



# **STANDING COMMITTEE OF CONVOCATION<sup>1</sup>**

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## **STANDING ORDERS**

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<sup>1</sup> Alumni Council



**The University of Sydney  
Standing Orders of Convocation  
Standing Orders Subject to Act and By-laws**

1.

These Standing Orders are subject to and shall be read in conjunction with the University of Sydney Amendment Act Rule 1999 Part 4 Convocation and the By-laws made in pursuance thereof.

**MEETING OF CONVOCATION**

**2. Summoning of Meeting**

Meetings of Convocation shall be summoned

- a) in the manner prescribed by University of Sydney (Amendment Act) Rule 1999, Rule 13; or
- b) in accordance with a resolution passed by the Standing Committee at which no less than two-thirds of the members of the Committee are present. The time and place of such meetings of Convocation shall be determined by the said resolution of the Standing Committee. Notice of a motion so to convene Convocation shall be given no less than twenty-one days prior to the meeting of the Standing Committee at which the motion is to be put. The Chancellor or in his or her absence, the Deputy Chancellor, or in the absence of both, the Vice-Chancellor, shall, in pursuance of the said resolution, summon a meeting of Convocation to be held at the University or place determined by the said resolution. Notice of such meeting and the business to be submitted to the meeting shall be given by public advertisement not less than fourteen days prior to the day appointed for the meeting;  
Provided that no such meeting shall be held in the month of January.

**3. Frequency of Meeting**

Convocation shall meet as often as convened under these Standing Orders or under the By-laws of the University of Sydney.

**4. Regulations of Meetings**

Meetings of Convocation convened under these Standing Orders shall be regulated in the manner prescribed by University of Sydney (Amendment Act) Rule 1999, Rule 13, but these regulations shall not apply to meetings of the Standing Committee of Convocation.

## **5. Want of Quorum**

If at any time after the commencement of the business of any meeting it shall appear on the report of a show of hands by the tellers or upon the attention of the Chairman being called to the fact that the quorum required by the University of Sydney (Amendment Act) Rule 1999, Rule 13(5); be not present the Chairman shall declare the meeting at an end and the debate shall stand adjourned.

## **6. Business not Disposed of Through Termination of Meeting from Want of Quorum**

When a sitting is ended from want of quorum the business under discussion and any other business not disposed of shall be called on at the next meeting and shall take precedence of all other business.

## **NOTICES, MOTIONS AND QUESTIONS**

### **7. Notice Paper**

The Registrar shall prepare a notice paper of the business of every meeting.

### **8. Contents of Notice Paper**

The Registrar shall place on the notice paper all notices of motion received not less than twenty-one days before the meeting.

### **9. Order of Business**

The order of business of each meeting of Convocation shall be:

- (a) Reading for confirmation of the minutes of the previous meeting;
- (b) Notices of motion;
- (c) Business on the notice paper which shall be called on in the order in which it stands thereon, unless Convocation direct otherwise, and
- (d) General business.

### **10. Notice of Motion to be in Writing**

Every notice of motion shall be in writing and shall be signed by the Member giving it.

### **11. Motion May be Amended**

A motion may be amended by the mover with the leave of Convocation.

### **12. Terms of Motion to be Reduced in Writing**

When a motion has been made and seconded it shall be reduced to writing and the question shall be proposed to Convocation by the Chairman.

### **13. Resolutions May be Put Seriatim**

When a motion consists of more than one resolution such resolutions shall be put seriatim if any member so require.

**14. No Motion to be Entertained Unless Seconded**

Any motion not seconded shall not be further discussed.

**15. Motion Before Meeting May Not be Withdrawn Without Consent**

After a motion has been proposed by the Chairman it shall be deemed to be in the possession of Convocation, and cannot be withdrawn except by unanimous consent.

**16. Withdrawn Motion May be Reconsidered**

Withdrawn Motion which has been, by leave of Convocation, withdrawn may be made again during the same meeting.

**17. Motion Withdrawn Only by Leave of Mover**

A motion of amendment shall not be withdrawn in the absence of the member who proposed it, except with his or her authority.

**18. Motion May Not be Withdrawn Until Amendment Determined**

When an amendment has been proposed to a motion the original motion shall not be withdrawn until the amendment has been withdrawn or negatived.

**19. Supersession of Motions**

A motion or question may be superseded:

- (a) By the motion "That Convocation do now adjourn"
- (b) By the motion "That Convocation proceed to the next business"

**20. Interruption of Debate**

The debate upon a question may be interrupted:

- (a) By a question of order;
- (b) By a motion for reading any document relevant to the question.

**21. Complicated Question May be Divided**

Convocation may order a complicated question to be divided.

**22. On Completion of Debate Question Shall be Put**

As soon as a debate upon a question shall be concluded the Chairman shall put the question to Convocation.

**23. Resolution by Simple Majority**

A question being put shall be resolved in the affirmative or the negative by the majority of voices "Aye" or "No" or by a show of hands.

**24. Chairman Shall Declare Result**

The Chairman shall state whether in his or her opinion the "Ayes" or the "Nos" have it and if his or her opinion be challenged the question shall be determined by a show of hands.

**25. Appointment of Teller**

The Chairman may or if requested by a member shall appoint two members present as tellers.

**26. In the Case of Confusion Further Show of Hands May be Required**

In the case of confusion or error concerning the numbers reported unless the same can be otherwise corrected Convocation shall proceed to another show of hands.

**27. Members May Ask for Minutes to be Amended**

If the members have been inaccurately reported Convocation on being afterwards informed thereof, shall order the Minutes to be corrected.

**28. Members May Have Dissent Recorded**

Any member who so desires may have recorded in the Minutes his or her dissent from the decision of Convocation.

**29. Chairman Has Casting Vote**

In case of an equality of votes the Chairman shall give the casting vote and any reasons stated by him or her shall be entered in the Minutes.

**30. Members With Pecuniary Interest May Not Vote**

No member shall be entitled to vote upon any question in which he or she has a direct pecuniary interest and the vote of any member so interested shall be disallowed.

**31. Similar Motion to One Already Determined Shall Not be Proposed**

No motion shall be placed on the notice paper or question be proposed which the Chairman shall rule to be the same in substance as any other which during the same meeting has been resolved in the affirmative or the negative.

**AMENDMENTS**

**32. Amendment May be Proposed Prior to Question Being Put**

A member may propose an amendment to any motion before Convocation at any time before the motion has been put by the Chairman to Convocation.

**33. Amendment to be Put at End of Debate of Original Question**

Such amendment, provided it be duly seconded, and providing also that it not be disallowed by the Chairman as a direct negative to the motion, or for any other reason, shall be put to Convocation at the conclusion of the debate upon the motion to which it is proposed.

**34. If Carried, Amendment Shall Become Motion**

If carried, an amendment shall become the motion, and shall be put to Convocation and voted upon forthwith.

**35. Upon Amendment Being Negatived Original Motion Shall be Put**

If an amendment be negatived by Convocation the Chairman shall put the original motion to Convocation forthwith. Provided that no further amendments have been foreshadowed.

**36. Further Amendment May be Foreshadowed**

After an amendment has been proposed and seconded, further amendments may be foreshadowed.

**37. By Permission of the Chairman**

A member wishing to foreshadow a further amendment shall do so by requesting the permission of the Chairman and being so permitted.

**38. Upon Amendment Being Carried Foreshadowed Amendments Lapse**

If the amendment is carried, all foreshadowed amendments shall lapse.

**39. Upon Amendment Being Negatived Foreshadowed Amendments Shall be Put**

If the amendment be negatived, the first foreshadowed amendment in order of permission granted shall, if duly seconded, become the amendment, and shall then be governed by the procedure set out in 34, 35 and 38 above.

**40. Record of Foreshadowed Amendments to be Kept**

The Secretary shall keep a record of foreshadowed amendments in the order of permission granted.

**41. No Member to Speak More Than Once- Exceptions**

No member may speak more than once to a question before Convocation, except in explanation or reply; and the Chairman shall, without waiting for the interposition of Convocation, call to order any member, other than those provided for in the two next following rules, proceeding to speak a second time on the same question:

provided that it shall be competent to a member, when he or she seconds a motion or amendment without speaking to it, to address Convocation on the subject of such motion or amendment at any subsequent period of the debate.

**42. Explanation**

By leave of the Chairman any member may make any personal explanation either with reference to any matter for the time being before Convocation or otherwise.

**43. Reply**

A reply shall only be allowed to a member who has made a substantive motion but not to any member who has moved an amendment.

**44. No Member May Speak to Motion After it is Put**

No member may speak to any question after it has been put by the Chairman and the voices have been given in the affirmation and the negative thereon.

**45. Digressions**

No member shall digress from the subject matter of any question under discussion.

**46. The Chairman Shall Maintain Order**

Order shall be maintained in Convocation by the Chairman.

**47. Chairman May Take Part in Debate**

If the Chairman desires to take part in a debate he or she shall vacate the Chair for the time and another Chairman shall be appointed.

**48. Member May Request That Question be Stated**

A member may request that the question or matter in discussion be stated for his or her information at any time during the debate, but not so as to interrupt a member speaking.

**49. Interruptions Not Allowed- Exceptions**

No member shall interrupt another member whilst speaking unless to rise to a point of order, or to call attention to the want of a quorum.

**50. Precedence to Question of Order**

All questions of order at any time arising shall, until decided, suspend the consideration and decision of every other question.

**51. Proceedings on Question of Order**

Upon a question of order being raised, the member speaking shall resume his or her seat, and after the question of order has been stated to the Chairman by the member rising to order the Chairman shall give his or her decision thereon.

**52. Objections to Rulings of the Chairman**

A ruling of the Chairman may only be dissented from by motion and all other business shall be suspended until the motion shall have been determined.

**53. Adjournment of Debate**

A debate may be adjourned on motion duly seconded either to a later time during the same meeting or to another meeting.

**54. Closure- Right of Reply**

At any time during the proceedings of Convocation and whether any member is addressing the Chair or not, any member who has not spoken on the question under discussion may move, without notice or debate, "That the question be now put"; and such motion shall then be put without debate and if such motion be carried, the Chairman shall forthwith put the question to the vote. Provided that whenever it is decided that any question shall be put, the mover of the matter pending shall be permitted to speak in reply (where reply is allowed) before the question is put.

**55. Resolution Under By-law to be Transmitted to Senate Within Seven Days**

Whenever Convocation shall have resolved to submit to the Senate a suggestion within the meaning of the provision of University of Sydney (Amendment Act) Rule 1999, Rule 14, the Secretary of the Standing Committee shall within seven days of the making of such resolution transmit a copy thereof to the Registrar for submission to the Senate in accordance with the aforesaid Rule.

**56. Suspension of Standing Orders**

Convocation may by resolution suspend these Standing Orders provided that such suspension shall operate only during the meeting at which such resolution takes place.

**57. Standing Committee to Have Powers of Convocation**

At all times when Convocation is not meeting the Standing Committee shall have all the powers and shall exercise all the functions and perform the duties of Convocation.

**58. Interpretation**

Wherever appearing in these Standing Orders the word

- (a) "Chairman" shall refer to the Chancellor of the University of Sydney for the time being and in his or her absence the Deputy Chancellor, or in the absence of both, the Vice-Chancellor, and in the absence of all three, the President or other Chairman of the meeting;
- (b) "Registrar" shall mean the Registrar of the University of Sydney for the time being and shall include his or her deputy or nominee from time to time;
- (c) "President" shall mean the President of the Standing Committee for the time being and in his or her absence the Deputy President or in the absence of both the person nominated by Convocation or the Standing Committee as the circumstances may require.

**59. In Cases Not Provided for Parliamentary Procedure to Apply**

In all cases for which provision has not been made herein the rules and usages of the Legislative Council of the State of New South Wales shall be followed as far as they may be applicable.

**THE STANDING COMMITTEE**

**60. Standing Committee as Prescribed by By-laws**

There shall be a Standing Committee of Convocation as prescribed in the University of Sydney By-laws, Chapter 7, Section 52.

**61. Standing Orders Applicable to Meeting of Standing Committee**

Orders 6, 7, 10-54 shall, mutatis mutandis, apply to meetings of the Standing Committee.

## **62. Notice of Meetings**

Notice in writing of meetings of the Standing Committee and the business to be submitted to the meeting shall be given seven days prior to the meeting to every member.

## **63. Meetings**

The Standing Committee shall meet:

- (a) As often as may be necessary; or,
- (b) When not less than six members of Standing Committee shall, in writing to the President, request that a meeting be called. Upon receipt of such request, the President shall call a meeting to be held within 21 days.

## **64. First Meeting in Each Year**

*Deleted (28 April 1954).*

## **65. Interpretation**

The Standing Orders in so far as they are applicable to the Standing Committee shall be read and construed as if the words "President" and "Secretary" were substituted for the words "Chairman" and "Registrar" respectively where therein appearing.

In all such Standing Orders other than Standing Order 80, the word "Secretary" shall be read and construed as "Executive Secretary to the Standing Committee".

## **66. Notice Papers and Minutes**

The Secretary shall place on the notice paper of meetings of the Standing Committee all notices of motion received not less than fourteen days before the meeting and shall submit to the meeting all notices received by him or her prior thereto and shall keep minutes of the proceedings in the Standing Committee.

## **67. Order of Business**

The order of business of each meeting of the Standing Committee shall be:

- (a) Reading and confirmation of the minutes;
- (b) Correspondence;
- (c) Report from Executive;
- (d) Reports from Sub-committees;
- (e) Notice of Motion;
- (f) General Business

## **68. Members May Speak Seated**

A member desiring to speak at a meeting of the Standing Committee when called shall address himself to the President but may remain seated.

**69. Members to be Elected: Period of Office**

- (1) The members of the Standing Committee shall be elected by Convocation and a ballot in connection with the election may be held on such day in 1993 and every fourth year thereafter as the Senate shall appoint in connection with the election of Fellows of the Senate to be elected by graduates.
- (2) Subject to subsections (3) and (4) a member shall hold office for the term of four years from 1st January next following his or her election.
- (3) A member declared elected after 1st January in the first year of the term in respect of which he or she is elected shall hold office from the day upon which he or she is declared to be elected until 31 December in the fourth year of that term.
- (4) The members of the Standing Committee whose term of office commences on 1st January 1992 shall hold office until 31st December 1993.
- (5) An election for the purposes of this Standing Order shall take place as hereinafter provided.

**70. Faculty Representation<sup>2</sup>**

For the purpose of the election, the electors shall be arranged in electorates comprising the graduates of the following Faculties or Boards of Studies or Colleges or groups thereof and these electors shall elect the respective numbers of members set against the respective Faculties or Boards of Studies or Colleges or groups thereof:

<b>Faculty</b>	<b>No. of Vacancies Allocated</b>
Agriculture Food & Natural Resources	<b>1</b>
Architecture	<b>1</b>
Arts,	<b>6</b>
Conservatorium of Music, Sydney College of the Arts	<b>1</b>
Dentistry	<b>1</b>
Economics and Business, AGSM <sup>3</sup>	<b>5</b>
Education and Social Work <sup>4</sup>	<b>3</b>
Engineering & IT	<b>2</b>
Health Sciences	<b>3</b>
Law	<b>2</b>
Medicine	<b>3</b>
Nursing and Midwifery	<b>1</b>
Pharmacy	<b>1</b>
Science	<b>5</b>
Veterinary Science	<b>1</b>
<b>Total</b>	<b>36</b>

Fellows of the Senate elected by the Graduates	5
Total to be elected	<b>41</b>

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<sup>2</sup> Standing Order 70 revised September 2005; revised May 2009

<sup>3</sup> Australian Graduate School of Management, formerly the Graduate School of Business

<sup>4</sup> Social Work previously in Arts.

### **71. Election to be Held at Same Time as Senate Elections**

The election of members of the Standing Committee shall be held at the same time as election of Fellows of the Senate to be elected by Convocation.

### **72. Notice of Election**

At least seventy days' notice of the day upon which a ballot in connection with an election may be held shall be given by the Registrar by notice displayed at the University and by advertisement in two or more of the daily newspapers published in Sydney.

### **73. Nominations**

- (a) No person shall be eligible for election unless his or her nomination has been received by the Registrar not later than 5:00pm on the forty-third day prior to the day appointed for the ballot in connection with the election.
- (b) The nomination paper shall be signed by at least two qualified voters entitled to vote for the person nominated and shall be accompanied by a written statement signed by such person signifying his or her consent to the nomination.
- (c) Each candidate may provide at the time of his or her nomination a statement of not more than one hundred words containing information relating to himself as follows:
  - (i) Full name;
  - (ii) Academic qualifications;
  - (iii) Honours and distinctions;
  - (iv) Age;
  - (v) Positions or offices held in the candidate's field of employment with dates of tenure;
  - (vi) Positions or offices held at any time in public bodies, clubs and institutions (including University clubs and societies) with dates of tenure,and such information shall be edited by the Registrar and printed as a summary of information for distribution with the voting papers.
- (d) There shall be a separate nomination paper for each candidate and no qualified voter shall be eligible to sign more nomination papers than the number of candidates elected.
- (e) If a qualified voter signs a greater number of nomination papers than the number of candidates elected, his or her signature shall be counted upon the first nomination papers received by the Registrar equal to the latter number and shall not be counted upon any other nomination paper.

### **74. Method Of Election**

- (1) On expiration of the time for receiving nominations:

(a) should the number of nominations not exceed the number of vacancies in any Faculty or Board of Studies or College or groups thereof, the Registrar shall inform the Chancellor who shall then declare the candidate or candidates, of any, duly elected;

(b) Should the number of nominations exceed the number of vacancies:

- (i) the Registrar shall cause the name of each person so nominated and the fact of his or her candidature to be displayed at the University and to be advertised in two or more of the daily newspapers published in Sydney, and
- (ii) a ballot shall be conducted as hereinafter provided.

(2) The ballot shall be conducted in the following manner:

(a) The Registrar shall prepare a list of all persons entitled to vote, completed to the last day for receiving nominations for the election, and a copy of that list shall be available for inspection in the Registrar's office at the University during usual working hours for a period of at least twenty-one days prior to the day of the ballot.

(b) Not later than the third day before the day of the ballot the Registrar shall forward to each voter at his or her address last recorded by the registrar:

- (i) a voting paper;
- (ii) a summary of information in respect of each candidate if provided in accordance with Standing Order 73 (c);
- (iii) a form of declaration providing for the voter to state his or her name and qualifications, and
- (iv) two envelopes, one marked "Voting Paper", and the other addressed to the Registrar.

(c) There shall be separate voting papers for each Faculty or Boards of Studies which in each case shall contain the names of all duly named candidates, a rectangle opposite and to the left of the name of each candidate and instructions as to the manner in which the voting paper shall be completed.

(d) The voter shall mark his or her voting paper by marking a cross in the rectangle opposite the name of each candidate for whom he or she votes but he or she shall not vote for more candidates than the number of vacancies to be filled and for not fewer candidates than half the number of vacancies to be filled.

(e)

- (i) The voter, having marked his or her voting paper as herein provided, shall place the voting paper without any other matter in the envelope marked "Voting Paper" which he or she shall seal.
- (ii) He shall complete and sign the declaration and transmit to the Registrar in the second envelope the declaration and the sealed envelope marked "Voting Paper".

(f) All voting papers so transmitted, and received by the Registrar not later than 2:00pm on the day of the ballot, shall be counted in the ballot,

which shall be conducted by the registrar assisted by such persons as he or she may require.

- (g) Each candidate may appoint one scrutineer.
- (h) The Registrar shall reject any voting paper in which a voter has voted for more candidates than the number of vacancies to be filled or for fewer candidates than half the number of vacancies to be filled or which is otherwise invalid, and in any case of doubt as to the validity of a voting paper he or she shall refer the matter to the Vice-Chancellor, whose decision shall be final.
- (i) Where at the close of counting two or more candidates have received an equal number of votes, the Registrar shall:
  - (i) write the names of each candidate concerned on separate and similar slips of paper;
  - (ii) fold the slips so as to prevent identification, and
  - (iii) mix the slips and draw the slips at random, and for the purposes only of ranking among those candidates, a candidate whose name is drawn before the name of another candidate shall be deemed to have received one less vote than the candidate whose name is drawn next.
- (j) The Registrar shall report the result of the ballot to the Chancellor who shall then declare duly elected the candidates who have received the greatest number of votes equal to the number of vacancies to be filled.

#### **75. Election to Senate Avoids Election to Committee**

*Deleted (28th April 1954)*

#### **76. Act, By-laws and Standing Orders Apply to Standing Committee**

The provisions of the University of Sydney Act 1989 and By-laws made thereunder relating to Fellows of the Senate elected by Convocation, so far as regards tenure of office and the conduct of elections, shall, except as otherwise provided by the By-laws of the University of Sydney or by the Standing Orders for the time being of Convocation, mutatis mutandis extend and apply to the election of members of the Standing Committee.

#### **77. Holders of Degrees Entitled to Vote**

1. At elections of members of the Standing Committee every member of Convocation shall be qualified to vote by reason of being a graduate of the Faculty or Boards of Studies or College or groups thereof to be represented and shall be entitled to one vote in respect of each award conferred upon such graduate or to which such graduate has been admitted by the University; provided that no graduate shall be entitled to more than one vote in respect of any number of awards in any one Faculty or Board of Studies or College or group thereof.
2. The persons mentioned in Section 14 (1) of the University of Sydney Act, 1989.

- (a) not being graduates, shall be entitled to vote for candidates for the Standing Committee representing the Faculty of Arts;
- (b) being graduates of a university other than the University of Sydney, shall be entitled to vote for candidates for the Standing Committee representing Faculty or Board of Studies or College or groups thereof corresponding with the awards held by such officers in such other university.

#### **78. Vacation of Office of Member of Standing Committee**

If any member of the Standing Committee by writing under his or her hand directed to the President of the Standing Committee resigns his or her office that office shall become vacant. If any member is absent from three consecutive meetings of the Standing Committee without leave granted by that body, the office of that member may by resolution of the Standing Committee be declared vacant. Requests for leave of absence shall be submitted in writing.

#### **79. Casual Vacancies**

1. In the event of any casual vacancy, howsoever occurring, in the office of a member of the Standing Committee, the Secretary shall report the vacancy to the Standing Committee at its next meeting. Such a vacancy may be filled at a meeting of the Standing Committee held thereafter by the election by a majority of the remaining members present at such a meeting of a person who is duly qualified and duly nominated, such election being held pursuant to a resolution of the Standing Committee. A person shall be duly nominated only if his or her name shall have been communicated to the Secretary under the hands of two or more duly qualified voters and if such person has signified in writing his or her consent to be nominated; with such consent such person shall furnish the Secretary with a short statement setting out his or her full name, occupation, place of residence, award or awards (with dates of conferring) and other relevant awards (with dates of conferring) and other relevant qualifications. A person shall be duly qualified only if he or she is a qualified voter in the Faculty or Board of Studies or College or groups thereof designated in respect of the vacancy.
2. If at an election an insufficient number of graduates be elected for any Faculty or group of Faculties, the vacancy or vacancies thus occurring shall be treated as casual vacancies and dealt with under paragraph (1) hereof.
3. Where, as a result of an election, the number of women elected is fewer than 25 per cent of the total membership of the Standing Committee, or the number of men elected is fewer than 25 per cent of the total membership of the Standing Committee, as required by Section 2 of Chapter 5 of the By-laws, the Standing Committee shall at its first meeting notify the extent of the deficiency and give notice that an election will be held at the following meeting of the Standing Committee to elect additional members to comply with Section 2 of Chapter 5 of the By-laws. The election shall be conducted in accordance with paragraph (1) hereof.

**80. Election of Executive and Delegates to Other Bodies**

1. At the first meeting of the Standing Committee held after its election, and thereafter annually, the Standing Committee shall elect from its own number a President, Deputy President, Secretary, Treasurer and five others who shall together form the Executive Committee. Provided that the President and Deputy President shall not be eligible to hold office for any one term of more than three consecutive years. The President, Deputy President, Secretary and Treasurer shall be elected by a Preferential Ballot but a 'first past the post' ballot shall be used for the election of other members of the Executive.

*Amended (19th November 1996)*

2. At this meeting a delegate or delegates to any body with which the Standing Committee is affiliated shall also be elected in the same way as for election to the Executive.

**81. Duties of Executive Committee**

The duties of the Executive Committee shall be to direct and coordinate the activities of the Standing Committee, subject to these Standing Orders and to the approval of the Standing Committee.

**82. Meetings of the Executive Committee**

The Executive Committee shall meet, not less than six times each year, at times and places determined upon by the President or a majority of its members.

**83. Quorum**

The presence of ten members shall constitute a quorum of the Standing Committee at meetings thereof duly convened.

**84. Committee May Act Despite Vacancy**

So long as there is a quorum the Standing Committee may act notwithstanding any vacancy in its numbers.

**85. President to Act as Chairman**

The President of the Standing Committee or in his or her absence the Deputy President, or in the absence of both, the member of the Standing Committee elected as Chairman by the members present shall preside at meetings of the Standing Committee.

**86. All Material Documents to be Placed Before the Standing Committee**

The Secretary shall submit to the Standing Committee all letters, papers and documents which shall come into his or her possession in his or her capacity as such Secretary and the Standing Committee shall deal therewith as it may deem fit.

**87. Committee Shall Report to Convocation**

The Standing Committee by its report prepared by the Secretary and approved by the Standing Committee at its meeting immediately preceding the meeting of Convocation shall report to Convocation at every meeting thereof.

**88. The Standing Committee May Appoint Sub-Committee**

The Standing Committee may in its discretion appoint of its own manner Sub-committees to investigate and report upon any matters affecting University affairs.

**89. Matters Referred to the Standing Committee**

1. Any member of Convocation may, by notice in writing placed in the hands of the Secretary, request the Standing Committee to enquire into any aspect of University affairs.
2. Such request shall be considered by the Executive and the Executive shall refer the matter to the next meeting of the Standing Committee, unless in the opinion of the Executive the request is frivolous.

**90. Resolutions Under By-law to be Translated Within Seven Days**

Whenever the Standing Committee shall have resolved to submit to the Senate a suggestion within the meaning of the provisions of By-law 5 (2) of Chapter 5, Convocation, of the By-laws of the University of Sydney, the Secretary shall, within seven days of the making of such resolution, transmit a copy thereof to the Registrar, who shall submit the said resolution to the Senate in accordance with the By-laws.

**91. Variation of Standing Orders**

The Standing Committee may, by resolution, rescind, revoke, alter or vary these Standing Orders from time to time as occasion requires.

**92. Urgent Matters**

Notwithstanding anything herein contained the Executive in a matter of urgency may call a meeting of the Standing Committee without giving the prescribed notice and failure to give notice in such case shall not invalidate the transactions and deliberations of the Standing Committee.