

Conduct of Meetings

Members of University Committees are expected to respect the opinions of others, contribute in an appropriate manner and make all efforts to enable the Committee system to work effectively. The following guidelines aim to make committees pleasant and efficient environments for decision making.

1. Prepare for committee meetings by reading papers before the day of the meeting.
2. If you are preparing reports for a Committee, please ensure that papers are with the Committee secretary at least eight working days before the meeting in order to allow circulation a week before the meeting.
3. If you intend to send apologies for a Committee meeting, it is courteous to provide, in good time, an explanation to the Chair and Secretary for prioritising other events.
4. Arrive on time (or even slightly early) and if you must leave early, then inform the Chair or secretariat beforehand. Leave at the end of an agenda item, if possible.
5. If possible, speak to the Chair or the secretariat beforehand if you wish to make a major contribution to a debate.
6. If you wish to raise a correction to the minutes, please do so beforehand with the secretariat who will raise this with the Chair. This will then be reported to the meeting when the minutes are submitted for approval.
7. Make contributions relevant and concise and speak through the Chair. There is no need to repeat what another member has said. Members should also avoid “grandstanding”, i.e. making a contribution just to impress people.
8. Follow the principle of subsidiarity by making contributions at Sub-Committees or Committees if possible rather than letting recommendations be made and then only objecting at Senate.
9. Once a Committee has made a decision on a matter, then the matter is closed and whilst not all members will agree with all decisions, that decision will have been reached democratically and decisions should not be undermined by members outside the meeting.
10. Mobile phones should normally be switched off during meetings. If you need to be contactable during a meeting, then the phone must be set to silent and, out of courtesy, you should inform the Chair that you might need to take a call.