THE AUSTRALIAN NATIONAL UNIVERSITY

FACULTIES (FACULTY OF ENGINEERING AND INFORMATION TECHNOLOGY) RULES 2005

The Council of the Australian National University makes these Rules under section 10 of the 
Faculties Statute 2002.


Peter Baume AO
Chancellor

Citation and commencement

1 (1) These are the Faculties (Faculty of Engineering and Information Technology) Rules 
2005.

(2) These Rules commence on 31 December 2004, immediately after the commencement 

Definitions

2 In these Rules, unless the contrary intention appears:
Chair for a Faculty meeting, means the person presiding at the meeting.
Dean means Dean of the Faculty.
meeting means a meeting of the Faculty.
member means member of the Faculty.
Students' Association means the Australian National University Students' Association.
the Faculty means the Faculty of Engineering and Information Technology in The Faculties.
the Statute means the Faculties Statute 1999.

Faculty of Engineering and Information Technology

3 (1) The Faculty includes:
(a) for paragraph 3 (1) (c) of the Statute:
(i) the Head of each Department for the time being assigned to the 
Faculty; and 
(ii) members of the full-time academic staff of each Department for the 
time being assigned to the Faculty, each of whom is:
(A) a member of the full-time teaching and research staff of or above the rank of 
Associate Lecturer; or
(B) a member of the full-time research only staff of or above the rank of 
Postdoctoral Fellow or Research Associate, each of whose appointments is for 
364 days or more; and
(b) for paragraph 3 (1) (d) of the Statute:
(i) 1 undergraduate student from each of the Departments assigned to
the Faculty on the Faculty Education Committee, being persons who
have full voting rights at meetings of that Committee; and
(ii) 1 member nominated by the Students' Association from among the
students enrolled in courses of studies for which the Faculty is
responsible who have, at the date of nomination, been enrolled as a
student at a university for not less than 1 year; and
(iii) 1 graduate student, appointed by the Faculty from each of the
Departments assigned to the Faculty; and

(c) for paragraph 3 (1) (e) of the Statute:
(i) the Head of each Department for the time being associated with the
Faculty; and
(ii) 1 member of the full-time academic staff of the Departments for the
time being associated with the Faculty, being a member nominated by
the Dean of the Faculty of Science; and
(iii) 2 members of the Faculty of Economics and Commerce nominated by
that Faculty; and
(iv) 2 members of the full-time general staff from within the Faculty
appointed by the Dean on the recommendation of the Heads of
Department; and
(v) such other persons, not exceeding 5, as the Faculty appoints.

(2) A member referred to in subparagraph (1)(c)(i) or (ii) who is unable to attend a meeting
may authorise, in writing, a member of the full-time teaching staff of or above the rank of
associate lecturer of the member's Department to be his or her deputy for the purpose of
attending a meeting of the Faculty specified in the authorisation.

(3) A deputy may attend the meeting specified in the authorisation in place of the member,
and, while attending the meeting, is regarded as being a member.

(4) A member referred to in subparagraph (1) (b) (ii) or (1) (c) (iii), (iv) or (v) holds office,
subject to subsections (5) and (7), for a period of 12 months, but is eligible for
reappointment.

(5) The office of a member referred to in subparagraph(1) (b) (ii) or (iii), (1) (c) (ii), (iii),
(iv) or (v) becomes vacant if the member:
   (a) dies; or
   (b) declines to act; or
   (c) resigns office; or
   (d) ceases to have the qualification (if any) by virtue of which the member was
      appointed.

(6) If a vacancy occurs in the office of a member because of subrule (5), a member may be
elected or appointed to the vacant office in accordance with subparagraph (1) (b) (ii) or (iii)
or (1) (c) (ii), (iii), (iv) or (v), as the case requires.

(7) A member elected or appointed under subsection (6) holds office, subject to subsection
(5), for the unexpired portion of the term of office of the member he or she replaces.

(8) the Faculty may co-opt as members, for periods determined by the Faculty, persons
whose views are, in the opinion of the Faculty, of special value to the Faculty.
A person co-opted under subsection (8) is not eligible to vote at a meeting and the presence of the person at a meeting must not be counted for the purpose of constituting a quorum at that meeting.

Functions of the Faculty
4 For subsection 3 (5) of the Statute, the functions of the faculty are to encourage and maintain standards of scholarship, research and teaching, and to maintain standards of examination, in subjects within the scope of the faculty.

Powers of the Faculty
5 For subsection 3 (5) of the Statute, the Faculty may:
   (a) enrol students in the faculty; and
   (b) exempt students in the faculty from attendance at lectures, classes and practical work; and
   (c) exempt students in the faculty from part of a course of study.

Convening of Meetings
6 (1) The Dean must convene a meeting at the written request of 4 members.

Notice of Meetings
8 Not less than 7 days' notice in writing of a meeting must be given to all members other than members on leave of absence from the University.

Quorum
9 At a meeting, a quorum is constituted by the lesser of:
   (a) one-third of the total number of members; and
   (b) 10 members.

Voting at Meetings
10 At a meeting of the Faculty, each member present has a deliberative vote and, if there is an equality of votes, the member presiding at the meeting also has a casting vote.

Faculty meetings - agenda
11 (1) The Dean may star any item on the agenda prior to the meeting of the Faculty.

(2) Only starred items on the agenda may be debated by the Faculty.

(3) At the commencement of every meeting any item on the agenda, or any portion of an item, must be starred if a member so requests.

Notice of Motion
12 (1) Any member may submit a motion for consideration by the Faculty by giving the Dean 10 days written notice of the motion.
(2) A motion referred to in subrule (1) must be seconded by another member before debate may proceed.

(3) Each such motion is to be a starred item on the Faculty’s agenda.

Moving motions

13 (1) Any member may move a motion in the course of a debate arising out of an item listed on the agenda.

(2) A motion must be submitted in writing, and seconded, before, at the discretion of the Chair, debate on it may proceed.

(3) Except by permission of a majority of the members present at the meeting, no member may move any motion initiating any business on a subject that has not been placed on the agenda for the meeting.

(4) If a majority of the members present at the meeting permit a motion referred to in subrule (3) to be moved, the motion must be submitted in writing, and seconded, before debate on it may proceed.

(5) Debate on the motion may take place at a point in the order of business to be determined by the Chair, unless the Faculty, by resolution, decides otherwise.

Amendments

14 (1) Any member may move an amendment to any motion before a meeting.

(2) Every amendment must be submitted in writing, and seconded, before debate on the amendment may, at the discretion of the Chair, proceed.

(3) However, an amendment must be relevant to the question which it is proposed to amend and is out of order if, in the opinion of the Chair, it seeks to negate the intention of the original motion.

Foreshadowed Motions

15 Foreshadowed motions may be accepted when another motion is before the Chair but they may not be debated until the motion before the Chair is decided.

Motions to reconsider

16 Any member may move, after giving notice in accordance with these Rules, that the Faculty reconsider or rescind an earlier resolution of the Faculty.

Procedural Motions

17 Procedural motions are to take precedence in the order of business and are to be put without debate.
Suspension of the Procedural Rules

18 (1) Rules 11 to 17 may be suspended for the time being on a motion made, with or without notice, providing that such a motion must have the concurrence of three-quarters of the members present.

(2) Such a motion, when moved, has precedence over any other business.

Quorum must be present

19 (1) At a meeting, the business of the Faculty must not begin unless a quorum of the Faculty is present.

(2) At a meeting, any member may assert that a quorum of members is not present and, if the Chair, having taken a count, finds a quorum is not present then the proceedings of the meeting must be adjourned until a date to be fixed by the Chair.