



Committees of the Academic Board Policy

Approval Resolution No: DIR0811/2

Date: 21 Nov 2008

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Part A: Policy

1. Purpose and Scope

The purpose of this policy is to establish committees of the Academic Board designed to support the business of the Academic Board as enunciated in the Academic Governance Policy.

This policy applies to the boards and committees of the College and to all staff and students of the College and affiliated colleges.

2. Policy Level

Governance

3. Background

For at least twenty (20) years the Australian College of Theology has been well served by a Coursework Awards Board, a Research Awards Board and a Diploma Awards Board with oversight of courses in those various categories, and the Board of Delegates (now Directors) embraced both corporate and academic governance responsibilities on behalf of the College. The Chairs of the Awards Boards have been members of the Board of Delegates/Directors. To comply with the National Protocols, the outcomes of the AUQA audit and the Constitution of the ACT Limited, the now Board of Directors is establishing a single Academic Board and facilitating the establishment of standing committees of the Academic Board to encompass and extend the functions of the current Awards Boards (see the *Academic Governance Policy*).

The Academic Board is the peak academic body in the College and, as a forum for consideration of academic issues, policy development and decision-making, is responsible, under the Constitution of the College, to the College Board for the academic governance of the College.

The *Academic Governance Policy* makes provision for the College Board to establish and disestablish the standing committees and sub-committees of the Academic Board. The College Board delegates to the Academic Board the power to vary the functions, membership and other features of the standing committees and sub-committees to benefit the fulfilment of their role and advise the College Board accordingly. The Academic Board may recommend to the College Board the establishment of new standing committees and the variation of established standing committees entailing a change of role.

4. Definitions

The **ACT** and **College** is the Australian College of Theology Limited.

The **College Board** is the Board of Directors of the Australian College of Theology Limited.

Persons external to the ACT, for the purposes of appointment to membership of a committee of the Academic Board, are persons who are not employed by or hold office in any substantive capacity in the ACT or any of its affiliated colleges, e.g. board or committee member, employee or regular visiting lecturer.

A **college** is an independent theological/Bible college affiliated with the ACT by a Memorandum of Understanding under which the college is approved to deliver awards of the ACT.

A **standing committee or sub-committee** is a permanent committee established to perform functions and take decisions as prescribed by the body authorised to establish it.

A **panel** is an advisory group established to perform functions as prescribed by the body authorised to establish it.

An academic staff member is **research-active** if s/he complies with the requirements to be the main supervisor of an HDR student set down in the Research Activity Policy of the College.

5. Principles

This policy shall enunciate the role, functions, and membership of Standing Committees of the Academic Board and identify staff of the College expected to be in attendance at meetings of these committees.

These committees shall report to the Academic Board on matters within their designated areas of responsibility according to a timeframe established by the Academic Board. The Chair of each Standing Committee shall be a member of the Academic Board.

The Rules by which the Academic Board and its Committees shall conduct business shall be the subject of resolution of the Academic Board in a document separate from this policy.

The Dean, by virtue of office, is a member of all committees of the Academic Board and may appoint a nominee with all rights, privileges and obligations of a member.

6. Policy Content

(A) Academic Board Executive Committee

Role

A1. The Academic Board Executive Committee determines urgent matters on behalf of the Academic Board between meetings of the full Academic Board, monitors and, as necessary, manages the business of the Academic Board and all committees of the Academic Board, and reviews the action sheet from meetings of the Academic Board to ensure appropriate follow-up is occurring.

Functions

A2. The Academic Board Executive Committee shall ...

- (a) identify issues requiring the attention of the Academic Board and ensure preparation of appropriate draft proposals and recommendations, together with supporting documentation, for consideration by the Academic Board;
- (b) facilitate the flow of business among the Academic Board and its other Standing Committees;
- (c) determine urgent matters which arise between meetings and within the jurisdiction of the Academic Board, and report the action taken to the Academic Board at its next meeting.
- (d) consider and determine any matters referred to it by the Academic Board, or the Chair of the Academic Board, or, where urgent action is required, by the other committees of the Academic Board.

Membership

A3. The membership of the Academic Board Executive Committee shall be ...

- Chair, Academic Board (Chair)
- Deputy Chair, Academic Board
- One (1) person appointed to the Academic Board by the College Board
- One (1) Academic Staff member elected to the Academic Board
- One (1) Chair of a Standing Committee of the Academic Board
- The Dean

A4. The Chair of the Academic Board shall appoint the members of the Executive Committee from among the membership of the Academic Board.

In Attendance

- A5. The Executive Officer of the Academic Board, appointed by the Dean, shall attend meetings of the Executive Committee, and participate as permitted by the Chair.

(B) Coursework Committee

Role

- B1. The Coursework Committee is a Standing Committee of the Academic Board with a particular mandate to promote improvement in the teaching, learning and assessment policies and practices across the College. The Committee shall assist the Academic Board by developing and reviewing academic policies and contributing to quality assurance and improvement in relation to all coursework programs and units, including programs/units delivered in flexible/distance mode. The Committee may recommend to the Academic Board conferral of coursework degrees and awards.
- B2. The Coursework Committee shall normally meet face-to-face at least four (4) times in each calendar year.

Functions

- B3. The Coursework Committee shall ...
- (a) identify, encourage and promote the development of good practice and excellence in teaching and learning;
 - (b) contribute to the development and implementation of the Teaching and Learning Plan of the College;
 - (c) develop, implement and review policies, guidelines and protocols in relation to teaching, learning and assessment in coursework programs across the College;
 - (d) develop and review policies for course and unit approval, revision and cessation for approval by the Academic Board, and implement approved policies;
 - (e) consider proposals for new and revision of current coursework courses, and for cessation of coursework units, and as appropriate make recommendations for approval by the Academic Board;
 - (f) under delegation from the Academic Board, consider and approve, as appropriate, proposals for new coursework units and revision of current coursework units;
 - (g) develop, implement and review academic rules, policies and processes pertaining to coursework programs, as they relate to, but are not limited to, student recruitment, admission, articulation, course credit, English Language requirements, progression, graduation, etc. , and recommend for approval by the Academic Board;
 - (h) process appeals in accordance with the relevant appeals policy;
 - (i) consider and respond to any matter referred to it by the Academic Board or by the Chair of the Academic Board, or by other committees of the Academic Board.

Membership

- B4. The Coursework Committee shall be composed of ...

Internal members

- (a) the Heads (or their nominees) of colleges authorised to present coursework programs of the College [18 – including 3 diploma-only colleges]
- (b) one (1) undergraduate coursework student and one (1) postgraduate coursework student, elected by students enrolled at the respective level of study
- (c) the Dean (or representative)
- (d) the ACT Academic Administrator

External members

- (e) two (2) persons (external to the ACT) with standing and experience in the university and/or professional sector relevant to the functions of the Committee, appointed by the Academic Board on recommendation of the Chair of the Academic Board.

Terms of membership

- B5. The terms of membership of members of the Coursework Committee shall be as follows:
 - (a) Among the external members, one (1) shall be appointed initially for 1.5 years and one (1) appointed initially for 3 years, the normal period of appointment being 3 years, and each is eligible for re-appointment
 - (b) The students shall be elected for 3 years, with graduation not terminating membership.

Elected Members

- B6. For the election of a student at each specified level, nominees shall be drawn from and the electorate shall consist of all students enrolled in at least one unit in an ACT coursework program at the appropriate level during the half-year (Jan – June; July – December) during which nominations for election are called. Nominees shall be nominated and seconded by two other students from the electorate.

Panels

- B7. Under delegation from the Academic Board, the Coursework Committee may establish such panels as it thinks fit for the purposes of its business and may establish terms of reference for such panels consistent with this policy. Such panels shall report and, as necessary and appropriate, make recommendations to the Coursework Committee on matters within its designated areas of responsibility according to a time-frame established by the Coursework Committee. At least the chair of a panel shall be a current member of the Coursework Committee.

In Attendance

- B9. The Executive Officer of the Coursework Committee, appointed by the Dean, shall attend meetings of the Coursework Committee and any panels (when deemed necessary by the Chair of the panel), and participate as permitted by the Chair.

(C) Research and Research Studies Committee

Role

- C1. The Research and Research Studies Committee is a Standing Committee of the Academic Board with a particular mandate to promote research and scholarship and encourage improvement in the candidature experience of research higher degree students across the College. The Committee shall assist the Academic Board by developing and reviewing academic policies and contributing to quality assurance and improvement in relation to all research studies programs and units. The Committee shall oversee the candidatures of research higher degree students on behalf of the Academic Board and may recommend to the Academic Board conferral of research higher degrees.
- C2. The Research and Research Studies Committee shall normally meet face-to-face at least four (4) times in a calendar year.

Functions

- C3. The Research and Research Studies Committee shall ...
 - (a) identify, encourage and promote the development of good practice and excellence in research and scholarship, and monitor research and scholarship performance in the College;

- (b) contribute to the development and implementation of the Research and Scholarship Management Plan of the College;
- (c) develop, implement and review policies, guidelines and protocols in relation to research, scholarship and research studies practices across the College;
- (d) develop and review policies for research course and unit approval, revision and cessation for approval by the Academic Board, and implement approved policies;
- (e) consider proposals for new and revision of current research courses, and for cessation of research units, and as appropriate make recommendations for approval by the Academic Board;
- (f) under delegation from the Academic Board, consider and approve, as appropriate, proposals for new research units and revision of current research units;
- (g) shall recommend to the Academic Board, the conferral of research degrees and awards;
- (h) develop, implement and review academic rules, policies and processes pertaining to research courses, as they relate to, but are not limited to, student recruitment, admission, articulation, course credit, English Language requirements, progression, graduation, etc. , and make recommendations for approval by the Academic Board;
- (i) process appeals in accordance with the relevant appeals policy;
- (j) consider and respond to any matter referred to it by the Academic Board or by the Chair of the Academic Board, or by other committees of the Academic Board.

Membership

C4. The Research and Research Studies Committee shall be composed of ...

Internal members

- (a) the Heads (or their nominees) of the four colleges with the largest student load among candidates for ACT postgraduate research awards
- (b) three research-active academic staff members (one elected from among academic staff in each of the three departments) not from the four colleges in (a)
- (c) a student studying in a postgraduate research program of the College, elected by students enrolled in research programs
- (d) the Dean (or representative)

External members

- (e) two (2) persons (external to the ACT) with standing and experience in the university and/or professional sector relevant to the functions of the Committee, appointed by the Academic Board on recommendation of the Chair of the Academic Board.

Terms of membership

C5. The terms of membership of members of the Research and Research Studies Committee shall be as follows:

- (a) Among the external members, one (1) shall be appointed initially for 1.5 years and one (1) appointed initially for 3 years, the normal period of appointment being 3 years, and each is eligible for re-appointment
- (b) The academic staff shall be elected for 3 years and are eligible for re-election.
- (c) The research student shall be elected for 3 years, without graduate terminating membership.

Elected Members

C6. For the election of an academic staff member from a department, nominees shall be drawn from and the electorate shall consist of all academic staff in that department who are full-time or

fractional appointments of at least 0.5FTE across affiliated colleges. Nominees shall be research-active and shall be nominated and seconded by two other academic staff from the electorate.

- C7. For the election of the research student, nominees shall be drawn from and the electorate shall consist of all students enrolled in at least one unit in an ACT postgraduate research course during the half-year (Jan – June; July – December) during which nominations for election are called. Nominees shall be nominated and seconded by two other students from the electorate.

Panels

- C8. Under delegation from the Academic Board, the Research and Research Studies Committee may establish such panels as it thinks fit for the purposes of its business and may establish terms of reference for such panels consistent with this policy. Such panels shall report and make recommendations to the Research and Research Studies Committee on matters within their designated areas of responsibility according to a time-frame established by the Research and Research Studies Committee. At least the Chair of each panel shall be drawn from the Research and Research Studies Committee.

In Attendance

- C10. The Executive Officer of the Research and Research Studies Committee, appointed by the Dean, shall attend meetings of the Research and Research Studies Committee and panels (when deemed necessary by the Chair of the panel), and participate as permitted by the Chair.
- C11. The ACT Academic Administrator shall attend meetings of the Research and Research Studies Committee and panels (when deemed necessary by the respective Chair), and participate as permitted by the Chair.

(D) Academic Quality Committee

Role

- D1. The Academic Quality Committee is a Standing Committee of the Academic Board with a particular mandate to assure the quality of academic activities across the College. The Committee shall assist the Academic Board by developing and reviewing policies and procedures that relate to the assurance of quality in the academic activities of the College, particularly in relation to coursework units, and planning the quality audit activities in and for the College. On behalf of the Academic Board the Committee shall approve the release of results on completion of units in a teaching period.
- D2. The Academic Quality Committee shall normally meet at least four (4) times in a calendar year, with two meetings scheduled in mid-July and mid-December to approve the release of results.
- D3. The Academic Quality Committee shall have one standing sub-committee, namely the Assessment and Moderation Committee, which shall be responsible for bringing forward recommendations for release of results in completed units.

The Academic Quality Committee shall make recommendations to the Academic Board concerning the functions, membership, and other features of this sub-committee necessary for the fulfilment of its role.

Functions

- D4. The Academic Quality Committee shall ...
- (a) evaluate unit delivery and assessment practices across the College, including units delivered in flexible/distance mode, make recommendations for improvement, including references to new technologies, and monitor outcomes;
 - (b) monitor and evaluate the quality of academic policies and programs, make recommendations for improvement, and monitor outcomes;

- (c) evaluate the quality of staff and resources across the College and assure the quality of staff who do not formally satisfy the requirements to present a unit;
- (d) develop, implement and review the academic aspects of the College's Quality Management System and recommend enhancements, as necessary.
- (e) evaluate such data as teaching evaluations of units, student feedback, student attrition, progress rates, grade distributions, course completions, graduate satisfaction (ie. CEQ) and employer satisfaction, and make consequent recommendations.
- (f) evaluate the reports of the Assessment and Moderation Committee at the end of each teaching period, make recommendations to affiliated colleges, and monitor outcomes;
- (g) under delegation from the Academic Board, consider and, as appropriate, approve recommendations from the Assessment and Moderation Committee for release of results at the end of a teaching period;
- (h) review reports from and to AUQA, recommend action and monitor outcomes;
- (i) plan ACT quality assurance activities, such as benchmarking academic performance, the AUQA audit and the five-year audits of affiliated colleges, implement and/or recommend implementation of the plan(s) and monitor outcomes;
- (j) consider and respond to any matter referred to it by the Academic Board or the Chair of the Academic Board, or by other committees of the Academic Board.

Membership

D5. The Academic Quality Committee shall be composed of ...

Internal members

- AB0907
- (a) four academic staff from among nominees of the Heads of colleges or Heads of college self-nominating, appointed by the Academic Board on recommendation of the Chair of the Academic Board
 - (b) three academic staff members (one elected from among academic staff in each of the three departments)
 - (c) the Dean (or representative)
 - (d) the ACT Quality Manager

External members

- (e) two (2) persons (external to the ACT) with standing and experience in the university and/or professional sector relevant to the functions of the Committee, appointed by the Academic Board on recommendation of the Chair of the Academic Board.

Terms of membership

- D6. The terms of membership of members of the Academic Quality Committee shall be as follows:
- (a) Among the four academic staff appointed by the Academic Board, two shall be appointed initially for 1.5 years and two appointed initially for 3 years, the normal period of appointment being 3 years, and each is eligible for re-nomination by the Head of their college.
 - (b) The elected academic staff shall be elected for 3 years and are eligible for re-election.
 - (c) Among the external members, one (1) shall be appointed initially for 1.5 years and one (1) appointed initially for 3 years, the normal period of appointment being 3 years, and each is eligible for re-appointment

Appointed Members

- D7. For the appointment of academic staff members following nomination by the Head of a college, nominees shall be drawn from academic staff who are full-time or fractional appointments of at

least 0.5FTE. The Academic Board shall have regard to representation from colleges according to programs taught, location, and size.

- D8. If at the completion of appointment(s) to the committee, the number of vacancies exceeds the number of members appointed by the Academic Board, any remaining vacancy may be filled by the Academic Board by appointment for the period stated in the notice calling for nominations.

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Elected Members

- D9. For the election of an academic staff member from a department, nominees shall be drawn from and the electorate shall consist of all academic staff in that department who are full-time or fractional appointments of at least 0.5FTE across affiliated colleges. Nominees shall be nominated and seconded by two other academic staff from the electorate.

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Panels

- D10. Under delegation from the Academic Board, the Academic Quality Committee may establish such panels as it thinks fit for the purposes of its business and may establish terms of reference for such panels consistent with this policy. Such panels shall report and make recommendations to the Academic Quality Committee on matters within their designated areas of responsibility according to a time-frame established by the Academic Quality Committee. At least the Chair of each panel shall be drawn from of the Academic Quality Committee.

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In Attendance

- D11. The Executive Officer of the Academic Quality Committee, appointed by the Dean, shall attend meetings of the Academic Quality Committee, its sub-committee and any panels (when necessary as determined by the Chair of the sub-committee), and participate as permitted by the Chair.

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- D12. The ACT Academic Administrator shall attend meetings of the Academic Quality Committee, its sub-committee and any panels (when deemed necessary by the respective Chair), and participate as permitted by the Chair.

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(E) Academic Appeals Committee

Role

- E1. The Academic Appeals Committee is a Standing Committee of the Academic Board with a particular mandate to process any appeals on academic grounds arising from the relevant policies of the College. The Committee shall assist the Academic Board by developing and reviewing policies and procedures involving appeal processes to assure just and fair treatment of appellants and standing of the College before students and other stakeholders.
- E2. The Academic Board delegates to the Academic Appeals Committee all powers necessary to resolve matters and the Appeals Committee shall report the outcome of all such matters to the Academic Board.
- E3. The Academic Appeals Committee shall meet as and when required.

Functions

- E4. The Academic Appeals Committee shall ...
- (a) process academic appeals concerning academic matters arising from policies of the College, including:
- the Academic Misconduct Policy
 - Dispute Resolution Policy for Domestic Students
 - Dispute Resolution Policy for International Students
 - Policy on Student Appeals under Research Degree Rules
 - Procedures re academic misconduct by HDR student

- Progression and Intervention Policy
- (b) under delegation from the Academic Board, resolve academic appeals and report outcomes to the Academic Board;
- (c) evaluate the quality of relevant academic policies and practices, make recommendations, and monitor outcomes;
- (d) review and recommend improvements in the complaint handling procedures across the College;
- (e) assure quality in academic outcomes for students by considering potential irregularities in assessment processes;
- (f) ensure appropriate confidentiality and recording in relation to appeals.

Membership

- E5. The Academic Appeals Committee shall be composed of ...
- (a) the Deputy Chair of the Academic Board (chair)
 - (b) three academic staff members appointed by the Chair of the Academic Board, normally from at least two colleges other than that of the appellant
 - (c) a student appointed by the Chair of the Academic Board from a college other than that of the appellant
 - (d) the Dean (or nominee from other than the college of the appellant)

Terms of membership

- E6. Members of the Academic Appeals Committee shall be appointed for the duration of the hearing of a particular appeal.

In Attendance

- E7. The Dean shall appoint an Executive Officer to the Academic Appeals Committee as and when required.

Consultation

- E8. The Academic Appeals Committee may consult the Visitor.

7. Associated Documents

List related College documents (including policies/procedures) and external legislation. Major sub-sections within this Section should be labelled (A), (B), (C), etc and minor sub-sections A1, A2, A3, etc. Any subsequent points shall be labelled (a),(b),(c), etc. and dot points rarely used. Where possible provide a folder reference or HTML link to each document.

(A) Related External Documents

- (a) National Governance Protocols for Higher Education Providers not listed in Table A of the Higher Education Support Act (HESA).
- (b) National Protocols for Higher Education Approval Processes (July 2006)
- (c) National Guidelines for Higher Education Approval Processes (October 2007)
- (d) AUQA Report of an Audit of the Australian College of Theology - January 2007

(B) Related Internal Documents

- (a) Constitution of the Australian College of Theology Limited
- (b) The ACT Strategic Plan 2007 – 2009
- (c) The ACT Teaching and Learning Plan (2008 – 2010)
- (d) The ACT Research and Scholarship Management Plan (2008 – 2010)
- (e) The Academic Governance Policy

- (f) Codes of Conduct Policy
- (g) Conflicts of Interest Policy
- (h) the Academic Misconduct Policy
- (i) Dispute Resolution Policy for Domestic Students
- (j) Dispute Resolution Policy for International Students
- (k) Policy on Student Appeals under Research Degree Rules
- (l) Procedures re academic misconduct by HDR student
- (m) Progression and Intervention Policy
- (n) Research Activity Policy

8. Responsibility and Authority

State here those staff positions or bodies with responsibility in relation to this policy.

Body/Position with authority to initially approve the policy and procedures and amend the policy:

College Board

Body/Position(s) with delegated authority to amend specified sections of the policy and the procedures consistent with the policy:

Academic Board

Body/Position(s) accountable for:

Responsibility	Position
Development of the policy	Quality Manager
Provision of advice in development of the policy	Chair of CB, Chair of AB, Dean, members of CB, incoming AB, External Consultant
Distribution of the policy	Quality Manager, Chair of AB
Implementation of/Advice concerning the policy	Academic Board and Committees
Monitoring of and compliance with the policy	Chair of AB and Chairs of Committees
Evaluation and recommending amendment of the policy	Academic Board and Committees

9. Approvals

Document Title:	Committees of the Academic Board Policy	Document Number:	
Approval Authority:	Board of Directors	Approval Date:	21 Nov 2008
Resolution No:	DIR0811/2	Effective Date:	01 Jan 2009
Document Administrator	Quality Manager	Review Date:	Jan 2011
Revision History			
Authority	Action	Resolution No.	Date
Academic Board	Amend Policy D5(a), insert Policy D8 & consequent renumbering, amend Procedure G1 and G2	AB0907-11.3	24 July 2009

10. Communications

Date	Recipient	Purpose	Mode
21 Aug 08	AB Planning Group	Meeting to review Version 1	F-to-F
8 Sept 08	AB Planning Group with Anne Cusick	Workshop to review Version 2 and other documents	F-to-F
10 Sept 08	Members of incoming AB	Workshop to review Version 2	F-to-F
18 Sept 08	AB Planning Group with Anne Cusick	Workshop to review Version 2 and other documents – continued	F-to-F
29 Sept 08	AB Planning Group and Anne Cusick	Plenary of Planning Group and Workshop with AC to review Version 3 and other documents	F-to-F
30 Sept 08	AB Planning Group and Anne Cusick	Version 4 distributed for comment prior to creation of Final Version for approval	Email
20 Oct 08	College Board	Final Version considered at meeting	F-to-F
21 Nov 08	College Board	Final Version Updated considered by teleconference	Email Phone
21 Nov 08	ACT Website	Electronic availability of the policy	PDF
31 July 09	ACT Website	Electronic presentation of amended policy	PDF

Part B: Procedures

1. Introduction

(A) The Election of members to a Standing Committee

- A1. Voting at an election of a member of a Standing Committee shall be by open ballot. Completed ballot papers stored confidentially in the ACT Office for a period of six (6) months following each election.
- A2. The declaration of the election of a member shall be based on simple majority.
- A3. Electors may vote for candidates up to the number of declared vacant positions.
- A4. Ballots on which there are votes for more than the declared number to vacant positions shall be declared invalid.
- A5. The Returning Officer for ballots electing members of a Standing Committee shall be the Dean or his/her nominee.
- A6. If, at the close of nominations in the conduct of an election, the number of vacancies for elected positions exceeds the number of candidates who are declared elected by the Returning Officer, any remaining vacancy may be filled by the Academic Board by appointment for the period stated in the notice of election.
- A7. The Returning Officer or any person appointed by the Returning Officer must not in any way disclose or aid in disclosing the manner in which any voter has voted.

(B) The endorsement of the college Principal for nominations

- B1. In recognition that an Academic Staff member elected to a Standing Committee shall be absent from their college for teaching time and that these absences must be accommodated, the nomination form shall record with the endorsement of the college Principal for the nominee to be so nominated – without this endorsement the nomination should not be lodged.

- B2. In recognition that the Student member elected to a Standing Committee shall be absent from their college for teaching time and that these absences must be accommodated, the nomination form shall record the endorsement of the college Principal for the nominee to be so nominated – without this endorsement the nomination should not be lodged.

(C) Contents of Résumés

- C1. The résumé submitted by an Academic Staff member to support their candidature shall be about 200 words and include academic qualifications, current role in their college, the period for which election is sought, the ACT Department to which they belong, etc.
- C2. The résumé submitted by a Student to support their candidature shall be about 200 words and include their current course, their expected month/year of course completion, any completed academic qualifications, current role(s) in their college, etc.

(D) Valid nominations

- D1. Complete nominations received by the advised time and date of close of nominations shall be deemed valid.
- D2. Nomination forms on which all the required information is not provided at the advised time and date of close of nominations may be deemed valid at the discretion of the Returning Officer for the ballot.
- D3. Only the nominees on valid nominations shall be candidates in the relevant election.

(E) Conduct of an Election

- E1. The election shall be conducted in a manner decided by the Returning Officer.

(F) Valid Ballot Papers

- F1. Complete ballot papers received by the advised time and date of the close of the ballot and marked in accordance with the instructions for completing the ballot paper shall be deemed valid.
- F2. Ballot papers on which all the required information is not provided may be deemed valid at the discretion of the Returning Officer for the ballot.
- F3. Only valid votes shall be counted in order to determine the ballot.

(G) Casual vacancy in the position of an elected or appointed member of a Standing Committee

- G1. A casual vacancy in the position of an elected or appointed member of a Standing Committee occurs if the member:

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- (a) ceases to be qualified for the position, or
- (b) resigns from the Standing Committee by notifying the Chair in writing, or
- (c) is formally acting in or is appointed to a position which carries official membership of the Standing Committee for a period exceeding 12 months, or
- (d) is absent from three consecutive meetings of the Standing Committee without an apology being accepted by the Standing Committee at any of those meetings.

- G2. In the event that a casual vacancy in the position of an elected or appointed member of a Standing Committee occurs then:

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- (a) if the remainder of the term of membership of the elected member is less than twelve months or if the member is an appointed member, the Chair of the Academic Board, as soon as practicable after the vacancy occurs and after appropriate consultation, shall recommend to the Academic Board the appointment of a person qualified to hold that office for the remainder of the term of office; or

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- (b) if the remainder of the term of membership of the elected member is twelve months or more, the Returning Officer, as soon as practicable after the vacancy occurs, shall conduct an election in accordance with these Procedures among those persons qualified to vote at such an election.
- (c) if no nominations are received to fill a casual vacancy referred to in clause G2(b), the Chair of the Academic Board may either leave the vacancy unfilled for the remainder of the term of office or take such other action in relation to the filling of the vacancy as the Board considers necessary.

G3. A person elected to fill a casual vacancy in the office of an elected member of a Standing Committee is to hold office for the remainder of the predecessor's term of membership.

(H) Office Holders in each Standing Committee

H1. At the commencement of the term of each Standing Committee, the Chair of the Academic Board shall appoint one of the members of the committee as interim chair and another member as interim deputy chair for two (2) meetings of the committee.

H2. At the third meeting of the Standing Committee, the Chair of the Academic Board shall invite nominations from members for the positions of Chair and Deputy Chair of the committee and conduct an election to those offices.

H3. The Office Holders shall hold office until ...

- (a) their period of membership of the Standing Committee expires; or
- (b) a period agreed between the Office Holder and the Standing Committee expires; or
- (c) s/he resigns as an Office Holder of the Standing Committee; or
- (d) the Academic Board resolves to revoke the appointment on recommendation of the Chair of the Academic Board.

H4. At any time after the third meeting of the committee, an Office Holder position on the Standing Committee becomes vacant the Standing Committee shall elect a new Office Holder.

H5. A Chair and Deputy Chair may hold office for normally at most two terms (of three years).

(I) Meetings of a Standing Committee

Chairing of meetings

I1. The Chair of the Standing Committee shall preside at meetings of the Standing Committee. If the Chair is absent from the meeting the Deputy Chair shall preside.

I2. If both the Chair and the Deputy Chair of the Standing Committee are absent from a meeting, the members present shall elect a chair from among their number.

Quorum

I3. At any meeting of a Standing Committee, a quorum shall be one-half (or if one-half is not a whole number, the whole number next higher than one-half) of the total number of members then in office. At least three of those present shall be either appointed members or elected members.

Alternate members

I4. Where an elected or appointed Academic Staff member or student of a Standing Committee is likely to miss at least two (2) consecutive normal meetings of the Standing Committee on approved leave from their college, an alternate member who is qualified to hold office may be appointed by the Chair, after appropriate consultation, for the period of the elected member's leave of absence.

15. The alternate of a member of the Standing Committee, who has been agreed to by the Chair in the circumstances detailed in sub-section I4, may attend meetings of the Standing Committee and at those meetings has all the rights, privileges and obligations of the absent substantive member.

Visitors

- I6. Meetings of Standing Committees of the Academic Board shall be open to attendance by staff of affiliated colleges and the ACT and students of affiliated colleges studying in an ACT course. Such visitors are obliged to advise their presence to the chair of the meeting prior to the commencement of the meeting. Visitors shall absent themselves from the meeting at the request of the Chair.

Voting

- I7. At the discretion of the Chair of the meeting, voting by members attending the meeting may be by consensus, show of hands, or secret ballot.
- I8. At the request of a majority of members present, the Chair shall be obliged to conduct a secret ballot in respect of the motion under consideration.
- I9. A decision supported by a majority of the votes cast at a meeting of the Standing Committee at which a quorum is present is the decision of the Standing Committee.
- I10. If there is an equality of votes on any motion before the Standing Committee, the motion lapses.

2. Procedures

(A) Election of Academic Staff to a Standing Committee

- A1. The nomination form shall indicate election shall be for the normal period of 3 years.
- A2. The nomination form shall require the nominee to indicate their college.
- A3. The nomination form shall permit the recording of the Principal's endorsement of the nomination.
- A4. Nominations received without the Principal's endorsement shall not be processed.
- A5. The electoral roll shall be compiled from advice from Principals as to Academic Staff at their college who form part of the electorate, or in such other manner as the Returning Officer may determine.
- A6. Nominees shall lodge with the ACT Office by the close of nominations a résumé of information designed to support their candidature for election.
- A7. At the close of nominations a ballot paper shall be constructed with the candidates ordered by lot. Against each candidate the following information will be displayed:
- name of their college
 - their academic qualifications
- A8. Electors shall be provided electronically with a ballot paper and the collection of résumés in the same order as candidates on the ballot paper. They shall be directed to:
- mark the electronic ballot paper with a cross next to names of candidates up to the number of vacant positions (more crosses than the number of vacant positions shall make the vote informal),
 - insert their name, the name of their college and the date of voting on the ballot paper in the spaces provided,
 - save the completed ballot paper on their computer, and
 - send the completed ballot paper by email attachment to a prescribed email address by a prescribed date.

A9. The Returning Officer shall declare the candidate(s) with the highest number of votes elected according to the rules applying to the Standing Committee.

(B) Election of a Student to a Standing Committee

B1. The nomination form shall indicate election shall be for the normal period of 3 years, and graduation shall not terminate membership of the committee.

B2. The nomination form shall require the nominee to indicate their college.

B3. The nomination form shall permit the recording of the Principal's endorsement of the nomination.

B4. Nominations received without the Principal's endorsement shall not be processed.

B5. The electoral roll shall be compiled from information available on TAMS or in such other manner as the Returning Officer may determine.

B6. Nominees shall lodge with the ACT Office by the close of nominations a résumé of information designed to support their candidature for election.

B7. At the close of nominations a ballot paper shall be constructed with the candidates ordered by lot. Against each candidate the following information will be displayed:

- their current course
- the name of their college

B8. Electors shall be provided electronically with a ballot paper and the collection of résumés in the same order as candidates on the ballot paper. They shall be directed to:

- mark the electronic ballot paper with a cross next to name of their preferred candidate (more than 1 cross shall make the vote informal),
- insert their name, the name of their college and the date of voting on the ballot paper in the spaces provided,
- save the completed ballot paper on their computer, and
- send the completed ballot paper by email attachment to a prescribed email address by a prescribed date.

B9. The Returning Officer shall declare the candidate(s) with the highest number of votes elected according to the rules applying to the Standing Committee.