

Standing Orders of the Senate

The Hong Kong University of Science and Technology

A. CHAIRMAN OF THE SENATE

Authority

1. The President, who shall be Chairman, shall preside at meetings of the Senate.

Statute 1.1(a)

B. SECRETARY OF THE SENATE

2. (1) The Director of the Court, Council and Senate Secretariat, who shall be Secretary, shall, prepare an agenda for each forthcoming meeting of the Senate, and shall forward the agenda and all relevant papers for the meeting to all members prior to the date of the meeting.
- (2) The agenda-paper for meetings shall be classified into Reserved Business and Non-reserved Business. Under each category of business there shall be two sections — Section A and Section B: Section A shall contain items which the Senate may wish to discuss and record caveats; Section B shall contain information items which do not require consideration or which on *prima facie* assessment, make proposals to be noted by Senate at the meeting; any item shall be moved from Section B to Section A on prior written request from any Member who wishes to raise a point on the item at the meeting. At the end of a meeting the Senate shall decide on any items which should be treated as confidential, and record such decision in the minutes.
- (3) The Secretary shall be responsible for keeping the minutes of the proceedings of the Senate; such minutes shall record the members attending, matters discussed and decisions taken.
- (4) The Secretary of the Senate shall perform further duties laid upon him/her in these Standing Orders, and all other duties in the service of the Senate ordered by the Senate or directed by the Chairman of the Senate.

C. MEETINGS OF THE SENATE

3. The Senate shall meet at least once in each semester of every academic year, and additionally at any time at the direction of the Chairman or on the written request of any 10 members of the Senate.
4. The Senate shall meet at such hour and place as the Chairman has determined in consultation with members whenever possible.
5. The Chairman may, with the approval of a majority of the members present, adjourn a Senate meeting.

Statute 1.8

6. (1) The quorum at any meeting of the Senate shall be the smallest number which is not less than 50% of the number of members for the time being.
- (2) If a quorum is not present, the Chairman shall adjourn the meeting forthwith.
7. (1) Subject to prior approval of the Chairman, any member of the Senate may present a paper to the Senate. In case of disapproval, any paper with five co-signers of the Senate may be submitted to the Senate for approval as an agenda item.
- (2) A member with permission to present a paper to the Senate shall send a copy to the Secretary of the Senate who shall distribute it to all members. The paper should reach the Secretary one calendar week prior to the date of the meeting, unless the Chairman agrees otherwise.
8. The Senate may invite any person to attend a meeting of the Senate.

Statute 1.9

D. VOTING

9. (1) Whenever any member requests, or the Chairman determines, an item or a paper before the Senate shall be decided by a majority of the votes of the members present and voting; abstentions shall be regarded as equivalent to not voting.
- (2) The Chairman or other person presiding shall have an original vote and in addition, if the votes are equal, a casting vote.
10. Where a question is to be decided by way of a vote, the Chairman shall enquire whether a majority of members wish the vote to be determined by way of a show of hands, by secret ballot, or in some other way.

E. SENATE COMMITTEES

11. (1) The Senate may appoint Committees, and delegate to them any powers and duties of the Senate.
- (2) The Senate in appointing a Committee shall determine the chairman, composition and terms of reference. Any revision of the composition and terms of reference of a Committee shall require Senate's approval.
12. (1) Subject to approval of the Senate, any Committee may include persons who are not members of the Senate, and such person shall be a member for the purposes of voting and determining a quorum. However, in accordance with section 21(2) of the University Ordinance, such persons shall not be the Chairman or Vice-Chairman of the Committee.

- (2) The quorum at any meeting of any Committee appointed under 11(1) shall be the smallest number which is not less than 50% of the number of members of the Committee for the time being, unless otherwise approved by the Senate.

13. Any Committee appointed by the Senate shall report to the Senate at intervals determined by the Senate.

F. DETERMINATION OF MATTERS BY CIRCULATION OF PAPERS

14. If an issue calls for an urgent decision or comments from the Senate, or if discussion of the matter cannot be postponed till the next meeting of the Senate or the relevant Committee, the Secretary shall consult either the Chairman of the Senate or the Chairman of the relevant Committee, and with concurrence circulate the necessary papers to all other members seeking their views on or approval of the matter.

G. MISCELLANEOUS MATTERS

15. (1) A member shall not speak or vote at a Senate or its Committee meeting on any matter in which the member has a direct personal or pecuniary interest without disclosing the nature of that interest.

(2) In the absence of any objection from other members, the Chairman shall decide whether a member disclosing an interest may speak or vote on the matter, may remain in the meeting as an observer, or should withdraw from the meeting; otherwise members other than the member disclosing an interest shall decide by voting.
16. The Chairman shall be responsible for the observance of these rules and order in the Senate and its Committees. His decision on a point of order shall be final.

Senate

(This revised version was confirmed by the Senate at its 39th meeting on 6 June 1998 and approved by the Standing Committee of the Council at its 108th meeting on 22 July 1998.)