be rules for the conduct of meetings of the University Board and its committees are set out in the Standing Orders of the University.

2. POLICY STATEMENT*

2.1 The purpose of this protocol is to ensure that all formal and subject-area meetings of TEAM University community are conducted based on following rules:

2.2 All formal meetings, regardless of size or purpose, have the following things in common:

- a quorum must be present
- an appointed chair who is responsible for the conduct of the meeting
- an appointed person as a secretary who will organize the meetings, the papers and related matters, and who is responsible to ensure the meeting complies with these and related protocols
- an appointed minute secretary and formal minutes that are approved
- business is conducted according to specific rules governing attendance, participation in the discussion and voting
- all members should receive advance notification of the meeting's date, time and purpose

3 DEFINITIONS: (optional element)

3.1 **A formal meeting** - is defined as being one that is stated as part of the governance and management structure and requires mandatory attendance.

3.2 **A subject-area meeting** – is defined as being one that is appointed apart from all formal regular meetings (Board of Trustees Meeting, Academic Council Meeting,

Executive Team Meeting) and may be proposed to appoint by a necessity to discuss and resolve items that are critical and important for University's operation.

3.3 **Protocol** - a code prescribing strict adherence to correct etiquette and precedence.

4 ROLES AND RESPONSIBILITIES*

4.1 **Chairperson (Chair)** – the person holding the office, who is typically elected or appointed by members of the group, presides over meetings of the group, and conducts the group's business in an orderly fashion.

4.2 **Secretary** – the secretary's role in any formal group is to be guardian of the process of meetings. The person who makes the arrangements for the meetings and keeps formal records of the group's process and decisions: the minutes of the meeting. This may include keeping records of correspondence.

4.3 **Member** – the person who is invited to be a participant of the meeting.

4.4 **Observer** – the person who observes the process of the meeting including speaking in a debate but may not vote.

5 POLICY*

Pre-meeting Rules:

- a) The secretary will be responsible for informing all meeting participants about the upcoming meeting with the exact time and place at least 5 days before the upcoming meeting.
- b) The Secretary will be responsible for providing the agenda and related papers to the members of the meeting at least 2 days before the upcoming meeting.
- c) Any member may propose an item for discussion by submitting notice of a matter in advance in writing to the Secretary at least 5 days prior to the proposed meeting date. Acceptance of the proposed agenda item will be at the discretion of the Chair. All matters to be discussed or decided at meetings will appear or arise from the agenda, with the exception of items raised by the Chair.
- d) No personal data or confidential information relating to persons should be presented or discussed at the meeting.
- e) Meeting must operate on the principle of transparency and all papers will be published internally and available for external scrutiny, unless the meeting decides that they contain institutional matters that should not be publicly.

5.1 Rules for appointing a Specific Subject-Area Meeting:

- a) Along with the rules that are written below for any University Meeting, any member of TEAM University may propose to appoint a subject-area meeting by necessity.
- b) The date of the meeting should be announced to the meeting participants at least 7 days prior the actual date of the meeting.
- c) Member who proposes a meeting will act as a Chair of the meeting.
- d) Chair of the proposed meeting should prepare the Agenda of the meeting and provide it to all meeting participants along with related papers to discuss at least 2 days before the actual date of the meeting.

- e) Minutes of the meeting should be taken by the person appointed by the Chair of the meeting in h/her team and disseminated to the participants for further feedback on the accuracy of the record.
- f) All meeting papers once approved will be placed on the appropriate internal electronic repository of the University.

5.2 Rules for appointing any University Meeting:

5.2.1 Quorum

- 5.2.1.1 A quorum is the number of members needed at a meeting before it can be transacted. A quorum must be present for a meeting to take place, and throughout the meeting.
- 5.2.1.2 The quorum for any meeting will be 2/3rd of the members unless the standing orders of the meeting specify otherwise.
- 5.2.1.3 If the meeting is or becomes inquorate, it may proceed if the members agree and provided that minutes are produced and any decisions taken are ratified by a later, quorate meeting.

5.2.2 Attendance

- 5.2.2.1 Members should make every endeavor to attend all appointed meetings. When they are unable to attend a meeting, their apologies should be submitted in advance to the Secretary together with any comments on the agenda so that these may be shared at the meeting.
- 5.2.2.2 Those engaged in a meeting must participate in person or, where practical and with the prior approval of the Chair, through electronic media for example video-conferencing. Any participation via use of electronic means will count towards a quorum. However, the minutes will record the nature of their attendance.
- 5.2.2.3 Members cannot be substituted by another unless as in 5b.

5.2.3 Chairperson (Chair)

- 5.2.3.1 Each meeting should be chaired by one person. This person may be identified in the Terms of Reference or designated by virtue of their role in the University.
- 5.2.3.2 When the Chair is unable to be present, a Deputy Chair will be appointed for that meeting. If the absence is unexpected, the Chair may be elected by a majority of members of the meeting. If the Chair arrives during the course of the meeting, they will assume the Chair and the temporary Chair will step down.
- 5.2.3.3 With the prior agreement of the meeting, the Chair may take action on its behalf on any matter, which is judged to be either urgent or non-contentious. Such action shall be within the Terms of Reference, and shall be reported at the next meeting.

5.2.4 Members and observers

- 5.2.4.1 Members will be entitled to attend meetings and to receive notice of a meeting.
- 5.2.4.2 Observers and guests at meetings will normally be allowed, subject to the agreement of the Chair of the meeting, to stay for all or part of the meeting.
- 5.2.4.3 Observers and guests may observe the process of the meeting including speaking in a debate but may not vote.

5.2.4.4 Members cannot delegate their position to another unless as in 5b.

5.2.5 Business of Meetings

5.2.5.1 The Chair and Secretary of each meeting shall be responsible for ensuring that its business is within its Terms of Reference. The Chair, with the assistance of the Secretary, will hold veto over business which does not fall within the Terms of Reference of the meeting.

5.2.5.2 At the end of each meeting the Chair, with the assistance of the Secretary, will be responsible for ensuring that the items of the Agenda are discussed, reviewed and agreed, and any amendments are considered.

5.2.5.3 Where applicable the Secretary will be responsible for ensuring that at the start or during each meeting session, a schedule of specific deadlines is established in order to meet the operating deadlines of the University.

5.2.6 Conflicts of Interest

5.2.6.1 Members attending a meeting should declare at the start of a meeting whether or not they have any material interest in an item of business to be considered at the meeting. A person who declares such a conflict of interest should withdraw from the discussion, unless the members agree otherwise.

5.2.6.2 Members on being appointed should declare their interests and these should be kept by the Secretary.

5.2.7 Decision Making Process

5.2.7.1 Decisions are likely to be made by consensus without being put to a formal vote. When a formal vote is required, this can be either through a show of hands or a written poll.

5.2.7.2 Where members of the meeting are not able to attend, they may delegate their duties and rights as a member to another named alternate, with the advance agreement of the Chair.

5.2.7.3 Decisions made will be clearly recorded in the minutes of the meeting.

5.2.8 Length of Debate

5.2.8.1 The discussion and debate of agenda items is directed by the Chair.

5.2.9 Duration of Meeting

5.2.9.1 The duration of any meeting should not exceed 1 hour in time.

5.2.9.2 Where a meeting is to exceed the time limit then the Chair should agree with the members present to extend the meeting.

Post-Meeting Rules

5.3 Record of the Meeting

5.3.1 The minutes will be drafted by the Secretary for the approval of the Chair and all members.

5.3.2 The members will be responsible to read the minutes carefully and give feedback on the accuracy of the record within 2 days.

5.3.3 The minutes of each meeting will be presented for approval at its next meeting. Agreed amendments or corrections will be recorded by the Secretary.

5.4 Location of Meeting papers

5.4.1 The Secretary will be responsible for maintaining an archive of the agendas, minutes and papers of the meeting.

5.4.2 All meeting papers once approved will be placed on the appropriate internal electronic repository of the University.

6 EFFECTIVE DATE(S)* / 3 days after approval by the Board of Trustees and Academic Council

6.1 This Protocol is effective 1 calendar year after approval.

6.2 Last reviewed in 09/06/2020.

7 VERSIONING: (optional element)

7.1 Version №001

7.2 Hyperlink to the paper:

8 DATE OF APPROVAL*

8.1 This protocol was approved in the meeting of the Board of Trustees

8.2 This protocol was approved in the meeting of the Academic Council

8.3 Date Approved: 08/06/2020

8.4 Date Published: 09/06/2020

9 BUSINESS GLOSSARY: (optional element)

10 FONT standards-Baskerville