

CHAIRS' PROTOCOL FOR THE CONDUCT OF CORPORATION BUSINESS

(Approved by the Corporation 9 December 2003)

1 INTRODUCTION

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

1. PLANNING AND PREPARATION FOR MEETINGS

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.

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.

2. CHAIRING OF MEETINGS

All questions and points of order to be put through the Chair.

Chairs to ensure as far as possible that meetings do not exceed two hours in length.

Decisions and voting at meetings to follow appropriate Standing Orders.

3. MINUTES OF MEETING

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.