

CHAIRS' PROTOCOL FOR THE CONDUCT OF CORPORATION BUSINESS POLICY

(Approved by the Corporation 10 July 2003)

1. Policy Statement

This policy supports the Standing Orders governing the conduct of Corporation meetings and the policies published in the Governors Handbook. The policy sets out the way meetings of the Corporations should be conducted.

2. Aims of the Policy

- 2.1 To ensure the efficient conduct of all meetings to ensure that there is a level of consistency between all meetings
- 2.2 To ensure that all meetings enable Governors to discharge their responsibilities

3. Scope of the Policy

This policy is applicable to the Chairman, Vice Chairman, all Chairs of Committees of the Corporation, and all governors.

4. Who should be aware of this policy?

- ❖ The Clerk to the Corporation
- ❖ Governors including the Principal

5. How will we achieve the Policy?

Through the Clerk to the Corporation briefing and informing the Chairs of Committees of the standards and objectives contained within this policy.

6. How will we evaluate and review this Policy?

Through the annual review of governance undertaken by the Clerk to the Corporation.

7. Links to other Policies and Procedures

The College and Corporation has identified key policies, procedures and processes that will be used to manage all aspects of governance. The following instruments, policies, procedures and guidelines support this Chairs Protocol Policy.

- ❖ Instrument of Government
- ❖ Articles of Government
- ❖ Corporation Standing Orders for the Conduct of Corporation Business
- ❖ Corporation Standing Orders for the Conduct of Committee Business
- ❖ Terms of Reference of Corporation Committees

8. Responsibilities

- 8.1 The Clerk to the Corporation shall be responsible for ensuring that all Chairs are aware of the policy and follow the standards and objectives contained within the Policy.
- 8.2 The Chairs of all Committees are responsible for meeting the standards and objectives contained within the Policy.

9. Policy Distribution and Communication

A copy of this policy will be given to each member of the Corporation and will be published in the annual Governance Handbook. All chairs will be advised of the policy.

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1 INTRODUCTION

- 1.1 These guidelines supplement the 'Standing Orders to Committees' and the 'Standing Orders for the Corporation' approved by the Corporation.

2. PLANNING AND PREPARATION FOR MEETINGS

- 2.1 The Clerk will issue to the Principal and to all Chairs at the commencement of each term a schedule of business required of all Committees including the meeting of the Corporation.
- 2.2 The Clerk will arrange with each Chair in advance of the meeting of the Committee/Corporation a briefing meeting involving appropriate members of the College Management Team to discuss the agenda items.

3. CHAIRING OF MEETINGS

- 3.1 All questions and points of order to be put through the Chair.
- 3.2 Chairs to ensure as far as possible that meetings do not exceed two hours in length.
- 3.3 Decisions and voting at meetings to follow appropriate Standing Orders.

4. MINUTES OF MEETING

- 4.1 Corporation Standing Orders require the draft minutes to be produced for approval, by the Chair, not later than 2 weeks after the meeting has taken place.