

## **COURT STANDING ORDERS**

### **CRT1            Annual Meeting**

#### **Statute 7**

An Annual Meeting of the Court shall be held each year. The Board of Trustees shall determine the date and venue for each Annual Meeting. The Chancellor shall determine the agenda for each Annual Meeting in consultation with the Vice-Chancellor and the Board of Trustees. The Board of Trustees shall present a report of its proceedings during the preceding academic year, including a report on changes to the Charter, Statutes and Ordinances that, in the opinion of the Board of Trustees, relate directly to Court, the Alumni Association and / or the Union of Students, and an audited statement of accounts for the preceding financial year. A copy of the report and statement shall be sent to every member of Court at least seven days before the meeting.

### **CRT2            Attendance at Meetings**

#### **Statute 6**

The Attendees of Court will be invited to Court with the purpose of informing Members of Court as required. Attendees of Court will be as follows (provided that if the person for the time being holding any of the offices referred to below shall have an alternative job title, references to the relevant office shall be interpreted as references to the person holding that office with their alternative job title):

- Twenty individuals elected by and from employees of the University
- The elected Sabbatical Officers of the Union of Students
- The Board of Trustees (including, for the avoidance of doubt, the Chair, Deputy Chair and Treasurer)
- The Vice-Chancellor
- The Pro-Vice-Chancellors (including Deputy Vice-Chancellor(s))
- The University Secretary
- The Chief Operating Officer & Registrar
- The Chief Financial Officer
- The Secretary & Clerk to Court

Other members of the University's staff may be invited by Court to attend meetings of the Court as may be appropriate to the business of the meeting. For avoidance of doubt, Attendees will not be entitled to vote at meetings of Court – only members can exercise voting rights.

### **CRT3            Agenda Despatch Deadline and Summons**

#### **Statute 7**

The Secretary shall send notice of every meeting of Court not less than thirty-five days before the day fixed for such meeting.

Not less than fourteen days before any meeting of Court the Secretary shall send every member of Court a draft statement of all business, to include a request for any questions to be received not less than ten days before the meeting.

Not less than seven days before any meeting of Court the Secretary shall send every member of Court a (final) statement of all business, and no business shall be considered at the meeting except that included in the statement.

**CR4                      Appointment and re-appointment of Court members**  
**Statute 6**

See CRT11 below

**CR5                      Appointment of Committees**  
**Statute 8.5**

Court may establish such committees as it may from time to time determine, whose constitution, functions, powers and proceedings shall be prescribed in writing by Court.

**CR6                      Business at the Meeting**  
**Statute 7.4**

Any member of Court wishing to bring forward any business at a meeting shall give the Secretary written notice of it not less than twenty days before the day appointed for the meeting. The Chancellor will consider whether the business is appropriate to bring to the Court meeting, or whether it could be dealt with separately in a different 'forum'. This shall not apply to business brought forward by the Board of Trustees.

**CRT7                    Chair of Court**  
**Charter, Article 12.1 and 13.1**

The Chancellor is the President of Court and presides over Court meetings. The Pro-Chancellors may, in the absence of the Chancellor preside at meetings of the Court.

**CRT8                    Conflict of Interests**

[The University's Conflict of Interest Regulations apply.](#)

**CRT9                    Decisions between meetings and Chair's Action**

Where necessary for the good of the University, the Chancellor may take decisions on the behalf of Court between meetings (including but not limited to vacation periods). Such decisions will be reported to the next meeting of Court.

**CRT10                  Frequency of meetings**  
**Statute 17**

An Annual meeting is held in December in Bristol.

**CRT11                  Membership of Court**

**Core Members of Court**  
**Statute 6**

*Elected Members*

- Thirty Alumni Association Representatives elected by and from the Alumni Association, of whom five should be elected exclusively from the international alumni (but if no international members put themselves forward for election, then the full number of representatives can be appointed in such manner as the Alumni Association shall determine);
- Five Emeriti elected by and from the emeritus professors;

### *Nominated Members*

- Twenty Members nominated by their organisations, drawn from civic, cultural and community organisations or bodies including (but not limited to) organisations or bodies located in or around the city of Bristol;
- Twenty Members nominated from unions, professional organisations, business community and industry or other knowledge-intensive organisations including (but not limited to) organisations or bodies located in or around the city of Bristol;
- Five representatives from amongst those formally elected to represent the people of the City of Bristol and its surrounding areas;

### *Ex Officio*

- The Chancellor;
- The Pro-Chancellors;
- Honorary Fellows.

The normal term of office for an Elected Member shall be four years and Elected Members may be re-elected for a further four-year term.

The normal term of office for a Nominated Member shall be four years and Nominated Members may be re-appointed for one further four-year term, provided that the Nominated Member remains associated with the nominating organisation or body and retains the nomination of the nominating organisation or body.

All appointments will be overseen by the Nominations Committee of the Board of Trustees (the Nominations Committee) and approved by the Chancellor (for the avoidance of doubt, this shall include any variation to the normal term of office).

### **Additional Appointed Members of Court**

The Chancellor may appoint up to twenty Additional Appointed Members from the body of honorary graduates or nominations put forward by civic, cultural and community, professional, industry and business organisations or bodies including (but not limited to) organisations or bodies located in or around the city of Bristol. The nomination process shall be conducted in such manner as the Nominations Committee considers appropriate from time to time.

The term of office of Additional Appointed Members shall be one year.

In exercising his or her power to appoint Additional Appointed Members, the Chancellor shall consult and engage with a range of different organisations and bodies in order to ensure that there is appropriate diversity among the Appointed Members and that they include representatives of the City of Bristol and are able to reflect and support the strategic aims of the University and the interests of its current and future students.

### **CRT12      Motions**

No business shall be considered by Court which has not appeared on the agenda paper for the meeting unless at least two-thirds of the members of Court present at the meeting shall declare that there is urgency. A motion for urgency shall be decided on without debate.

Urgency shall not be declared for any motion to make, amend, extend or aggregate a Standing Order of Court.

The Chancellor may at any time put a motion to Court whose effect will be to terminate the item of business under discussion at the time. A motion to this effect shall be decided upon without debate.

**CRT13          Quorum**  
**Statute 7.5**

The quorum of Court shall be twenty-five. If there is not a quorum present at a meeting, the Chancellor shall adjourn the meeting to a time later the same day. If there is still no quorum present, the meeting may be adjourned to another day as the Chancellor thinks fit.

**CRT14          Questions Procedure**

Court members will be provided with the opportunity to ask questions at the Court meetings in an open forum during the Vice-Chancellors Questions & Answers session.

Any member of Court wishing to bring forward a question for the Court meeting shall give the Secretary written notice of it not less than ten days before the day appointed for the meeting. The questions will be taken in the order in which they were submitted to the Secretary. There will be a maximum time allocated to this session at the meeting. After that time, other questions will be responded to electronically outside of the meeting. Where possible, the University Executive will respond to questions received in advance of the meeting and publish those on our public facing website.

**CRT15          Reporting Arrangements**  
**Ordinance 11**

The Alumni Association will receive an annual account of the meeting of Court.

**CRT16          Secretary**

The Head of Governance (or nominee) will be Secretary of Court.

**CRT17          Special Meeting**  
**Statute 7.3**

The Chancellor may call a meeting of Court at any time and shall call a meeting to be held within eight weeks of the receipt by him or her of a written request to do so from the Board of Trustees or from no fewer than twenty-five members of Court. The Chancellor shall determine the date and place of any meeting so called.

Any such meeting will be summoned on the earliest convenient day, normally in term time. A statement of the reasons for calling the meeting, and the nature of the business to be transacted and the wording of any resolution, shall accompany the notice of summons. No other business, except that so indicated, shall be considered at the special meeting.

## **CRT18        Standing Orders**

These Standing Orders must be adhered to at all times.

## **CRT19        Substitutes/Deputies**

The Pro Chancellors may act for the Chancellor in his/her absence.

The Pro Chancellors may also deputise for the Chancellor on committees or working groups of Court.

No other deputisation will be allowed.

## **CRT20 Voting**

Voting on a motion at the meeting, as distinct from voting in an election, shall be carried out by one of three methods:

- a)     Show of hands without counting. A vote on a show of hands shall be counted on the request of any two members present.
- b)     Show of hands with counting - in which case the numbers for and against the motion, and the number of abstentions, will be recorded in the minutes of the meeting.
- c)     In exceptional circumstances, the Chancellor may choose to move to a secret ballot.

Results of all votes taken shall be recorded in the minutes