

NORTHERN TERRITORY OF AUSTRALIA

---

Regulations 1987, No. 6\*

---

By-laws under the *University College of the Northern Territory Act*

The Council of the University College of the Northern Territory, in pursuance of section 43 of the *University College of the Northern Territory Act* and the approval of the Council at a meeting held on 13 April, 1986, hereby makes the following By-laws.

---

UNIVERSITY COLLEGE OF THE NORTHERN TERRITORY

BY-LAWS GOVERNING THE MEETINGS OF COUNCIL

1. DATE OF MEETINGS

Council shall determine in advance its meeting days, of which there will be no fewer than four in any year, and so that the interval between one meeting and the next shall be less than 4 months.

2. LACK OF BUSINESS

If the Chairman is of the opinion that there is not sufficient business to justify a meeting of the Council, he may cancel that meeting.

3. NOTICE OF MEETING

(1) A notice of meeting together with a copy of the business papers, a copy of all minutes of regular or special meetings held since the last regular meeting of the Council and a copy of any flying minutes circulated since that date, shall be circulated by the Registrar to the nominated address of each member of Council at least one clear week prior to the date of the meeting.

(2) The Chairman may allow additional business to be circulated with less notice or the Chairman may allow it to be tabled at the meeting, provided always that the Council may resolve that any such additional or tabled business shall not be considered at that meeting.

---

\* Notified in the *Northern Territory Government Gazette* on 4 March, 1987.

*University College of the Northern Territory*

4. NOMINATED ADDRESS

Every member of the Council shall from time to time nominate to the Registrar an address to which all communications may be sent.

5. SPECIAL MEETINGS

The Chairman may convene a special meeting of Council, provided that notice of such meeting shall be given in writing to each member at least seven days before the meeting.

Upon the written request of 50% of the members of Council setting forth fully and clearly the objects for which a meeting is required, the Chairman, or in his absence the Deputy Chairman, shall convene a special meeting of Council to be held not more than fourteen days nor fewer than seven days after receipt of the request.

6. QUORUM

At any meeting of Council, one half of the members for the time being shall form a quorum. If after the expiration of half an hour from the time appointed for a meeting, there should not be a quorum present, the meeting shall lapse.

7. CHAIRMAN

The duly elected Chairman, or in his absence the Deputy Chairman, shall take the Chair at all meetings. If neither the Chairman nor Deputy Chairman is present at any meeting, those present may elect a Chairman from among their number.

8. ADJOURNMENTS

The Council may adjourn any meeting or debate to a future sitting.

9. MINUTES

The Registrar shall act as the Secretary of the Council and may be assisted by a stenographer to record the minutes of the proceedings of Council.

The Minutes shall be entered into books kept for the purpose and shall record -

- (a) the nature of the meeting, whether, regular, special or adjourned;

*University College of the Northern Territory*

- (b) the date, time and place of the meeting;
- (c) the name of the Chairman of the meeting, the names of the members of Council present and of the officers of the College in attendance, and the names of any persons present by invitation;
- (d) a summary of the business conducted, including, in the case of a motion which is carried, a brief statement of the reasons advanced in support of the motion, followed by the motion as carried; the figures should be recorded where a vote is taken or the motion may be indicated as being passed nem. con.

A member of Council may request that the Minutes record that that member voted against the motion;

- (e) such other matters as the Chairman may direct should be recorded.

The minutes of such proceedings as the Council may from time to time determine to be confidential shall be entered in a separate minute book kept for the purpose.

10. ORDER OF BUSINESS

The order of business at each regular meeting shall be -

- (a) reading, amendment, confirmation and signing by the Chairman of the Minutes of the last regular meeting and of the minutes of any special or adjourned meeting held since the last regular meeting and of any flying minute circulated since the last regular meeting;
- (b) business arising out of the minutes;
- (c) statement by the Warden;
- (d) questions;
- (e) non confidential correspondence and matters listed for the information and consideration of the Council;
- (f) confidential matters listed for the information and consideration of the Council;
- (g) reports of committees;

*University College of the Northern Territory*

(h) motions on the notice paper;

(i) general business.

At a duly convened Special Meeting of Council no other business than that for which the meeting was called shall be considered unless by resolution of which more than half of the total membership votes in favour, or Council resolves that by reason of the urgent nature thereof or other special circumstances other business may be considered.

11. DISCUSSION OF MOTIONS

A member may raise any matter for discussion at any meeting, but except by permission of two-thirds of the members present a motion of which formal notice has not been given may only be moved in relation to paragraphs (b), (c), (e), (f), (g) and (h) in section 10 above.

12. NOTICES OF MOTION

A member desiring to give formal notice of motion may do so by written notice delivered to the Registrar at least ten days before the day of the meeting.

13. AMENDMENT OR WITHDRAWAL OF A MOTION

A motion may be amended or withdrawn by the mover with leave of the Council.

14. AMENDMENT OF A MOTION

Any member proposing an amendment may be required to deliver it in writing to the Chairman.

15. MOTION OR AMENDMENT TO BE SECONDED

Any motion or amendment not seconded shall not be further discussed and shall not be recorded in the minutes.

16. AMENDED MOTIONS

When amendments have been proposed and carried, the debate may continue on the original motion as amended.

17. CHAIRMAN

The Chairman may take part in a debate from the Chair or he may elect to vacate the Chair and call on any member of the Council to act as Chairman while he speaks from the floor.

*University College of the Northern Territory*

18. PROCEDURE WHEN TWO OR MORE MEMBERS DESIRE TO SPEAK

When two or more members signify their desire to speak, the Chairman shall call upon the member who, in the Chairman's opinion, first did so.

19. NO MEMBER TO SPEAK TWICE ON A QUESTION

Unless by the permission of the Chairman or with the consent of two-thirds of those present, no member shall speak twice to a question except in explanation or reply, but a member who without debate seconded a motion shall not be deemed to have spoken.

20. REPLIES

A member who has moved a substantive motion shall have the right of reply, but not a member who has moved an amendment.

21. SUSPENSION OF DEBATE

Debate on a motion or amendment shall be immediately suspended, even if a person is speaking, if any of the following motions is moved -

- (a) that the Council proceed to the next business;
- (b) that the Council now adjourn;
- (c) that the question be now put;
- (d) that the speaker be no longer heard;
- (e) that the matter be referred back to the person or body which submitted the proposal.

Any such motion, except (e), may not be moved or seconded by any person who has already spoken to the motion or to the amendment.

Any of the above amendments, except (e), shall be put immediately without amendment or debate, except that the Chairman may express the view that the matter has not been adequately debated and that the procedural motion should not be carried. Any of these motions is not carried unless two-thirds of the members present vote in favour. If (c) above is carried in relation to an original motion, the mover may reply before the motion is put. If (e) above is moved, debate may continue on matters to which the attention of the person or body should be drawn.

*University College of the Northern Territory*

22. CONCLUSION OF DEBATE

When the Chairman is satisfied that debate upon a question has concluded he shall put the question to the Council.

23. VOTING

A question shall be decided by a show of hands, unless a ballot is demanded by at least three members. Questions arising shall be determined by a majority of the votes of members present and voting; in the event of an equality of votes, the matter shall be deferred, for consideration at the next meeting, of the Council, to be held on a subsequent day, and in the event of an equality of votes at that next meeting the matter shall be taken to be defeated.

24. PROCEDURE AFTER A VOTE

No members may speak to a question after it has been put by the Chairman and the vote has been taken.

25. QUESTIONS

Questions may be put to the Chairman, or through the Chairman to any members of the Council, but the Chairman may disallow any question which he thinks should not be put.

26. ANSWERS TO QUESTIONS

Matters in answer to questions should not be debated.

27. REFERENCE TO COMMITTEES

The Council may refer any matter to a committee.

28. CONSTITUTION OF COMMITTEES

Council may nominate the persons who shall be members of committees and may nominate the Chairman and may determine the quorum.

29. CHAIRMAN OF COMMITTEES

A Chairman of a committee shall have a vote and in the case of an equality of votes a second or casting vote.

*University College of the Northern Territory*

30. FLYING MINUTE

If the Chairman is of the opinion that Council should consider and come to a decision in relation to a specified matter or matters before the next regular meeting and that in the circumstances of the case it is not possible or necessary to call a special meeting of Council, the Registrar may circulate to members of the Council in the form of a draft flying minute the relevant information, together with a form of motion proposed in relation thereto.

Members of Council may signify their vote for or against the motion on the flying minute so circulated. If two-thirds of all members vote in favour of the draft motion it shall have the effect of a motion of Council forthwith.

---

The common seal of the University College of the Northern Territory was hereunto affixed on the eleventh day of December, 1986, in the presence of:

AUSTIN ASCHE  
Chairman of Council

BRIAN HUGHES  
Registrar

---

