ATTACHMENT D

STANDING ORDERS OF CONVOCATION 2025

[Approved by the Alumni Council on 2025 – Resolution /25]

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Part 1 — Preliminary

1. Name and application of these Standing Orders

(1) These are the *Standing Orders of Convocation 2025* and govern the procedure of Convocation, the Alumni Council and committees of the Alumni Council.

(2) These Standing Orders are to be construed in accordance with and subject to the *University of Western Australia Act 1911* (WA) and the Statute.

(3) These Standing Orders replace the *Convocation Council Standing Orders 2022* approved on 7 December 2022.

2. Definitions

(1) In these Standing Orders, unless the contrary intention appears —

Chair means the person chairing a meeting.

[NOTE:

- For Convocation meetings, see section 24 of the *University of Western Australia Act 1911*.
- For Council meetings, see clause 33(8) of the Statute.]

Council means the Alumni Council established by clause 28 of the Statute.

Order means one of these Standing Orders.

Statute means the University of Western Australia Statute.

(2) If a term is given a meaning in the Statute, it has the same meaning when used in these Standing Orders unless the contrary intention appears.

Part 2 — Convocation General Meetings

3. Order of business

(1) The business at a General Meeting is normally conducted in the order set out in in the agenda.

(2) However the Chair may determine that consideration of an item be brought forward or be deferred until later in the meeting.

4. Electronic participation by Members

(1) Arrangements are to be made so that Members can, by means of electronic communication, view and listen to proceedings that are taking place at a General Meeting

(2) Details of any arrangements under suborder (1) are to be set out in the notice of the General Meeting given under clause 23 of the Statute.

5. How business is conducted

(1) The business at a General Meeting is normally conducted in accordance with the formal rules of debate set out in Order 6.

(2) However the Chair may determine that the formal rules of debate set out in Order 6 will not apply to an item of business and that the item will be dealt with through informal discussion based on the principles set out in the UWA Senate Code, as in force from time to time, and at the discretion of the Chair.

6. Formal rules of debate at Convocation General Meetings

Speaking during debates

(1) If the Chair wishes to take part in a debate they may do so while still acting as Chair but the Chair may if they wish, and must if requested to do so by the meeting by show of hands, temporarily vacate the role of Chair and appoint another Member to act as Chair.

(2) A Member wishing to speak must address the Chair and may speak when called upon by the Chair.

(3) When 2 or more Members indicate that they wish to speak, the Chair must invite them to do so in the order in which, in the Chair's opinion, they first indicated their wish to speak, but the Chair may modify that order of speakers and permit a Member to speak if the Chair considers that will clarify or otherwise enhance the debate.

(4) A Member may generally only speak once during a debate, and is only permitted to speak more than once during a debate if the Member —

(a) is replying in accordance with suborder (12);

(b) asserts they have been misrepresented or misunderstood;

(c) proposes a further amendment following the defeat of an amendment; or

(d) is permitted by the Chair.

(5) No Member may speak to any question after it has been voted on.

Motions

(6) A Member may move a motion of which the Member has given notice to the Warden not less than 10 days before the meeting is held.

(7) With the leave of the meeting, by show of hands, a Member may move a motion without notice.

Absence of Member moving motion

(8) A Member may move a motion on behalf of an absent Member if —

(a) the absent Member has given prior notice of the motion in accordance with suborder (6); or

(b) the absent Member has authorised the Member in writing to move the motion without notice on their behalf and the meeting, by show of hands, gives leave for it to be moved.

Amending and withdrawing motions

(9) A motion may be amended or withdrawn by the Member who moves that motion with the leave of the meeting.

(10) When an amendment of a motion is moved, then that motion to amend must be treated as though it were an original motion.

(11) When amendments have been moved and defeated or withdrawn, then the motion must be put as originally moved.

Right of reply

(12) A Member who has moved a substantive motion has a right of reply. A Member who has moved an amendment does not have a right of reply but the Chair may allow them to reply if the Chair thinks that to do so would be reasonable in the circumstances.

(13) A Member who asserts that they have been misrepresented or misunderstood must be given the opportunity by the Chair to provide an explanation as soon as is practicable.

Debate on Motions

(14) A motion or amendment must not be discussed other than by the Member who moved that motion or amendment, nor put to the vote, unless it has been seconded by another Member.

(15) A motion may be superseded by the motion 'that the meeting proceed to the next business' being moved, seconded and carried.

Close of debate

(16) A debate may be closed by the motion 'that the question be now put', being moved, seconded, and carried, in which case the question must be put immediately to a vote without amendment or debate.

7. Voting

(1) Subject to suborder (4) —

(a) voting on a motion or question at a General Meeting is to be by show of hands of the Members present; and

(b) a declaration by the Chair as to the result of a show of hands is, when recorded in the minutes of the General Meeting, conclusive evidence of the decision on a motion or question and neither the Chair nor the minutes need to state the number of the votes recorded in favour of or against.

(2) If the vote by show of hands on a motion under clause 20(8)(b) or (d) or 39(2)(b) of the Statute is unanimous, the Chair is to make a declaration to that effect and the declaration is to be recorded in the minutes.

(3) If the vote by show of hands on a motion under clause 20(8)(b) or (d) or 39(2)(b) of the Statute is not unanimous, the hands must be counted and the result of the count must be recorded in the minutes.

(4) On any motion or question, a ballot of the Members present must be taken if, before or on the declaration of the result of the show of hands, a ballot is demanded by the Chair or by at least 20 Members present.

(5) A ballot required under suborder (4) is to be taken in the manner directed by the Chair and the result of the ballot is the decision of the General Meeting on the motion or question and is to be recorded in the minutes.

(6) Suborder (4) does not apply to a vote on whether the Chair should temporarily vacate the role of Chair or on whether a motion can be moved without notice.

8. Behaviour at meetings

(1) Members attending General Meetings are expected to conduct themselves in an orderly and appropriate manner and treat the Chair and other Members with consideration and respect.

(2) If persistent disruptive, disorderly or otherwise inappropriate conduct occurs at a meeting the Chair may —

(a) call the meeting to order and call on Members to behave in an appropriate manner; and

(b) if the misconduct continues, call on a particular Member or particular Members to refrain from it and, if they do not do so, request them to leave the meeting; and

(c) if the misconduct still continues, adjourn the meeting temporarily for 15 minutes or such other period as the Chair considers necessary.

(3) The powers in suborder (2) can be exercised as often the Chair considers necessary.

Part 3 — Council Meetings

9. Definitions for this Part

In this Part, unless the contrary intention appears —

agenda cut-off date has the meaning given in Order 12(1).

Closed Council means the mode of conducting business described in Order 18(3).

Council committee means a committee of the Council established under clause 34 of the Statute.

electronic attendees means people who attend a meeting by means of electronic communication.

invitee has the meaning given in Order 15(4)**.**

meeting means a Council Meeting**.**

10. Executive Officer of Council

The Convocation Officer is the Executive Officer of the Council.

11. Application of this Part

This Part applies to the Council and, unless otherwise provided, applies with any necessary modifications to Council committees.

12. Agenda items

(1) Subject to suborder (2), an item for decision or discussion by the Council, or a report or other business to be considered at a meeting must be submitted in writing to the Executive Officer at least 10 University Working Days before the meeting (the ***agenda cut-off date***).

(2) A matter submitted after the agenda cut-off date may be placed on the agenda and considered at the meeting only if the Chair determines that the matter is urgent or otherwise determines that it is reasonable to allow it to be considered.

13. Items for Council from Council committees

Any items from Council committees that are for the information of the Council, or that contain recommendations to the Council, or that require discussion or approval by the Council, must be forwarded to the Executive Officer as soon as possible and, where practicable, before the agenda cut-off date.

14. Order of business at meetings

(1) The order of business for an ordinary meeting must be set out in the agenda in the following three parts —

(a) Part 1: Items for discussion or decision or both;

(b) Part 2: Items for decision to be dealt with en bloc;

(c) Part 3: Items for communication to be dealt with en bloc.

(2) Any Council member may ask, either before or at the beginning of the meeting, that an item in Part 2 or Part 3 be transferred to Part 1 of the agenda for discussion. Any item transferred to Part 1 for discussion must be considered after the existing business in Part 1 has been completed, unless the Chair determines that it should be dealt with earlier.

(3) Unless suborder (4) applies, the agenda for a meeting is to include any or all of the following, allocated appropriately to Parts 1, 2 and 3, in an order to be determined by the Chair —

(a) acknowledgement of country;

(b) record of attendance and conflicts of interest;

(c) amendment and confirmation and signature by the Chair of the minutes of the previous meeting;

(d) matters arising out of the minutes of the previous meeting;

(e) report of the Warden including from time to time as to progress with implementation of the strategic plan or directions;

(f) report of the Guild President;

(g) report of the Post-Graduate Association President;

(h) financial report;

(i) reports of Council committees

(j) notices of motion, adjourned business and other business raised by Council members.

(4) In the case of a meeting convened for a special purpose —

(a) the agenda is to be determined by the Chair having regard to that purpose; and

(b) the Chair is to determine the order of business.

15. Attendance at meetings

(1) Council members are expected to attend as many meetings as possible, and a Council member should submit a formal apology to the Executive Officer if they will be unable to attend a meeting.

(2) An Elected member or Co-opted member may, by written notice to the Executive Officer, request the Council to give the member leave to be absent from 1 or more meetings and explain the reason or reasons for the request, and the Council is to grant the request if it is satisfied that the explanation is acceptable and legitimate.

(3) The Executive Officer must report formally to the Council if —

(a) an Elected member or Co-opted member is absent, without the Council's leave, from 3 consecutive meetings of which the member has received notice; or

[NOTE: Under the Statute this will mean that there is a casual vacancy in the member's office.]

(b) any Council member is absent for more than fifty per cent (50%) of the meetings held in any year.

(4) People who are not Council members may attend a meeting if invited by the Convenor or Chair of the meeting to report on, discuss or answer questions with respect to particular items on the agenda. A person who is not a Council member and who is invited to attend a meeting in this manner is known as an ***invitee***.

(5) An invitee is not to otherwise participate in the Council's decision and will be required to depart the meeting as the Chair determines.

16. Electronic attendance

(1) Council members and invitees are expected to be in physical attendance at meetings if possible.

(2) However a Council member or invitee may submit to the Executive Officer a written request (the ***request***) to attend by means of electronic communication if —

(a) they are not able to physically attend;

(b) for personal health reasons they are not willing to physically attend; or

(c) work or care commitments, or the distance they would need to travel, make it impracticable for them to physically attend.

(3) In the case of a Council member the request may be in respect of a particular meeting or meetings generally.

(4) If the request is by a Council member in respect of a particular meeting or by an invitee, the request is to be approved by the Chair if the Chair considers that it was submitted for good reason.

(5) In the case of an invitee, the Chair's approval may be expressed to relate to one or more specified agenda items.

(6) If the request is by a Council member in respect of meetings generally, it is to be considered by the Warden or Deputy Warden.

(7) If the Warden or Deputy Warden considers that the request was submitted for good reason, the request is to be approved, and that approval continues to have effect in respect of meetings held while the Council member remains in office unless it is withdrawn by the Warden or Deputy Warden for good reason.

(8) A meeting is to be held wholly by means of electronic communication if the Convenor or Chair so determines, for whatever reason they consider appropriate.

(9) If a Council member or invitee participates in a meeting by means of electronic communication under suborder (5), (7) or (8) —

(a) the means of electronic communication to be used is at the discretion of the Chair but the use of any reasonable means of electronic communication should be permitted unless there is good reason not to;

(b) electronic attendees are expected to have read the agenda papers and to have access to suitable means of electronic communication for receiving tabled documents;

(c) the Chair must acknowledge the arrival and departure of electronic attendees; and

(d) the attendance of a Council member at the meeting by means of electronic communication constitutes that Council member being present at the meeting and must be recorded as such in the minutes.

17. Operation of electronic equipment during meetings

(1) Council members and invitees may use a laptop or notebook computer or tablet to access and view the agenda for a meeting and to take notes during a meeting.

(2) Council members and invitees must not operate any other electronic equipment (including mobile phones) during a meeting unless they have obtained the prior approval of the Chair.

(3) The Chair must advise the Council of any approvals that have been given under suborder (2).

(4) This Order does not restrict the use of electronic equipment to attend a eeting under Order 16(5), (7) or (8).

18. Open Council or Closed Council

(1) Council business is conducted in either of the following modes —

(a) ***Open Council*;** or

(b) ***Closed Council*.**

(2) When business is conducted in Open Council the following may attend —

(a) Council members; and

(b) the Executive Officer; and

(c) invitees.

(3) When business is conducted in Closed Council —

(a) Council members may attend subject to any conflict of interest as determined by the Chair; and

(b) invitees are only permitted to attend if they were invited to attend the meeting in respect of particular item(s) that are being discussed in Closed Council, and they may only attend Closed Council while those particular item(s) are discussed; and

(c) the Executive Officer may remain in attendance as determined by the Chair.

(4) The Council may move into or out of Closed Council at any stage of a meeting at the discretion of the Chair.

(5) The Council will consider matters in the order specified in the agenda unless the Chair determines otherwise.

(6) A Council member or invitee may take any incidental question that is directed to them at a meeting on notice if they believe they are unable to reply adequately at short notice.

(7) Without limiting Order 20(8) and (9)(b), any meeting, only the business specified in the agenda for that meeting may be considered except with the approval of a majority of the Council members present at the meeting.

19. How business is conducted

(1) The business of the Council at a meeting is normally conducted through informal discussion based on the principles set out in the UWA Senate Code, as in force from time to time, and at the discretion of the Chair.

(2) However the meeting may resolve to apply the formal rules of debate set out in Order 20 to an item of business.

(3) Unless the meeting resolves for the formal rules of debate to apply, Order 20 has no application.

20. Formal rules of debate

Priority of motions from committees

(1) A motion that has been brought forward as part of a Council committee report has precedence over any other motion on the issue under consideration and must be dealt with first.

Speaking during debates

(2) If the Chair wishes to take part in a debate they may do so while still acting as Chair but the Chair may if they wish, and must if requested to do so by the meeting, temporarily vacate the role of Chair and appoint another Council member to act as Chair.

(3) A Council member wishing to speak must address the Chair and may speak when called upon by the Chair.

(4) When 2 or more Council members indicate that they wish to speak, then the Chair must invite them to do so in the order in which, in the Chair's opinion, they first indicated their wish to speak, but the Chair may modify that order of speakers and permit a Council member to speak if the Chair considers that will clarify or otherwise enhance the debate.

(5) A Council member may generally only speak once during a debate, and is only permitted to speak more than once during a debate if the Council member —

(a) is replying in accordance with suborder (13);

(b) asserts they have been misrepresented or misunderstood;

(c) proposes a further amendment following the defeat of an amendment; or

(d) is permitted by the Chair.

(6) No Council member may speak to any question after it has been voted on.

Motions

(7) A Council member may move a motion of which the member has given notice in accordance with Order 12.

(8) With the leave of the meeting, a Council member may move a motion without notice.

Absence of Council member moving motion

(9) A Council member may move a motion on behalf of an absent Council member if —

(a) the absent Council member has given prior notice of the motion in accordance with Order 12; or

(b) the absent Council member has authorised the Council member in writing to move the motion without notice on their behalf and the meeting gives leave for the motion to be moved.

Amending and withdrawing motions

(10) A motion may be amended or withdrawn by the Council member who moves that motion with the leave of the Council.

(11) When an amendment of a motion is moved, then that motion to amend must be treated as though it were an original motion.

(12) When amendments have been moved and defeated or withdrawn, then the motion must be put as originally moved.

Right of reply

(13) A Council member who has moved a substantive motion has a right of reply. A Council member who has moved an amendment does not have a right of reply but the Chair may allow them to reply if the Chair thinks that to do so would be reasonable in the circumstances.

(14) A Council member who asserts that they have been misrepresented or misunderstood must be given the opportunity by the Chair to provide an explanation as soon as is practicable.

Motions

(15) A motion or amendment must not be discussed other than by the Council member who moved the motion or amendment, nor put to the vote, unless it has been seconded by another Council member.

(16) A motion may be superseded by either —

(a) a motion 'that the Council proceed to the next business' being moved, seconded, and carried; or

(b) a motion 'that the Council now adjourn' being moved, seconded, and carried.

Close of debate

(17) A debate may be closed by the motion 'that the question be now put', being moved, seconded, and carried, in which case the question must be put immediately to a vote without amendment or debate.

21. Decision making

Under clause 33(9) to (11) of the Statute —

(a) a question to be decided at a meeting is normally decided by show of hands but a secret ballot must be taken if requested by a Council member present at the meeting; and

(b) if there is a tie of votes, the Chair has a second vote.

(2) If a question is to be decided by a secret ballot, any Council member permitted to attend by means of electronic communication in accordance with Order 16(5), (7) or (8) may vote only if they have available a suitable mechanism for casting their vote that is approved by the Chair.

(3) If a question is decided by show of hands, a Council member may require that the votes on the question be recorded in the minutes, or require that their opposition to a motion that is carried be recorded by name in the minutes, or require both of those things.

22. Decisions by circular

(1) If this suborder applies, the Warden may authorise a matter to be —

(a) considered and decided by the Council between meetings by way of a resolution circulated electronically among Council members for decision by each of them; and

(b) determined as approved or otherwise by a majority of the Council members.

(2) Suborder (1) applies if —

(a) the Warden is satisfied that there is a clear reason for dealing with the matter before the next meeting;

(b) materials are circulated with the resolution containing a clear recommendation from the Warden on what decision should be taken; and

(c) Council members are given the option of requesting that the matter concerned be deferred for discussion and decision at the next scheduled meeting, or at a sooner special meeting convened for that purpose, and a majority of them do not make that request within the period fixed for doing so.

23. Behaviour at meetings

(1) Council members are expected to conduct themselves in an orderly and appropriate manner at meetings and to treat the Chair and other Council members with consideration and respect.

(2) If persistent disruptive, disorderly or otherwise inappropriate conduct occurs at a meeting the Chair may —

(a) call the meeting to order and call on Council members to behave in an appropriate manner; and

(b) if the misconduct continues, call on a particular Council member or particular Council members to refrain from it and, if they do not do so, request them to leave the meeting; and

(c) if the misconduct still continues, adjourn the meeting temporarily for 15 minutes or such other period as the Chair considers necessary.

(3) The powers in suborder (2) can be exercised as often as the Chair considers necessary.

24. Suspension of Council Standing Orders

Any Order in this Part may be temporarily suspended during a meeting by motion moved by a Council member, with or without notice, agreed to by the majority of Council members present at the time.

Part 4 — General

25. Election of Deputy Warden

(1) This Order applies to the election of the Deputy Warden by the Council under clause 29(2) of the Statute.

(2) In this Order—

returning officer means the returning officer appointed under suborder (5).

(3) If an election is to be held at a Council Meeting (the ***meeting***), that must be stated in the notice of the meeting.

(4) The notice of the meeting must specify the day on or before which nominations for the election must be received (the ***nomination day***).

(5) The Council must appoint the Convocation Officer, or a Member, to be the returning officer for the purposes of the election, and the returning officer must attend the meeting.

(6) An elected member who wishes to be a candidate in the election may obtain a nomination form from the returning officer and deliver it, when completed, to the returning officer.

(7) In order for a nomination to be valid —

(a) the nomination form must be signed by the candidate and by 2 other Council members as proposer and seconder;

(b) the candidate must be an elected member; and

(c) the nomination form must reach the returning officer on or before the nomination day.

(8) If only one candidate is validly nominated, that candidate must be declared by the returning officer, at the meeting, to have been elected as the Deputy Warden.

(9) If 2 or more candidates are validly nominated, one of them must be elected by secret ballot as follows —

(a) the names of the candidates must be written, in order determined by lot by the Returning Officer, on voting papers and one voting paper must be handed to each Council member present at the meeting;

(b) a Council member must complete the voting paper by making a mark opposite the name of one, and only one, candidate in a manner that enables the returning officer to be satisfied that the Council member's vote is for that candidate and not for the other, or any other, candidate;

(c) after the voting papers have been collected a count must be conducted by the returning officer and the candidate who receives the most votes must be declared by the returning officer to have been elected as the Deputy Warden; and

(d) if two or more candidates each receive the same number of votes, and if they are the only candidates, or if the number of votes that they have both received is higher than the number of votes received by any other candidate, the Chair must determine who is elected as the Deputy Warden.

(10) The election of the Deputy Warden takes effect when a declaration is made under suborder (8) or (9)(c) or a determination is made under suborder (9)(d).

26. Appointment of Co-opted members of Council

(1) In this Order —

Executive Committee means the Executive Committee of Council.

(2) The Executive Committee is to take appropriate steps, on an ongoing basis, to identify and keep a record of Members who, having regard to their qualifications, skills, expertise and experience, might be able to make a significant and beneficial contribution to the performance of the Council's functions if they were to become Council members.

(3) If there is a vacancy in an office of Co-opted member the Executive Committee may nominate a Member identified under suborder (2) to be appointed by the Council to fill the vacancy.

(4) The nomination is to —

(a) contain a curriculum vitae of the nominee;

(b) explain the contribution to the performance of the Council's functions the nominee might make if they were to become a Council member; and

(c) confirm that the nominee has been approached, is willing to be appointed as a Council member and is eligible under clause 30(1) of the Statute to be appointed.

(5) The Council is to consider the nomination and decide whether to appoint the nominee as a Co-opted member.

(6) The Council may request further information from the Executive Committee before making their decision under suborder (5).

(7) Subject to clause 30(2) and (3) of the Statute, the Council is to specify the term of office of a person it appoints as a Co-opted member.

(8) In exercising its powers under this Order the Council must have regard to the requirement of clause 28(4) of the Statute that it is to ensure, to the best of its ability, that the membership of the Council includes people from each of the 4 Member Cohorts.

27. Notification of elections and appointments

(1) The result of any election conducted under Chapter 4 of the Statute is to be published on the Convocation website.

(2) The appointment of a Co-opted member is to be published on the Convocation website.

Version History

Standing Orders of Convocation

Version	Approved / Amended	Approved by Council

V1	Standing Orders of Convocation 2025	*XXX 2025* Resolution