

## **REGULATION 9: PROCEDURE FOR WRITTEN AND EMAIL RESOLUTIONS**

Regulation 9.5 and this paragraph may only be amended at a meeting of Council with the agreement of three-fourths present and voting, and having taken into account the views of Senate.

1. In accordance with Statute IV.6, a written, or email resolution or vote on approved electronic platform, of Council passed in accordance with this Regulation shall have effect as if passed by Council at a meeting.
2. Only the Secretary or Chair of Council may propose and direct the circulation of a resolution as a written, or email resolution or vote on approved electronic platform.
3. A written, or email resolution or vote on approved electronic platform is passed if it is approved by a simple majority of the total voting rights of eligible Members of Council. The method of approving the resolution may take the form of either a written, or email confirmation from the Member of Council, or a vote on approved electronic platform.
4. In relation to a resolution proposed as a written, or email resolution of Council, or electronic vote, the eligible Members of Council are the Members of Council who would have been entitled to vote on the resolution on the circulation date of the resolution.
5. The following may not be passed as a written, or email resolution or electronic vote:-
  - a) a resolution to appoint the Vice-Chancellor;
  - b) a resolution to vary, amend or revoke the Charter or Statutes;
  - c) a resolution to approve the University's annual audited accounts;
  - d) a resolution appointing an auditor or a resolution removing an auditor before the expiration of his or her term of office.
6. A copy of the written or email resolution must be sent to every Member of Council together with a statement informing the Member of Council how to signify their agreement to the resolution and the date by which the resolution must be passed if it is not to lapse. When holding a vote via electronic voting platform, clarity on the resolution, vote and timeframe must be sent to every Member of Council together prior to commencement of the vote.
7. A Member of Council signifies their agreement to a proposed written or email resolution when the Secretary of Council receives from them an authenticated document identifying the resolution to which it relates and indicating their agreement to the resolution provided that:
  - a) if the document is sent to the Secretary in hard copy form, it is authenticated if it bears the Member of Council's signature; and
  - b) if the document is sent to the Secretary by electronic means, it is from an email address previously specified by the Member of Council to the Secretary for the purposes of receiving and sending documents or information by electronic means.
8. A Member of Council signifies their agreement to a proposed electronic vote by submitting a response via a password protected platform with individual member access.
9. A written, or email resolution or vote on approved electronic platform is passed when the required majority of eligible Members of Council have signified their agreement to it. The Secretary shall circulate a further email or written confirmation to all of the Members of Council Regulation stating whether or not the resolution has been formally approved by the Members of Council.
10. The date of a resolution shall be the date of the communication from the Secretary

confirming formal approval.

11. A proposed written resolution lapses if it is not passed within 28 days beginning with the circulation date.

July 2022