

ACADEMIC BOARD EXECUTIVE CONSTITUTION 2019

Commencement Date: 27 May 2022

1 Establishment

- 1.1 The Academic Board resolved on 25 October 2019 to rescind the Academic Board Executive Constitution and to adopt in its place the Academic Board Executive Constitution 2019 (Resolution AB 207/19)
- 1.2 The Academic Board Executive continues as a standing committee of the Academic Board under rule 2.4(1) of the *Academic Board Constitution*.

2 Functions

- 2.1 The power to determine the functions of the Academic Board Executive is dealt with in rule 2.5(2) of the Academic Board Constitution.

Note: Rule 2.5(2) of the Academic Board Constitution states –

'The Academic Board is to determine, subject to these Rules, the membership, functions and procedures of the Academic Board Executive'.

- 2.2 The functions of the Academic Board Executive are dealt with in rule 2.5(3) and (4) of the Academic Board Constitution.

Note: Rules 2.5(3) and (4) of the Academic Board Constitution state –

'(3) The Academic Board Executive is responsible for assisting the Academic Board in performing its functions by:

- (a) planning the annual work plan for the Academic Board and those of its committees, including the topics for forums and monitoring meetings;*
- (b) approving the agendas for meetings of the Academic Board;*
- (c) exercising, subject to rule 2.5(4) and any Council resolution to the contrary:*
 - (i) any of the specific functions listed in rule 2.2 that are exercisable by the Academic Board; and*
 - (ii) any other function that is exercisable by the Academic Board; and*
- (d) exercising any other function that may be delegated to the Academic Board Executive by the Council.*

(4) The exercise by the Academic Board Executive of a function under rule 2.5(3)(c) is subject to the conditions that:

- (a) it is to be exercised by the Academic Board Executive when:*
 - (i) it is not possible or practicable for the Academic Board itself to exercise the function in a particular case; or*
 - (ii) in the opinion of the Chair, it is otherwise considered appropriate to facilitate the timely and proper achievement of the Academic Board's functions.*
- (b) any exercise of the function by the Academic Board Executive must be reported as soon as practicable by the Academic Board Executive to the Academic Board'.*

- 2.3 The Academic Board Executive may amend or revoke the approval of a nomination for a deputy under clause 4.2.

3 Membership

- 3.1 The Academic Board Executive is to comprise the following *ex officio* or elected members:
- (a) the Chair, Academic Board, *ex officio* (the Chair);
 - (b) the Deputy Chair, Academic Board, *ex officio* (the Deputy Chair);
 - (c) the Chairs of all committees which report to the Academic Board, *ex officio*, if they are not already members of the Academic Board Executive in another membership category;
 - (d) the Provost, *ex officio*;
 - (e) one member of the Academic Board, elected by the Academic Board from among those members in Academic Board membership category 3.1(1)(k), being:
 - 4 members of the academic staff of each Faculty located in Western Australia;*
 - (f) the President of the Student Guild, *ex officio*;
 - (g) up to two (2) additional co-opted members appointed by Academic Board Executive for a period not to exceed 1 year, having regard to gender balance, diversity and disciplinary expertise.
- 3.2 A member of the Academic Board Executive holds office subject to, and in accordance with, this Constitution.

4 Deputy

- 4.1 In this clause, deputy means -
- (a) the deputy of an *ex officio* member of the Academic Board Executive –
 - (i) whose nomination has been approved under clause 4.2; and
 - (ii) who is not ineligible to be a deputy under clause 4.4; and
 - (b) the deputy of an elected member of the Academic Board Executive –
 - (i) who has been elected under clause 3.2(f); and
 - (ii) who is not ineligible to be a deputy under clause 4.4.
- 4.2 Subject to rule 2.3, the Chair may approve the nomination by an *ex officio* member, of a person to be the deputy of the *ex officio* member.
- 4.3 A Committee member is to ensure details of the nomination are provided in writing to the Chair prior to commencement of the Academic Board Executive meeting which the member is unable to attend.
- 4.4 A member of the Academic Board Executive is not eligible to be approved or elected as a deputy or to remain a deputy if they are current member of the Academic Board Executive.
- 4.5 A deputy may act temporarily in place of the Academic Board Executive member for whom they approved or elected as a deputy on any occasion on which, or during any period in which, the Academic Board Executive member is unable to perform the functions of the position.
- 4.6 For example, if a Committee member is unable to attend an Academic Board Executive meeting, their deputy:
- (a) may attend the meeting in place of the member; and
 - (b) in respect of that meeting may exercise all the rights and is subject to the responsibilities, of the member.

5 Elections

- 5.1 An election for a member under clause 3.1(e) is to also include an election for a deputy of that member.
- 5.2 Elections are to be conducted in accordance with sound electoral principles and may be conducted electronically.

6 Term of office

- 6.1 The term of office of the member elected under clause 3.1(e) is to be for up to 2 years, commencing on 1 April and concluding on 31 March.
- 6.2 The member elected under clause 3.1(e) may serve consecutive terms provided that:
 - (1) they continue to hold the specified qualifications for office; and
 - (2) they serve for no more than 3 successive terms.

7 Casual vacancy in elected position

- 7.1 For the purposes of this Constitution, a 'casual vacancy' occurs where the member elected under clause 3.1(e):
 - (a) resigns, retires or becomes ineligible to remain in the position (for example, as a result of a change in appointment, or employment conditions); or
 - (b) is absent without leave for 3 consecutive Academic Board Executive meetings.
- 7.2 If a casual vacancy occurs less than 6 months before the conclusion of what would otherwise have been the term of office, the Academic Board Executive may either:
 - (1) appoint an appropriately qualified person to the position; or
 - (2) take no action to enable the position to be filled.
- 7.3 If the vacancy occurs more than 6 months before the conclusion of what would otherwise have been the term of office (the 'Unexpired Term'), an election for the vacant position is to be held and the successful candidate is to fill the position for the remainder of the Unexpired Term.

8 Chairing of a meeting in absence of Chair and Deputy Chair

- 8.1 Where sufficient advance notice is given of the intended absence of the Chair at a scheduled meeting of the Academic Board Executive, the Chair is to appoint one of the members of the Academic Board Executive to chair the meeting.
- 8.2 If an appointment is not made by the Chair under clause 8.1, the Academic Board Executive is to elect one of its members who is present to chair the meeting.

9 Quorum

- 9.1 The quorum for a meeting of the Academic Board Executive is to be not less than one half of the total number of members excluding:
- (a) any vacancy in the membership of the Academic Board Executive; and
 - (b) any member who has an approved leave of absence and in respect of whom a deputy has not been elected or approved under clause 4.

10 Officers in attendance and attendance of observers

- 10.1 The Academic Board Executive may invite any officer of the University, or any other person, to attend for specific items of a meeting or to attend specified meetings to assist the Academic Board Executive in its deliberations.
- 10.2 The Academic Board Executive may permit the attendance of observers, whether from within the University or from external organisations, at any of its meetings.
- 10.3 Unless the Chair determines otherwise, an observer does not have the right to participate in a meeting of the Academic Board Executive.

11 Meeting schedule

The Academic Board Executive is to meet at least 4 times in each calendar year.

12 Reporting

The Academic Board Executive is to report to the Academic Board by way of its minutes and at such times and in such other forms as requested by the Academic Board.

13 Servicing

The Academic Board Secretary is to provide secretariat support to the Academic Board Executive.

REVISION HISTORY:

| Revision Ref. No. | Approved/ Rescinded | Date | Committee/ Board | Resolution Number | Document Reference |
|--------------------------|----------------------------|-------------|-------------------------|--------------------------|---------------------------|
| | Approved | 25 Oct 2019 | Academic Board | AB 207/19 | Attachment A to Item 8.1 |
| 1 | Approved | 27 May 2022 | Academic Board | AB 65/22 | Attachment A to Item 10.1 |

Effective: 27 May 2022