

2. An ordinary meeting of Council will be held not less than six times in each calendar year and at such other times as Council decides.
3. Subject to Standing Order 2, the Chancellor may cancel a meeting if there is insufficient business.
4. The Secretary may convene a special meeting of Council at the request of the Chancellor, the Deputy Chancellor or the Vice holding office as members of the Council
  12. If no quorum is present within 30 minutes of the scheduled start time, the meeting shall stand adjourned and all business will be held over until the next ordinary meeting of the Council, and shall take precedence at that meeting unless a special meeting is called in the meantime for transacting that business.

16. The Secretary will publish the meeting dates on the University website.
17. The Secretary will provide members with a notice of the time and place of a meeting of Council not less than five business days prior to the date of the meeting, unless otherwise agreed.
18. The Secretary will make a copy of the agenda

34. The original motion is superseded once an amendment has been carried. The motion must then be put again in its amended form, which then becomes the substantive motion.
35. No more than one amendment can be before the meeting at the same time.
36. Any motion or amendment not seconded shall not be discussed nor recorded in the minutes.
37. The Chair determines the order in which intending speakers may address the meeting.
38. Unless the Chair determines otherwise, each member may speak once only to a motion or amendment except the mover who has the right of reply.
39. Members must raise a point of order to draw attention to an irregularity or impropriety in the proceedings or a lack of quorum.
40. Points of order must be made to the Chair whose decision is binding.
  
41. A resolution of Council is binding. A decision to rescind a resolution must be approved by Council.
42. When a resolution has been adopted, no motion to rescind that resolution may be made at the same meeting.
43. Notice of motion to rescind a resolution should be given in writing to the Secretary no less than seven days before the meeting at which it will be considered, signed by at least three members of Council.
44. A rescission motion may not be accepted by the Chair if the relevant resolution has been materially put into effect.
  
45. A member of Council who has an interest, personal, business or otherwise, in a matter being considered or about to be considered by the Council must, as soon as possible after the relevant facts have come to the member's knowledge, disclose the nature and extent of the interest at a meeting of the Council.

51. Circulating resolutions require support from 2/3 of the Council (or Council Committee) membership, evidenced by the members' signatures, which may include electronic signatures, or email confirmation sent from an authorised email account. The resolution is considered passed when 2/3 of the members entitled to vote have responded in support of the resolution.
  
52. Council may request members of the senior management team to attend a Council meeting to provide advice and present business papers in relation to their specific area of responsibility.
53. Subject to any declared conflicts of interest, senior management will generally be permitted to attend any part of a Council meeting other than the confidential section of the closed session.
  
54. Council meetings are generally open to staff and students of the University. Members of the public may only attend with the agreement of the Chair, which must not be unreasonably withheld.
55. Observers must register their intention to attend a Council meeting at least two business days before the meeting by email to [governance@canberra.edu.au](mailto:governance@canberra.edu.au).
56. Observers may attend a Council meeting in person or by videoconference. The number of observers attending in person will be limited by available seating in the Council Room. Once all seating is filled further observers may not be admitted until a seat is vacated. The number of observers who can attend by videoconference will be limited to no more than ten at any one time or such other number as determined by the Chair. Observers who attend by videoconference must ensure that they can be identified by their on-line profile at all times during the meeting.
57. Observers are not permitted to be present in the Council Room or on videoconference for closed sessions of Council. During the meeting Council may determine that it will meet and, in these circumstances, observers will leave the Council Room or videoconference and will not return until Com-4 (l)r277 0 Td(,)Tjferen mæour

- c) any business negotiation or other financial matter which might allow any person to profit;
- d) any matter concerning the appointment or promotion of any member of the University;
- e) any matter concerning the appointment by the University of an external person to a position in the University, including to boards or committees of related or associated entities;
- f) any proposal that any person should be granted a special honour such as an honorary degree; or
- g) any confidential information received by virtue of membership of the Council or available because of the position as a member of Council.

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