

ACADEMIC BOARD EXECUTIVE CONSTITUTION

Commencement Date: 31 May 2013

1 Establishment

- 1.1 The Academic Board Executive (ABE) was established as the Academic Senate Executive by Resolution AS 213/03 of the Academic Senate on 26 September 2003. The Academic Senate Executive assumed some of the responsibilities previously performed by the Steering Committee of Academic Senate.
- 1.2 Following the Council's adoption of the Role Statement, *The Role of the Academic Board in Governance* on 23 June 2004, the Academic Senate Executive was renamed the Academic Board Executive.
- 1.3 The Academic Board resolved on 18 May 2005 to rescind the Terms of Reference of the Academic Senate Executive and to approve the Constitution of the Academic Board Executive, to take effect on 28 October 2005 (Resolution AB 83/05).
- 1.4 The Academic Board Executive now 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 2.4(2) of the *Academic Board Constitution*.

Note: Rule 2.4(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 2.4(3) and (4) of the *Academic Board Constitution*.

Note: Rules 2.4(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 program for the Academic Board, including the topics for forums and monitoring meetings;***
- (b) approving the agendas for meetings of the Academic Board;***
- (c) exercising, subject to rule 2.4(4) and any Council resolution to the contrary:***
 - (i) any of the functions listed in rules 2.1(2) and 2.1(3) that are exercisable by the Academic Board; and***
 - (ii) any other function that is exercisable by the Academic Board;***
- (d) exercising any other function that may be delegated to the Academic Board Executive by the Council; and***
- (e) taking whatever other action is appropriate to facilitate the timely and proper achievement of the Academic Board's functions.***

(4) The exercise by the Academic Board Executive of a function under rule 2.4(3)(c) is subject to the conditions that:

- (a) *it is to be exercised by the Academic Board Executive only when it is not possible or practicable for the Academic Board itself to exercise the function in a particular case; and*
- (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'.*

3 Membership

3.1 The Academic Board Executive is to comprise the following *ex officio* or elected members who are to be appointed by the Council:

- (1) the Chair, Academic Board, *ex officio* (the Chair);
- (2) the Deputy Chair, Academic Board, *ex officio* (the Deputy Chair);
- (3) the Chairs of all committees which report to the Academic Board, *ex officio*; and
- (4) one member of the Academic Board, elected by the Academic Board from among those members in Academic Board membership category 3.1(1)(j), being:
4 members of the full-time academic staff of each Faculty located in Western Australia.

3.2 A member of the Academic Board Executive holds office subject to, and in accordance with, his or her instrument of appointment by the Council.

4 Deputies

- (1) Provisions relating to the appointment and powers of deputies are set out in sections 6(1)(c) and 6(2) of *Statute No. 7 – The Council*.

Note: sections 6(1)(c) and 6(2) of Statute No. 7 – The Council state:

'6(1) The Council may, by resolution ...

- (c) *appoint a deputy or deputies for a Committee member'; and*

'6(2) A deputy may act temporarily or in place of the Committee member for whom he or she was appointed as a deputy on any occasion on which, or during any period in which, the Committee member is unable to perform the functions of the position'.

- (2) A deputy of a member of the Academic Board Executive holds office subject to, and in accordance with, his or her instrument of appointment by the Council.
- (3) A member of the Academic Board Executive is not eligible to be appointed as a deputy in respect of the Academic Board Executive.
- (4) Whenever a member of the Academic Board Executive is unable to attend an Academic Board Executive meeting, his or her deputy may:
 - (a) attend the meeting in place of the member; and
 - (b) exercise all rights and privileges of the member.

5 Elections

5.1 The Vice-Chancellor is to appoint a person to be the Returning Officer for elections conducted under clause 3.1(4).

- 5.2 Elections are to be conducted in accordance with sound electoral practices and may be conducted electronically.

6 Term of office

- 6.1 The term of office of the member appointed under clause 3.1(4) is to be for 2 years, commencing on 1 April and concluding on 31 March.
- 6.2 The member appointed under clause 3.1(4) may serve consecutive terms provided that:
- (1) he or she continues to hold the specified qualification for office; and
 - (2) he or she serves for no more than 3 successive terms.

7 Casual vacancies in elected position

- 7.1 For the purposes of this Constitution, a 'casual vacancy' occurs where the member appointed under clause 3.1(4):
- (1) resigns, retires or becomes ineligible to remain in the position; or
 - (2) 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) recommend to the Academic Board that a person nominated by the Academic Board Executive be appointed by the Council 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, if appointed by the Council, the successful candidate is to fill the position for the Unexpired Term.

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

In the absence of both the Chair and the Deputy Chair, the Academic Board Executive is to elect one of its members who is present to chair the meeting.

9 Quorum

The quorum for Academic Board Executive meetings is to be not less than one half of the total number of members excluding:

- (1) any vacancy in the membership of the Committee; and
- (2) any member who has an approved leave of absence and in respect of whom a deputy has not been appointed.

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 or vote in a meeting of the Academic Board Executive.

11 Meeting schedule

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

12 Reporting

The Academic Board Executive is to report to the Academic Board on its activities at such times as the Academic Board directs.

13 Servicing

The Academic Board secretary is to be the secretary to the Academic Board Executive.

REVISION HISTORY:

Revision Ref. No.	Approved/ Rescinded	Date	Committee/ Board	Resolution Number	Document Reference
	Approved	26 September 2003	AS	AS 213/03	Attachment 2 to Document AS 110/03
	Approved	25 February 2011	Academic Board	AB 6/11	Replacement Attachment 5 to 00152/11
	Approved – No change	31 May 2013	Academic Board	AB 57/13	Attachment 1 to Document 00455/13

Effective : 31 May 2013