



Academic Board – Standing Orders

1. PROXIES

Members are permitted to appoint proxies. The appointment of a proxy must be notified to the Secretary in writing [via email to: academic.board@adelaide.edu.au] at least 24 hours prior to the commencement of the relevant meeting. The person appointed as proxy must be someone who is eligible to be appointed to that position on the Board.

2. OUT OF SESSION COMMITTEE OF ACADEMIC BOARD

2.1 Function and Procedures

The Out of Session Committee may only be convened:

- to consider matters on behalf of the Academic Board which cannot be deferred until the next scheduled meeting of the Academic Board.

Such matters will normally involve:

- the approval of new programs or initiatives relating to existing programs
- acting on the advice of the relevant sub-committee of Academic Board or Executive.
- Other matters within the Terms of Reference of the Academic Board.

All matters considered by the Out of Session Committee are to be reported to the Academic Board at its next meeting for ratification.

2.2 Membership

The following members are ex officio:

- The Chair of Academic Board
- The Deputy Chair of Academic Board
- The Vice-Chancellor
- Two members of Academic Board not directly associated with the matter under consideration.

In attendance: Council Secretary and/or Minute Secretary.

Amendment History:

SO1 – approved by Vice-Chancellor and President on 27 April 2005; updated 15 July 2015 to include email address.

SO2 – approved Academic Board 3/17, 3 May 2017.