

OBAFEMI AWOLOWO UNIVERSITY, ILE-IFE.



THE STANDING ORDERS OF THE COUNCIL

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THE COUNCIL

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Pursuant to Paragraph 7 of Statute 10, the following are, and shall be, until amended by Resolution of the Council, the Standing Orders of the Council for the regulation of its proceedings.

A. Meeting

Ordinary Meetings

1. Meetings of Council shall be held at least four times a year.

Special Meetings

2. The Secretary shall convene a Special Meeting of the Council.
 - i) at the request of the Pro-Chancellor, or in his absence, the Vice-Chancellor, for the consideration and dispatch of urgent business which the Pro-Chancellor may wish to submit to the Council.
 - ii) upon the written requisition of any five members of the Council, which requisition shall set out fully and clearly the nature of the business for which it is desired to convene the meeting. The meeting shall be held within twenty-one days after the receipt of the requisition.

Notice of Meeting

3.
 - i) The Secretary shall deliver or post to each member of the Council written notice of every meeting, whether such meeting is an ordinary or a special meeting, specifying the day, the place and the hour of the meeting to reach each member at least ten days before the date of an ordinary meeting and not less than seven days before the date of a special meeting.

- ii) The notice of a meeting shall announce the business to be brought up at the meeting accompanied, as far as possible, by supporting documents in sufficient detail to allow members to consider the matter prior to the meeting. If, for any reason the business to be transacted is not announced in the notice of a meeting, a supplementary notice shall be issued to reach each member of the Council at least three clear days before the date of the meeting.
- iii) No business shall be transacted at any ordinary meeting unless due notice has been given by the Secretary except such business as the meeting may resolve to transact.

Admission to Meeting

- 4. No person not being a member of the Council or of the University staff in attendance on duty shall be admitted to any meeting of the Council unless specially invited by the Chairman with the approval of the Council.

Chairman of Council

- 5.
 - i) The Pro-Chancellor shall be the Chairman of the Council and shall, except when the Chancellor is present, at its meetings.
 - ii) In the absence of the Pro-Chancellor at a meeting of the Council, the members present shall elect one of their members to be Chairman of the meeting.

Secretary of the Council

- 6.
 - i) The Registrar of the University shall be Secretary of the Council.
 - ii) In absence of the Secretary at a meeting of the Council, the Chairman, in consultation with the Vice-Chancellor, shall appoint a member of the administrative staff of the University to act as Secretary of the meeting.

Attendance Book

7. The Secretary shall keep an Attendance Book which shall be produced at every meeting of the Council and which shall be signed by the members attending the meeting.

Quorum

8.
 - i) Eight members of the Council shall form a quorum
 - ii) In the event of there being no quorum present within an hour at the time fixed for the meeting to begin, it shall stand adjourned *sine die*, if a special meeting and if an ordinary meeting to latter date.
 - iii) If during the course of any meeting notice is given that the number of membership present falls below eight the Chairman at his discretion may advice that the proceedings close and the meeting end.

Co-option

9. Where the Council desires to obtain the advice of any person on any particular matter, it may co-opt such a person to be a member of such meeting or meetings as may be required, and such person whilst so co-opted shall have all the rights and privileges of a member but shall not be entitled to vote on any matter.

Business proposed by members

10.
 - i) Any member wishing to bring forward any business at any ordinary meeting shall send a written notice stating the exact nature of that business to the Secretary giving sufficient time to allow him to comply with Standing Order 3 above.
 - ii) A member may give notice of a motion during a meeting mentioning the meeting of the Council at which it is intended to present such motion.

Such notice shall be recorded in the minutes as notification of future business and the Secretary shall there upon include the motion in the order of business for the relevant meeting without further notice from the member concerned.

- iii) The Pro-Chancellor or, in his absence, the Vice-Chancellor shall decide whether any such business is within the powers of the Council as prescribed by the University of Ife Edict, 1970 and shall order accordingly.

Order of Business at Ordinary Meetings

- 11. The order of business at any ordinary meeting shall be as follows, unless otherwise directed by the majority of members present and voting.
 - i) Election, when necessary, of a member present to act as Chairman of that meeting;
 - ii) Tabling of the Minutes of Committees of the Council;
 - iii) Confirmation and signature by the Chairman for the minutes of the preceding ordinary meeting and of any special meeting held in the meantime;
 - iv) Business arising out of the minutes submitted for confirmation unless such business appears elsewhere on the agenda;
 - v) Business announced with the notice of the meeting in order shown in the notice;
 - vi) Other business not announced if the meeting resolves to discuss such business.

Order of Business at Special Meetings.

- 12. No Business shall be transacted at a special meeting of the Council other than that for which the meeting was called: Provided however that the Council may

at any special meeting deal with such other business as shall be, without debate, voted as urgent by three-fourths of the members present and voting: Provided also that a member may give notice of motion during a special meeting and such notice shall be dealt in accordance with the procedure laid down in Standing Order 10(ii) above).

Order

13. i) It shall be the duty of the Chairman of any meeting of the Council to preserve order and enforce all rules and standing orders.
- ii) Any member shall have the right to seek the Chairman's decision on a point of order at any time during the course of a meeting. The Chairman's decision shall be final.
- iii) Members shall address the Chairman and if more than one speak at the same time the Chairman shall decide who shall have priority.

Motions and Amendments

14. i) All motions and any amendments thereto shall be proposed and seconded;
- ii) A motion or amendments thereto may be withdrawn by the proposer with the concurrence of the seconder and with the leave of the Council;
- iii) Only one amendment to any motion shall be submitted for discussion at any one time but before any amendment is disposed of, notice may be given of a further amendment to be over afterwards, if an amendment is carried the original motion as amended shall become the substantive motion and any further amendments to it may then be moved;
- iv) Once a vote has been taken on any motion and the result declared the Chairman shall permit no further discussion on that motion;
- v) The Chairman may require any motion or amendment thereto be in writing.

Voting

15. i) Any question proposed for decision at a meeting of the Council shall be decided by a simple majority of the votes of those members present and voting;
- ii) The Chairman of the meeting shall have an original vote and in the event of an equality of votes for and against the motion, a second or casting vote. If the Chairman does not exercise his casting vote he shall declare the motion not carried;
- iii) Voting on any motion shall be by a show of hands unless the Council shall on any particular issue resolve that the voting be by ballot;
- iv) any member dissenting from a motion approved by the Council may have his dissent and the reasons therefrom recorded in the Minutes;
- v) Any question determined at a meeting shall not be open to review within a period of one year unless such review is warranted in the light of new and weighty facts, previously communicated to members of the Council through the Chairman.

Motion to proceed to next Business etc.

16. a) Any member of the Council may move;
- i) that the Council do now proceed to the next business;
 - ii) that the Council do now adjourn;
 - iii) that the question be now or
 - iv) that the debate be now adjourned.
- b) After motion has been seconded the Chairman may put it to the vote if he is of the opinion that the question before the Council has been sufficiently discussed.

- c) if the motion under (a)(i) above is carried, the Chairman shall call on the proposer to reply, and after such reply the original motion and any amendments thereto shall be put forthwith to the Council.

Minutes

- 17. i) Minutes shall be kept of all resolutions passed and all other business done at each meeting of the Council. The record of resolutions passed shall include only decisions of the Council save as prescribed in Order (15(iv);
- ii) The minutes shall record the names of all members present, all members absent, and persons, not being members, who were invited to attend the meeting;
- iii) Copies of the minutes shall be circulated to all members as soon as possible after each meeting and also circulated a second time with the relevant Notice of meeting;
- iv) The Secretary shall have the custody of the Minutes Book which shall be opened to inspection by any member of the Council at a reasonable time.

Validity of Proceedings

- 18. i) Accidental omissions to send notices, accidental errors in addressing them and failures in the delivery thereof shall not invalidate the proceedings of the meeting thereby convened;
- ii) Proceedings of the Council shall not be invalidated merely by reason of the existence of a vacancy or of vacancies in its body or by reason of any defect in the appointment, election, selection, nomination or co-option of a member of Council or by reason that any person not entitled to do so took part in the proceedings.

Declaration of Personal Interests

- 19. Any member of the Council who has a personal interest in any matter proposed to be considered by the Council shall forthwith disclose such interest to the

Council and shall not vote or otherwise participate in any decision on any questions relating to that matter.

Adjournment

- 20 i) A meeting of the Council may be adjourned at any time by the Chairman or a vote of the majority of members present;
- ii) The Chairman may at any time suspend a meeting.

Alterations of Standing Orders

21. No alteration of a Standing Order shall take place unless notice of the terms of the proposed alteration has been included in the notice of business issued by the Secretary. An alteration carried by a majority of less than two-thirds of those present and voting shall not take effect unless and until it be confirmed at the next meeting of the Council: provided always that no alteration of any Standing Order shall be confirmed by the Council which contravenes the Edict, or the Statutes or the Ordinances.

Cases not provided for in these Standing Orders

22. Any question of order or procedure not provided for in these Orders shall be decided by the Chairman, whose decision in the matter or in any dispute as to the interpretation of these orders shall be final.

Suspension of Standing Order

23. Any of these standing orders may be suspended with approval of not less than three-fourths of the members present and voting.

B. THE FINANCE AND GENERAL PURPOSES COMMITTEE (STATUTE II)

Chairman

24. The Pro-Chancellor shall be Chairman of the Finance and General Purposes Committee.

Secretary

25. The Registrar shall be the Secretary.

Tenure of appointed members

26. The members of the Committee appointed by the Council shall hold office for two years and shall be eligible for re-appointment.

Quorum

27. Five members of the Committee shall form a quorum.

Procedure

28. Pursuant to paragraph 1(4) of Statute 11 the Standing Orders of the Council shall apply *mutatis mutandis* to the proceedings of the Finance and General Purposes Committee.

C. COMMITTEES OF THE COUNCIL (Section 15(4) and (5) and Section 49 of the Edict)

29. i) The Council may delegate any of its powers and duties conferred or imposed under or by virtue of the Edict to the Chairman or any other member or to anybody comprising such member or members and such other persons as the Council may appoint except its powers to participate in the making, amending or revocation of Statutes or to make, amend or revoke ordinances: provided that any delegation of its powers and duties shall be revocable at will and shall not preclude the council from exercising any of its functions under or by virtue of the Edict.
- ii) Committees may be appointed for a limited and specified purpose with instructions to report to the Council on the completion of their work or they may be standing committees with a continuing responsibility under the Council for certain defined subjects and functions;
- iii) The terms of reference of a Committee of Council shall be determined at the time of the appointment of the Committee, but the Council may at

any time revoke or amend any of the functions delegated to a Committee or alter the terms of reference and may discharge any Committee.

- iv) Unless another person be designated as Secretary of a Committee at the time of its appointment, the Registrar, or a deputy appointed by him, shall be the Secretary.
- v) The Council shall review the membership of its standing committees at the time of its appointment, the Registrar, or a deputy appointed by him, shall be the Secretary.
- vi) The Council shall review the membership of its standing committees annually.
- vii) Every Committee to which the Council has delegated powers and duties shall I the exercise of any such powers or in the exercise of any such duties conform to any regulations imposed upon it by the Council.
- viii) The quorum, of a committee unless otherwise determined at the time of appointment, shall be half the total of the members, any fraction for this purpose being disregarded.

T. T. SOLARU
Pro. Chancellor and Chairman
of the Council

H. J. BALMOND
Registrar and Secretary
of the Council

APPROVED BY THE COUNCIL
21ST NOVEMBER, 1970.