



RHODES UNIVERSITY

Grahamstown • 6140 • South Africa

INSTITUTIONAL RULES

The following Rules are framed in terms of Section 32 of the Higher Education Act (Act 101 of 1997) and of the Rhodes University Statute (Government Notice 234 of 15 March 2005) to set out the procedural and other matters relevant to the business of Council, Senate, the Institutional Forum, Convocation and the sub-committees of these bodies.

(Rules for degrees, diplomas and certificates, Faculty Rules and the Student Disciplinary Code are contained in the University Calendar.)

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1. COUNCIL

1.1 ELECTION OF COUNCIL MEMBERS

1.1.1 Members appointed by the Minister

- 1.1 The Registrar must notify the Minister whenever it becomes necessary for the Minister to appoint a member of the Council.
- 1.2 If a vacancy occurs during a member's term of office, the Registrar must invite the Minister to fill the vacancy for the unexpired period of the term of office, if this is longer than three months.

1.1.2 Members appointed by the Makana Municipality

- 2.1 The Registrar must notify the chief executive officer of the Makana Municipality whenever it becomes necessary for the Makana Municipality to appoint a member of the Council.
- 2.2 If a vacancy occurs during a member's term of office, the Registrar must invite the Makana Municipality to fill the vacancy for the unexpired period of the term of office, if this is longer than three months.

1.1.3 The member appointed by the Rhodes University Board of Governors

- 3.1 The Registrar must notify the Chairperson of the Rhodes University Board of Governors whenever it becomes necessary for the Rhodes University Board of Governors to appoint a member of the Council.
- 3.2 If a vacancy occurs during a member's term of office, the Registrar must invite the Rhodes University Board of Governors to fill the vacancy for the unexpired period of the term of office, if this is longer than three months.

1.1.4 Members elected by Senate

- 4.1 Whenever it becomes necessary to elect a member, or members, of the Council the Registrar must call for nominations for election by notice to each member of Senate.
- 4.2 Nominations, which must be signed by two members of Senate and accepted in writing by the nominee, must be received by the Registrar by the date specified in the notice.
- 4.3 If the Registrar receives only one nomination, that person must be declared duly elected. If the Registrar receives more than one nomination, a ballot must be held of the members of Senate.
- 4.4 If a vacancy occurs during a member's term of office, the Registrar must call for nominations and hold a ballot to fill the vacancy for the unexpired period of the term of office, if this is longer than three months.

1.1.5 The member elected by the academic staff

- 5.1 The academic staff are defined as the full-time associate professors, senior lecturers, lecturers, junior lecturers, senior instructors, instructors and researchers employed by the University excluding heads and acting heads of departments or of associated institutes and are entitled to elect one of their number to serve on Council.
- 5.2 Whenever it becomes necessary to elect a member of the Council the Registrar must call for nominations for election by notice to each member of the academic staff.
- 5.3 Nominations, which must be signed by two members of the academic staff and accepted in writing by the nominee, must be received by the Registrar by the date specified in the notice.
- 5.4 If the Registrar receives only one nomination, that person must be declared duly elected.
- 5.5 If the Registrar receives more than one nomination, a ballot of the academic members of staff must be held.

- 5.6 If a vacancy occurs during a member's term of office, the Registrar must call for nominations and, if necessary, hold a ballot to fill the vacancy for the unexpired period of the term of office, if this is longer than three months.

1.1.6 Members appointed by the administrative and support staff

- 6.1 Every full-time and every permanently appointed member of the administrative and support staff, including professional staff in the library and information technology services and technical officers, other than the Registrar, is entitled to take part in the election.
- 6.2 The members of the administrative and support staff–
 - 6.2.1 in grades one to five elect one of their number to be a member of the Council; and
 - 6.2.2 in grades six to twenty-three elect one of their number to be a member of the Council.
- 6.3 Nominations, which must be signed by two members of the administrative and support staff in the grade groups concerned and accepted in writing by the nominee, must be received by the Registrar by the date specified in the notice.
- 6.4 If the Registrar receives only one nomination for each or either seat, those people or that person must be declared duly elected. If the Registrar receives more than one nomination for each or either seat, a ballot of the members of the administrative and support staff concerned must be held.
- 6.5 If a vacancy occurs during a member's term of office, the Registrar must call for nominations and hold a ballot to fill the vacancy for the unexpired period of the term of office, if this is longer than three months.

1.1.7 The SRC President and a member appointed by the SRC

- 7.1 The President of the SRC is *ex officio* a member of Council.
- 7.2 If the President of the SRC is not a postgraduate student, the other member of Council appointed by the SRC must be a postgraduate student but need not be a member of the SRC.
- 7.3 The Registrar must notify the President of the SRC whenever it becomes necessary for the SRC appoint a member of the Council.
- 7.4 If a vacancy occurs during a member's term of office, the Registrar must invite the SRC to fill the vacancy for the unexpired period of the term of office, if this is longer than three months.

1.1.8 Members appointed by the Council

- 8.1 After consultation with the Institutional Forum, the Chairperson of Council must make recommendations to an ordinary meeting of the Council, and at its next ordinary meeting the Council must decide whether or not to appoint any person or persons so recommended.
- 8.2 If a vacancy occurs during a member's term of office, the Chairperson of Council must, after consultation with the Institutional Forum, make a recommendation to an ordinary meeting of the Council, and the Council must decide whether or not to appoint any person so recommended to fill the vacancy for the unexpired period of the term of office, if this is longer than three months.

1.1.9 Members co-opted by Council

- 9.1 If, in the opinion of the Chairperson of Council, the work of the Council would be facilitated by the co-option of additional members, the chairperson must make recommendations to an ordinary meeting of the Council, and at its next ordinary meeting the Council must decide whether or not to co-opt any person or persons so recommended.
- 9.2 The term of office of co-opted members is determined by the Council at the time of election but may not exceed four years.

9.3 A co-opted member may serve more than one term of office as a co-opted member.

1.2 TERM OF OFFICE OF COUNCIL MEMBERS

Except as provided for in subparagraphs 16 (1) and (2) of the Statute and Rule 1.1.9.2 above, the term of office of members of Council is four years.

1.3 EXECUTIVE COMMITTEE OF COUNCIL

1.3.1 Election of Executive Committee

At the final ordinary meeting of the year, Council must elect an Executive Committee for the ensuing year.

1.3.2 Composition of the Executive Committee

The Executive Committee consists of:

- 2.1 the Chairperson of Council who is the Chairperson of the Committee;
- 2.2 the Vice-Chairperson of Council;
- 2.3 the Vice-Chancellor;
- 2.4 the Pro-Vice-Chancellor;
- 2.5 two members of Council who are neither employees of the University nor students;
- 2.6 one member of Council elected to Council by Senate.
- 2.7 The Registrar is in attendance.

1.3.3 Functions of the Executive Committee

The Executive Committee:

- 3.1 acts for the Council whenever instructed to do so by Council;
- 3.2 subject to paragraph 13 (4) of the Statute, acts on behalf of Council in an emergency.

1.4 STANDING COMMITTEES OF COUNCIL

1.4.1 Appointment of Standing Committees

At the final ordinary meeting of the year, the Nominations Committee, which comprises the Chairperson of Council and the Registrar, must nominate members of Council to serve on the standing committees of Council for the ensuing year, and Council must decide whether or not to appoint members so recommended.

1.4.2 Standing Committees

2.1 Finance & General Purposes Committee

- 2.1.1 The Finance & General Purposes committee consists of: the Chairperson of Council; the Vice-Chancellor; the Deputy Vice-Chancellors; two members of Council elected to Council by Senate; two members of Council who are not elected to Council by Senate; four members of Council who are elected to Council by Council in view of their financial experience.
- 2.1.2 The Finance and General Purposes Committee elects its own chairperson for a two year term.
- 2.1.3 The functions of the Finance and General Purposes Committee are:
 - 2.1.3.1 to act for the Council whenever instructed to do so by Council;
 - 2.1.3.2 to advise the Council on the selection of senior members of the administrative staff;
 - 2.1.3.3 to advise the Council on any matter that is not specifically under the control of Senate;
 - 2.1.3.4 to advise the Council on all financial matters; and
 - 2.1.3.5 to advise the Council on matters connected with the property of the

University.

2.2 Audit Committee

- 2.2.1 The Audit Committee consists of: At least four members of Council (other than the Chairperson of Council) who are not employed by, or students of, the University, one of whom chairs the Committee. The Committee may co-opt additional members provided that they are not employed by, or students of, the University. The Vice-Chancellor; the Registrar: Finance & Operations, the Director of Finance and the Risk Manager are in attendance.
- 2.2.2 The functions of the Audit Committee are set out in detail in its charter. The primary functions are to ensure:
- 2.2.2.1 good governance;
 - 2.2.2.2 proper procedures and control for the safeguarding of assets;
 - 2.2.2.3 good systems of internal control; and,
 - 2.2.2.4 effective financial management and control of the finances of the University.

2.3 Remuneration Committee

- 2.3.1 The Remuneration Committee consists of: the Vice-Chancellor; the Chairperson of Council, who chairs the Committee; the Chairperson of the Finances and General Purposes Committee and the Chairperson of the Audit Committee. The Deputy Vice-Chancellors, Registrar: *Finance & Operations* and the Director of Human Resources are in attendance. The Registrar is the Secretary of the Committee.
- 2.3.2 The function of the Remuneration Committee is to ensure good governance as regards remuneration practices including the approval of mandates for remuneration increases.

1.5 JOINT COMMITTEES OF COUNCIL AND SENATE

- 1.5.1** The Council may, in consultation with Senate, appoint joint committees of Council and Senate for any purpose and the members thereof may be elected at any Council meeting.
- 1.5.2** At the final ordinary meeting of the year, the Nominations Committee, which comprises the Chairperson of Council and the Registrar, must nominate members of Council to serve on the established joint committees of Council and Senate for the ensuing year, and Council must decide whether or not to appoint members so recommended.

2. SENATE

2.1 QUORUM

One-third of the total members of Senate actually holding office at the time of a meeting constitutes a quorum. The quorum is the minimum number of members who must be present at a meeting for the transaction of business.

2.2 MEMBERS ON ACADEMIC LEAVE

2.2.1 Members of Senate retain their rights to attend, speak and vote at meetings of Senate while on academic or long leave.

2.2.2 All heads of departments retain membership of boards while on academic leave.

2.2.3 Persons on academic leave who are members of committees retain their membership. However, where a member of Senate is appointed to a committee by virtue of an academic or administrative position held, any person appointed to act in that member's stead assumes membership of the committee. A head of department in whose place another member of staff is acting ceases to be a member of such committees for the period for which the headship has been relinquished.

2.3 STATUTORY MEETINGS

2.3.1 At least two ordinary meetings of the Senate must be held in each half of the academic year.

2.3.2 Ordinary meetings of Senate shall be held on dates to be published in the Calendar.

2.4 NOTICE OF MEETING

A written notice must be issued by the Registrar to each member at least three days before any ordinary meeting, setting forth the time of such meeting and the matters to be considered.

2.5 SPECIAL MEETING PROCEDURES

2.5.1 A special meeting may be called by the Chairperson at any time, and must be called by him or her at the request in writing of at least five members of the Senate, the object of the meeting being stated in the requisition.

2.5.2 Not less than twenty-four hours notice must be given of such a meeting.

2.5.3 Subject to any exceptions approved by the meeting, no matter other than that of which notice has been given shall be considered at such a meeting.

2.6 APPROVAL OF MINUTES

2.6.1 The Senate must elect two members to act as scrutineers of Senate minutes.

2.6.2 The minutes of ordinary meetings of Senate must be received by the members not more than fourteen days after the day upon which such ordinary meeting is completed.

2.6.3 If, after the scrutineers have approved the minutes, any member wishes to raise any objection to the minutes, he or she must raise the objection at the next ordinary meeting of Senate. No motion or discussion shall be allowed upon minutes except as to their accuracy.

2.7 ORDER OF PROCEEDINGS

At ordinary meetings of Senate, the business must, unless Senate resolves to the contrary at any such meeting, be taken in the following order:

2.7.1 leave of absence from the meeting;

2.7.2 confirmation of minutes of the last ordinary meeting and of any special meeting subsequent thereto;

2.7.3 notice of any item of business not included on the written notice of the meeting;

2.7.4 matters arising out of the previous minutes;

2.7.5 Vice-Chancellor's report;

2.7.6 report of decisions of Council which affect the Senate;

- 2.7.7 reports of committees;
- 2.7.8 motions of which notice has been given;
- 2.7.9 general.

2.8 EXECUTIVE COMMITTEE OF SENATE

- 2.8.1 The Executive Committee of Senate consists of the Vice-Chancellor, the Deputy Vice-Chancellors, the Registrar, the Deans of all Faculties, the Deputy Dean of Humanities, the Dean of Teaching and Learning, the Dean of Students, the President of the SRC and four other members of Senate. The retiring members are eligible for re-election. The Deputy Deans of Faculties, other than the Deputy Dean of Humanities who has full rights, have attendance and speaking rights at Executive Committee meetings.
- 2.8.2 The Executive Committee of Senate must:
- 2.1 act for Senate in those matters delegated to it by Senate;
 - 2.2 initiate business for the consideration of Senate and make recommendations thereon to Senate;
 - 2.3 act in an advisory capacity to Senate.
- 2.8.3 The reports of all Committees other than those of Selection or Joint Selection Committees will be presented to the Executive Committee of Senate in the first instance. They will contain Class A and Class B sections, defined as follows:
- 3.1 **Class A:** (i) matters affecting the Senate and/or Council rules under which the Committee operates or affecting the policies of Senate and Council;
(ii) matters referred to the Committee by Senate or which the Committee either wishes or has to refer to Senate or Council;
 - 3.2 **Class B:** All matters not placed in Class A.
 - 3.3 In regard to Class A matters, the Executive Committee must, when presenting its report to Senate, indicate whether it supports or rejects recommendations in that category.
 - 3.4 The Executive Committee may additionally amend or modify Class A matters.
 - 3.5 The Report of the Executive Committee must be divided into open and confidential sections.
 - 3.6 Matters must be further identified as Class A (i.e. eligible for debate by Senate) and Class B (for noting only).
 - 3.7 A Class B matter may be raised to Class A if a majority of members present and voting so decide.

2.9 BOARDS OF FACULTIES

2.9.1 Functions of Faculty Boards

Senate has delegated to each Faculty Board full executive responsibility:

- 1.1 to conduct its own affairs in terms of its own rules, provided that any amendment to or addition to these rules must continue to be presented to and be approved by Senate;
- 1.2 to determine all matters pertaining to departmental examination requirements and to the finalisation of all examination results provided that the results of doctoral examinations and the appointment of doctoral examiners continue to be subject to the approval of Senate;
- 1.3 to determine which of its students, if any, should be excluded in terms of Rule G.7, provided that any student so excluded has the right of appeal to the Dean in the first instance, and to the Vice-Chancellor ultimately;
- 1.4 to empower the Dean of the Faculty to resolve, in terms of that Faculty's rules, all matters already delegated to him or her by Senate, provided that the registration of students for a doctorate continues to be subject to the approval of Senate.

2.9.2 Powers of the Deans

Inter alia, the Dean of a Faculty is empowered to take action in respect of the following:

- 2.1 approval of, and changes in, students' curricula;
- 2.2 credits from other universities and from other Faculties of the University;
- 2.3 extension of the validity of DP certificates;
- 2.4 student admissions other than for doctoral candidates;
- 2.5 approval of examination results during university vacations;
- 2.6 approval of conditions of academic probation;
- 2.7 approval of award of aegrotat, supplementary or special examinations.

2.9.3 Presentation of Reports

The reports of meetings of Faculty Boards will be divided into:

- 3.1 **Class A matters:** changes in rules, and matters which the Board either has to or wishes to report to Senate, or which have been referred to the Board by Senate;
- 3.2 **Class B matters:** all matters not placed in Class A. Faculty Boards have the power to act on Class B items.

2.9.4 Boards of Faculties

- 4.1 The Dean of each Faculty must be elected by the Faculty, must normally be a professorial member of the Board, and holds office for a period of three years. Whenever a non-professorial member is elected the member shall become *ex officio* a member of Senate for the period during which the member holds office as Dean.
- 4.2 A Deputy Dean may be elected by the Faculty, must normally be a professorial member of the Board, and holds office for a period of three years. A Deputy Dean who is not a member of Senate becomes *ex officio* a member of Senate and has observer status at Senate Executive meetings for the period during which the member holds office as Deputy Dean and shall have voting rights only when the Dean is absent from those Senate Executive meetings.
- 4.3 The Deputy Dean of Humanities is *ex officio* a full member of the Executive Committee of Senate.
- 4.4 Whenever it becomes necessary to elect a Dean or a Deputy Dean the Registrar must call for nominations for election by notice to each member of the appropriate Faculty Board.
 - 4.4.1 Nominations, which must be signed by two members of the Board and accepted in writing by the nominee, must be received by the Registrar by the date specified in the notice. Faculty Boards may require nominees to submit written statements of their vision for the Faculty at the time of accepting the nomination and may further require the nominees to present their vision to a meeting of the Faculty Board which shall be held before an election takes place.
 - 4.4.2 If the Registrar receives only one nomination, that person must be declared duly elected. If the Registrar receives more than one nomination, a ballot must be held of the members of the Faculty Board. If the ballot results in an equality of votes for two candidates the ballot must be reheld.
 - 4.4.3 The Registrar must announce the outcome of the ballot. Numerical results should not be released to the Faculty Board or the wider University community but the results should be conveyed at least in generality, not necessarily in exact numbers, to all candidates in the election.
- 4.5 Faculty Boards may individually determine whether to accord to student representatives of the SRC, the Postgraduate Students' Forum and the relevant Student Faculty Councils membership of the Board.
- 4.6 Members of the academic staff appointed on contract terms for a minimum of one year at a time shall be eligible for full membership of Faculty Boards subject to the Faculty specific Rules referred to below.

2.9.5 Board of the Faculty of Humanities

- 5.1 The Board consists of the Vice-Chancellor, the Deputy Vice-Chancellors, the Heads

of all departments in which major subjects for the BA, BFineArt, BJourn, BMus and BSocSc degrees are taught, and other professors in such departments; the Director of the Institute of Social and Economic Research; the Director of the Institute for the Study of English in Africa; the Director of the National English Literary Museum; the Executive Director of the Dictionary Unit for South African English; the Director of the Public Service Accountability Monitor; the Director of the Albany Museum; the Dean of Teaching and Learning; a representative of the Faculty of Science, the Faculty of Law, the Faculty of Education and the Faculty of Commerce; the Director of Library Services (or his/her nominee); a representative of the SRC and of the Postgraduate Students' Liaison Committee.

- 5.2 A member of staff who is responsible within a department for a major subject not directly represented may be appointed to the Board.
- 5.3 Other permanent members of the academic staff in the Faculty, and members of staff of the Centre for Higher Education Research, Teaching and Learning may, if they so wish, apply for membership of the Board.

2.9.6 Board of the Faculty of Science

- 6.1 The Board consists of the Vice-Chancellor, the Deputy Vice-Chancellors, the Heads of all departments in which major subjects for the BSc, BSc (Information Systems) or BSc (Software Development) degrees are taught, and other professors in such departments who deem it necessary; the professors in the Faculty of Pharmacy; the Managing Director of the South African Institute for Aquatic Biodiversity; the Director of the Albany Museum; the Director of the Hermann Ohlthaver Institute for Aeronomy; a representative of the Board of the Faculty of Education and such other members of that Board as are directly concerned with Science Method teaching; the Director of the Institute for Water Research; the Dean of Teaching and Learning; the Director of Library Services (or his/her nominee); a representative of the SRC and of the Postgraduate Students' Liaison Committee.
- 6.2 A member of staff who is responsible within a department for a major subject not directly represented may be appointed to the Board.
- 6.3 Other members of the academic or research staff of the University or its Associated Institutes, who have teaching or supervisory commitments in the Faculty, and members of staff of the Centre for Higher Education Research, Teaching and Learning may, if they so wish, apply for membership of the Board.

2.9.7 Board of the Faculty of Law

- 7.1 The Board consists of the Vice-Chancellor, the Deputy Vice-Chancellors, the Professors of Law, one representative of the Faculty of Humanities; all Associate Professors and full-time Lecturers on the staff of the Faculty of Law; a representative of the Board of the Faculty of Commerce; the Director of Library Services (or his/her nominee); three representatives of the legal profession in Grahamstown.
- 7.2 Other permanent members of academic staff in the faculty and in departments which have teaching commitments in the Faculty, and members of staff of the Centre for Higher Education Research, Teaching and Learning may, if they so wish, apply for membership of the Board.
- 7.3 Three student representatives, one from the penultimate year of study, one from the final year of study, and one postgraduate student, may be elected by the students to serve on the Board.

2.9.8 Board of the Faculty of Education

- 8.1 The Board consists of the Vice-Chancellor, the Deputy Vice-Chancellors, the Professors of Education, and all full-time Associate Professors and Senior Lecturers in Education; a member appointed by the Faculty, and a representative of each of the Board of the Faculty of Humanities, the Board of the Faculty of Commerce, the

Director of the Centre for Social Development; the director of the Institute for the Study of English in Africa; the Dean of Teaching and Learning; a representative of the Rhodes University Mathematics Education Project; the Director of Library Services (or his/her nominee); a representative of the SRC and of the Postgraduate Students' Liaison Committee.

- 8.2 Other permanent members of academic staff in departments and institutes which have teaching commitments in the Faculty, and members of staff of the Centre for Higher Education Research, Teaching and Learning may, if they so wish, apply for membership of the Board.

2.9.9 Board of the Faculty of Commerce

- 9.1 The Board consists of the Vice-Chancellor, the Deputy Vice-Chancellors, the Heads of the Departments of Accounting, Computer Science, Economics & Economic History, Information Systems, Management, and Statistics and other professors in these Departments; the Head of each of the following Departments (or nominee): Law and Mathematics (Pure & Applied); a representative of the Board of the Faculty of Science; the Director of the Rhodes Business School, the Director of Library Services (or his/her nominee); and a representative of the SRC and of the Postgraduate Students' Liaison Committee.
- 9.2 Permanent members of the academic staff in departments which have teaching commitments in the Faculty, and members of staff of the Centre for Higher Education Research, Teaching and Learning and the Institute for Social and Economic Research may, if they so wish, apply for membership of the Board.

2.9.10 Board of the Faculty of Pharmacy

- 10.1 The Board consists of the Vice-Chancellor, the Deputy Vice-Chancellors, the Professors of the Pharmacy Faculty, the Dean or Deputy Dean of the Science Faculty, the Head (or nominee) of the Departments of Biochemistry & Microbiology, Botany, Chemistry, Management, Physics & Electronics, Statistics, Zoology and Entomology, Computer Science and Mathematics, the Director of Library Services (or his/her nominee); two students who are class representatives of classes within the Faculty, a representative of the SRC and of the Postgraduate Students' Liaison Committee.
- 10.2 Other permanent members of the academic staff of the Pharmacy Faculty, and members of the Centre for Higher Education Research, Teaching and Learning may, if they so wish, apply for membership of the Board.

2.10 SENATE STANDING COMMITTEES

2.10.1 Rules of Order

- 1.1 The Vice-Chancellor and the Deputy Vice-Chancellors are *ex officio* members of all Standing Committees, and have the power to nominate a person to represent them. Attendance at meetings will be at their own discretion.
- 1.2. The Registrar may be attendance at any committee of Senate or of the Joint Committees of Senate and Council.
- 1.3 A Head of Department who is an *ex officio* member of a committee may nominate an alternate to represent him or her on that committee.
- 1.4 In cases where a Chairperson is not designated, the Vice-Chancellor may designate a member of the committee as Chairperson.
- 1.5 The Chairperson of a Senate appointed committee shall, wherever possible, be a member of Senate, and thus in a position to present the committee report to Senate.
- 1.6 On all committees which seat the Dean of Humanities in an *ex officio* capacity, the Deputy Dean is also an *ex officio* member.
- 1.7 All Standing Committees have the power to co-opt additional members according to their needs.

- 1.8 In the event of a vacancy occurring in any committee, the Senate may at its next meeting elect a member to fill it.
- 1.9 The Senate may appoint *ad hoc* committees for any purpose and the members thereof may be elected at any Senate meeting.
- 1.10 Unless specified otherwise, three members shall constitute a quorum for any committee of Senate.
- 1.11 In conducting their business, committees of Senate must, in the event of any dispute or disagreement, apply *mutatis mutandis*, the rules for meeting procedures set out in these institutional rules (see 5 below).

2.10.2 Granted powers to act

- 2.1 Senate has granted all committees power to act in regard to Class B matters (see 2.9.3 above).
- 2.2 Committees having the power to act may not:
 - 2.2.1 incur expenditure in excess of any budget which Council might have approved;
 - 2.2.2 commit Council to expenditure for which no specific provision had been made in their budget.

2.10.3 Committee Membership

At the penultimate ordinary meeting of the year, Senate must:

- 3.1 By a prior election process, confirm the following appointments:
 - 3.1.1 Two representatives to serve on the Executive Committee of Senate (to hold office for two years).
 - 3.1.2 Two representatives and one alternate to serve on the Institutional Forum for the ensuing year.
 - 3.1.3 One scrutineer of Senate minutes (to hold office for two years).
 - 3.1.4 Three members of the Nominations Committee to serve for a year commencing at the conclusion of Senate's penultimate ordinary meeting of the year.
- 3.2 Decide whether or not to appoint members nominated by the outgoing Nominations Committee to the following committees of Senate and joint committees of Council and Senate for the next calendar year–
 - Budget Committee
 - Centre for Social Development Management Committee
 - Community Engagement Committee
 - Constitution Committee
 - Disciplinary Committee
 - Equity and Institutional Culture Committee
 - Employment Equity and Institutional Culture Sub-Committee
 - Examinations Committee
 - Extra-Time Committee
 - Financial Aid Committee
 - Gender Action Forum
 - Hobart Houghton Fellowship Committee
 - Honorary Degrees Committee
 - Hugh Kelly Fund Board of Management
 - Hugh Le May Fellowship Board of Management
 - Information Technology Steering Committee
 - Institute for Social & Economic Research Board
 - Internationalization Committee
 - Joint Research Committee

Library Committee
Naming Committee
Old Rhodian Award
Plagiarism Committee
Residences, Board of
Rhodes Music Radio (RMR) Advisory Board
Rhodes University Academic Freedom Committee
Rhodes University Environmental Committee
Safety / Events Committee
Senate Disciplinary Panel
Student Services Council
Teaching and Learning Committee
Theatre Management Committee
Timetable Committee
Visiting Lecturers Fund Committee (Executive Committee)
Wardens Appointments Committee

3. INSTITUTIONAL FORUM

3.1 ELECTION OR APPOINTMENT OF MEMBERS OF INSTITUTIONAL FORUM

3.1.1 Members other than students, staff and community representatives

- 1.1 The Vice-Chancellor must appoint two members of the executive management to be members of the Institutional Forum; the Council must elect two of its members to be members of the Institutional Forum; the Senate must elect two of its members to be members of the Institutional Forum.
- 1.2 The term of office of any member of the executive management appointed by the Vice-Chancellor is decided by the Vice-Chancellor.
- 1.3 The term of office of the members elected by the Council is one calendar year from the first day of January, provided that a retiring member is eligible for re-election.
- 1.4 The term of office of the members elected by the Senate is one calendar year from the first day of January, provided that a retiring member is eligible for re-election.
- 1.5 The Vice-Chancellor must appoint one member of the executive management to be an alternate member of the Institutional Forum, and the Council and the Senate must also each annually elect one member of the Council and the Senate respectively to be alternate members of the Institutional Forum.
- 1.6 A person elected by the Council ceases to be a member or an alternate member of the Institutional Forum if he or she ceases to be a member of the Council.
- 1.7 A person elected by the Senate ceases to be a member or an alternate member of the Institutional Forum if he or she ceases to be a member of the Senate.
- 1.8 If a vacancy occurs during the term of office of a Council or a Senate member, the Council or the Senate, as the case may be, must fill the vacancy for the unexpired term of office.

3.1.2 Student members of Institutional Forum

- 2.1 The SRC must elect eight students to be members of the Institutional Forum and two students to be alternate members.
- 2.2 In electing its representatives the SRC must take into account the need to ensure representivity of views across the student body.
- 2.3 The term of office of the students members and the alternate members of the Institutional Forum will be one year coinciding with the term of office of members of the SRC.
- 2.4 A student elected as a member or alternate member of the Institutional Forum ceases to be a member or an alternate member of the Institutional Forum:
 - 2.4.1 if such person ceases to be a student; or
 - 2.4.2 for any period during which such person is suspended by or from the University.
- 2.5 If a vacancy occurs during the term of office, the SRC must fill the vacancy for the unexpired term of office.

3.1.3 Staff members of Institutional Forum

- 3.1 The academic staff, other than members of Senate, must elect five of their number to be members and one to be an alternate member of the Institutional Forum.
- 3.2 The administrative and support staff, who are members of recognised staff bodies of the University, must elect four of their number to be members and two to be alternate members of the Institutional Forum.
- 3.3 The term of office of members of staff is one calendar year from the first day of January.
- 3.4 A person elected under this paragraph ceases to be a member or an alternate member of the Institutional Forum:
 - 3.4.1 if such person ceases to be a member of staff;
 - 3.4.2 for any period during which such person is suspended by or from the

University.

- 3.5 If a vacancy occurs during the term of office, the staff body or bodies concerned must fill the vacancy for the unexpired period of the term of office.

3.1.4 Members of any other sector

- 4.1 The secretary to the Institutional Forum must request the Makana Municipality to appoint two persons to be members of the Institutional Forum and one to be an alternate member.
- 4.2 A person ceases to be a member or an alternate member of the Institutional Forum if such person is informed by the Chief Executive Officer of the Makana Municipality that such person's services are no longer required.

3.2 CHAIRPERSON OF INSTITUTIONAL FORUM

- 3.2.1 The Institutional Forum must elect from among its members a chairperson who will serve from the end of one ordinary meeting to the end of the next ordinary meeting.
- 3.2.2 If a chairperson is absent, the first item of business at that meeting is the election of a chairperson.
- 3.3.3 The duties of the chairperson are:
- 3.1 to set the agenda in consultation with the other parties;
 - 3.2 to chair the meeting
 - 3.3 to follow-up on the progress of the sub-committees
 - 3.4 to ensure that minutes are distributed within a week of the meeting

3.3 ALTERNATE MEMBERS

- 3.3.1 An alternate member may participate as a full member of the Institutional Forum only if the substantive member is absent.
- 3.3.2 Alternate members may be in attendance as observers at all meeting of the Institutional Forum and are encouraged to do so in order to keep abreast of developments.
- 3.3.3 Alternates are allowed the opportunity to confer with members.
- 3.3.4 Members are allowed the opportunity to confer with observers.
- 3.3.5 Members may ask the meeting's permission for an observer to address the meeting provided that the observer may speak for no longer than three minutes and only one such intervention will be permitted per agenda item per stakeholder group.

3.4 QUORUM

A quorum is one third of the total membership of the Institutional Forum. The quorum is the minimum number of members who must be present at a meeting for the transaction of business.

3.5 MEETINGS OF INSTITUTIONAL FORUM

- 3.5.1 There must be five ordinary meetings of the Institutional Forum each year.
- 3.5.2 The dates of the ordinary meetings must be published in the University Calendar.
- 3.5.3 Special meetings must be held when a written request for a special meeting is received by the secretary to the Institutional Forum from members of at least three sectors, the object of the meeting being stated in the request.

3.6 COMMITTEES OF INSTITUTIONAL FORUM

The Institutional Forum may establish ad-hoc committees chaired by a member of the Institutional Forum on which stakeholders who are not members of the Institutional Forum may be co-opted.

4. CONVOCATION

4.1 RETURNING OFFICER AND SCRUTINEERS

At an election the Secretary acts as returning officer and is assisted by two scrutineers appointed by the President, or, in his or her absence, by the Vice-Chancellor.

4.2 SUBMISSION OF RESOLUTIONS TO COUNCIL AND SENATE

A copy of all resolutions of Convocation, and a statement of such other matters as Convocation may decide, duly certified by the Chairperson and the Secretary, must be sent to the Chairperson of Council for the information of the Council, and to the Vice-Chancellor for the information of Senate.

4.3 SECRETARY

The Registrar is the Secretary of Convocation.

5. MEETING PROCEDURES

5.1 APPLICABILITY OF MEETING PROCEDURES

These procedures apply to the council, the senate, the institutional forum, convocation and all university committees.

5.2 CONFIRMATION OF MINUTES

5.2.1 The first act of each ordinary meeting, after being constituted, shall be to confirm, by the signature of the Chairperson, the minutes of the last preceding ordinary meeting and of any special meetings held subsequently thereto.

5.2.2 All objections to the minutes must be raised and decided before such confirmation. No motion or discussion shall be allowed upon minutes except as to their accuracy.

5.3 SPEAKING TO MOTIONS

A member may not, without the permission of the Chairperson, speak more than once on any motion or amendment thereof, but the mover of the motion or amendment may reply.

5.4 WITHDRAWAL OF MOTION

A motion or amendment must be seconded, and, if so directed by the Chairperson, be in writing, and no motion or amendment may be withdrawn without the consent of the proposer, the seconder and the meeting.

5.5 MOTIONS TO RESCIND/AMEND RESOLUTIONS

Notice of any motion to make, amend or rescind a Statute or Rule, or to amend or rescind a previous resolution of the meeting, shall be given at the meeting previous to that at which it is to be moved; provided that in the case of Senate, no such notice shall be required if the proposal to make, amend or rescind a previous resolution of the Senate, has been made by a committee of the Senate, and if the minutes of the meeting of the committee at which the proposal was made have been issued in time to have been received by the members of Senate at least two days before the meeting at which it is to be discussed.

5.6 VOTING

5.6.1 Subject to any provisions in these rules to the contrary, all questions shall be decided by the majority of votes of the members present and voting.

5.6.2 On every question the Chairperson shall have a vote, and in the case of an equality in the number of votes, also a casting vote.

5.6.3 The number of members voting for or against any motion shall be recorded in the minutes, if so decided by the meeting, and, at the request of any member, the Chairperson shall direct that the vote of such member be likewise recorded.

5.7 RULINGS OF CHAIRPERSON

The ruling of the Chairperson on any question of order or procedure shall be binding unless immediately challenged by a member, in which case it shall be submitted without discussion to the meeting, whose decision shall be final.

5.8 UNDISCLOSED BUSINESS

5.8.1 When an item of business not disclosed on the written notice of an ordinary meeting is introduced, voting on such item shall not take place until the lapse of one hour after its introduction, unless the meeting agrees by recorded vote to the contrary.

5.8.2 At a special meeting, no business other than that of which notice has been given shall be transacted at such a meeting, unless agreed to by the meeting.

5.9 WAIVER OF RULES

The meeting may, by a vote of two-thirds of the members present at any duly constituted meeting, approve of an exception to any of the rules pertaining to meeting procedures.

5.10 CONFIDENTIALITY

Minutes may contain restricted sections in which confidential resolutions, such as those relating to individual students, are recorded.

5.11 CONDUCT OF MEETINGS

- 5.11.1 Any member may bring any matter before a meeting by submitting a written motion to the Registrar at least seven days before the meeting at which it is to be discussed.
- 5.11.2 Whenever an amendment is duly moved and seconded, that amendment, or the latest, if several amendments are moved and seconded, must first be voted on. If there is a majority in favour of the amendment, the original motion is lost. The amendment then becomes the substantive motion. An amendment to this amended version of the original (now the substantive motion) may be moved. Any amendment to the original motion not yet voted on which can, with the necessary changes, be treated as an amendment to the now substantive motion is voted on in order of priority, the later preceding the earlier. When no further amendment is offered to an amended motion, the amended motion, which has become the substantive motion, is voted on as the substantive motion in order to discover whether a majority prefer it to the *status quo*.
- 5.11.3 Voting shall take place by a show of hands, unless a member requests, or the Chairperson directs, that a ballot shall be taken.
- 5.11.4 Members shall address the Chairperson and, in the case of Senate, remain standing while speaking, and shall not, without the permission of the Chairperson, speak for more than seven consecutive minutes.
- 5.11.5 If two or more members simultaneously address the Chairperson, the Chairperson shall decide the order of precedence.
- 5.11.6 All questions put to the meeting by members of the meeting must be put through the Chairperson who may decline to put any questions.
- 5.11.7 No decision of a meeting shall be debated within six months of such decision being taken, except with the permission of two-thirds of the members of the meeting present at the time of voting, or the majority of the total membership of the body, whichever is the greater.
- 5.11.8 It shall be open for any member of a meeting to move that the subject under discussion shall be dealt with in committee, and, if seconded, such motion shall be put without further discussion. If the matter is dealt with in committee, the provisions of Rule 5.3 above shall not apply.
- 5.11.9 Whenever in the opinion of any member any matter has been sufficiently discussed that member may:
- 9.1 move that the question be now put; or
 - 9.2 move that the Senate proceed to the next item of business on the agenda.
 - 9.3 Either motion, if seconded, shall be put to the vote without further discussion or amendment.
 - 9.4 If the latter motion is carried, the matter under discussion shall not be further discussed at that meeting, and may not be raised again at any subsequent meeting except by way of a fresh notice of motion.

6. DEFINITIONS

- 6.1 The term “Deputy-Vice Chancellor(s)” in these Rules has the same meaning as the term “Vice-Principal(s)” in the Statute.