

AGA KHAN UNIVERSITY
Guidelines, Policies and Procedures

Policy Name	Academic Governing Bodies Rules and Operating Procedures
Policy Number	036
Approved by	Provost; Chairs of Academic Council, Board of Undergraduate Studies, Board of Graduate Studies and the University Research Council
Date of Original Approval	August 30, 2017
Date of Revisions	March 24, 2018; October 24, 2019
Contact	University Registrar

1.0 APPLICABILITY

- 1.1 These rules and operating procedures shall be applicable to the following academic governing bodies: Academic Council, Registrar’s Working Group and the University Research Council.
- 1.2 The content, applicability and nomenclature of these rules and procedures may be revised from time to time as deemed necessary.

2.0 TERMS OF REFERENCE

- 2.1 Each academic governing body shall have Terms of Reference, which specifies its name, purpose, structure, authority and operation.
- 2.2 The Terms of Reference of each academic governing body shall be approved by its parent body as indicated below:
 - 2.2.1 Academic Council: Board of Trustee’s Academic and Student Affairs Committee (ASAC).
 - 2.2.2 Registrar’s Working Group: Academic Council
 - 2.2.4 University Research Council: University Provost
- 2.3 If a matter is not specifically included in the academic governing body’s Terms of Reference, these general rules and operating procedures shall apply.
- 2.4 The Terms of Reference of each academic governing body shall be reviewed every five years.
- 2.5 Unless otherwise specified, the Office of the Registrar shall serve as the Academic Secretariat for all academic governing bodies and provide the necessary support to such bodies.

3.0 AGENDA

- 3.1 The call for items for the agenda shall be distributed at least ten (10) working days before the meeting.
- 3.2 Requests for items to be placed on the agenda, with all supporting documentation , shall be submitted electronically to the Secretariat at least seven (7) working days before the meeting date.
- 3.3 For new academic programme proposal submissions, the supporting documentation shall follow the format recommended in Policy # 010 and make reference to Policy #040.
- 3.4 For modifications to programmes of study, including changes to approved curriculum, the supporting documentation provided should meet the requirements outlined in Academic Policy # 025.
- 3.5 Supporting documentation for each item of the agenda must include a detailed outline, background information, etc. as applicable
- 3.6 Agenda items submitted to the Academic Secretariat must state the decision that is being sought from the academic governing body (i.e. is the item for information, for discussion, or for approval) and the name of the person who will speak to the matter at the meeting.
- 3.7 A PowerPoint presentation may be used in presenting the agenda item to members at the meeting. However, such presentations shall not be used as the supporting documentation required under Sections 3.3 and 3.4, above.
- 3.8 The draft agenda will be sent by the Academic Secretariat to the Chair of the applicable academic governing body for approval before finalisation and distribution to members.
- 3.9 Upon approval by the relevant Chair, the agenda, including all supporting documentation, will be distributed to members of the applicable governing body at least five (5) working days before the meeting date.
- 3.10 The agenda will inform members of the date, start and end time and location of the meeting. Meeting times will be provided for Pakistan (PST: Pakistan Standard Time), East Africa (EAT: East Africa Time) and London (BST: British Standard Time / British Summer Time). Other time zones will be provided as required.
- 3.11 Agendas will normally be structured as follows:
 - Opening and Welcome
 - Apologies and Regrets
 - Declaration of Conflicts of Interest
 - Chair's Report (where applicable)
 - Confirmation of Minutes from Previous Meeting
 - Items for Action

- Items for Information
 - Any Other Business (with the permission of the Chair)
- 3.12 Questions related to the preparation of the agenda, required documentation, etc. may be directed to the Academic Secretariat via the University Registrar.

4.0 MEMBERSHIP AND QUORUM

- 4.1 The membership and term of office of each academic governing body is defined in its Terms of Reference.
- 4.2 The President and the Provost are members *ex officio* of all academic governing bodies. The President and Provost will have exactly the same rights and privileges as other members of the academic governing bodies.
- 4.3 The Chair may invite persons who are not members to attend meetings on the condition that they may participate in discussions but may not participate in decision making.
- 4.4 Quorum will be as defined in the Terms of Reference of each academic governing body.

5.0 VOTING

- 5.1 Decision making is based on the principle of sufficient consensus.
- 5.2 In the event of a vote:
- 5.2.1 Voting shall normally be by show of hands, and will only be a counted vote if it is not possible to judge whether there are more in favour of or opposed to a proposal.
 - 5.2.2 In all other cases unless explicitly provided for to the contrary, a simple majority of those voting must vote in favour of the proposal/resolution for it to be carried.
 - 5.2.3 The Chair shall have both a deliberative and a casting vote.
- 5.3 Proxy votes are not permitted.

6.0 RECORD OF THE MEETING

- 6.1 Minutes shall record either a summary of events or a detailed record of contributions. In particular, the minutes must record all agreements and resolutions, with a clear statement of action to be taken where relevant, together with the person responsible and a timeframe for completion.
- 6.2 All meetings shall be recorded electronically.
- 6.3 Minutes shall record the attendance at meetings.
- 6.4 Minutes shall be distributed to members with the agenda of the next meeting.

7.0 RESPONSIBILITIES OF THE CHAIR

- 7.1 The Chair shall review the draft agenda and return it, with amendments as appropriate, to the committee officer within 24 hours of the receipt of the agenda.
- 7.2 The Chair shall conduct the meeting with the appropriate degree of formality.
- 7.3 The role of the Chair is to manage the debate and not to overly influence the outcome.
- 7.4 At the end of the discussion on each item, the Chair shall summarise what has been agreed, the wording of any resolutions and/or decisions taken (where applicable), and who is responsible for any actions required, to ensure that all are in agreement.
- 7.5 Should the Chair have a conflict or personal interest in a matter being discussed, the chair should be relinquished to a member of the academic governing body for the duration of that item.

8.0 RESPONSIBILITIES OF MEMBERS

- 8.1 Apologies shall be submitted in writing (via email).
- 8.2 Members are expected to prepare themselves thoroughly for the meeting, and read all documentation prior to the meeting.
- 8.3 Members are expected to participate actively in the deliberations.
- 8.4 Members who represent academic units should, where appropriate, make every attempt to canvas the views of their constituency before the meeting. Likewise, such members should report back decisions to their respective constituencies.

9.0 SPECIAL MEETINGS, EMERGENCY MEETINGS AND CHAIR'S POLLS

9.1 Special Meetings

Special meetings are called to deal with urgent business and no business other than that for which the special meeting was called may be transacted at such meeting. They may be called at any time by the Chair. The objective of the special meeting must be clearly stated in the request, at least seven (7) calendar days' notice must be given, and all supporting documentation must be circulated at least five (5) calendar days before the meeting date.

9.2 Emergency Meetings

Emergency meetings are restricted to bodies responsible for specific operational decisions. The reason for an emergency meeting must be stated to members and no business other than that stated may be transacted at such meeting. An emergency meeting may be called by the Chair provided that members are given at least 24 hours' notice, with all supporting documentation of such meeting.

9.3 Chair's Poll

- 9.3.1 Where urgent matters require the attention of an academic governing body, either between meetings or in the absence of quorum and, in the opinion of the Chair neither a Special Meeting or Emergency Meeting are required, the Chair may conduct a "Chair's Poll" on an item that has been submitted to an academic governing body for inclusion on an agenda.
- 9.3.2 A Chair's Poll cannot be used to consider recommendations for admission or the introduction of a new programme of study.
- 9.3.3 Supporting documentation for a Chair's Poll item must include the same supporting documentation as for a regular agenda item. (Cf., Section 3.5)
- 9.3.4 Members will be given five (5) working days to respond to the Chair's Poll.
- 9.3.5 Voting: the number of responses received to a Chair's Poll must meet the rules of quorum for the applicable academic governing body and a simple majority of those responding must vote in favour of the proposal / resolution for it to be carried.
- 9.3.6 Decisions taken as a result of a Chair's Poll of an academic governing body will be read into the Minutes at the next meeting of that body.