

FIRST TECHNICAL UNIVERSITY, IBADAN

THE STANDING ORDERS OF THE SENATE

AS APPROVED BY SENATE

AT ITS

INAUGURAL MEETING

HELD AT THE SENATE CHAMBER

ON

THURSDAY, 8TH DAY OF MARCH, 2018

THE STANDING ORDERS OF THE SENATE

Pursuant to paragraph 6 of Statute 12 of The Technical University, Ibadan, Oyo State Law, 2012 (“The Law”) the following are and shall be, until amended by Resolution of the Senate, the Standing Orders of the Senate for the regulation of its proceedings.

A. STANDING ORDERS OF SENATE MEETINGS

1. MEETINGS OF THE SENATE

- (1) The Ordinary meetings of the Senate shall normally be held on the last Thursday in the months of January, March, May, July and September of each year. Two additional ordinary meetings shall be held each year at dates to be determined by the Vice-Chancellor to approve the results of the Harmattan and Rain Semesters examinations and to deal with other matters the Vice-Chancellor may wish to refer to them.
- (2) The Senate shall also meet to transact urgent business at such other times as the Vice-Chancellor, or in his absence, the Deputy Vice-Chancellor shall require.

2. NOTICE OF THE MEETINGS

- (1) The Secretary shall deliver to each member of the Senate a written notice of every meeting, whether such meeting is an Ordinary or Special meeting, specifying the day, the place and the hour of the meeting to reach each member not later than three days before the date of the meeting; Provided that in any case where in the opinion of the Vice-Chancellor, the matter is one of extreme urgency, the Secretary shall summon a Special meeting and may give a shorter notice to members. Such notice shall be given to members by such means as the urgency of the case may permit.
- (2) The notice of a meeting shall announce the business to be brought up at the meeting accompanied, as far as possible, by supporting documents in sufficient detail to allow members to consider the matter prior to the meeting.

3. ATTENDANCE

- (1) No person other than a member of the Senate or of the University administrative staff in attendance on duty shall be admitted to any meeting of the Senate except upon the invitation of the Chairman and with the approval of the Senate.
- (2) The Secretary shall keep an Attendance Book which shall be produced at every meeting of the Senate and which shall be signed by the members attending the meeting.

4. CHAIRMAN OF THE SENATE

- (1) The Vice-Chancellor shall preside at all meetings of the Senate at which he is present.

(2) In the absence of the Vice-Chancellor, the Deputy Vice-Chancellor, Academics as formally designated by the Vice Chancellor shall preside at meetings of the Senate.

(3) Except in special cases of critical illness, accident or any serious unforeseen circumstances, a Deputy Vice Chancellor shall not preside over any meeting of the Senate except he be expressly nominated by the Vice Chancellor to so act.

5. SECRETARY OF THE SENATE

The Registrar of the University shall be Secretary of the Senate.

6. QUORUM

(1) Subject to paragraph 5 of statute 12 of the Law, one-third of the total membership of the Senate, for the time being, shall form a quorum.

(2) In the event of there being no quorum formed within half an hour of the time fixed for the meeting to begin, it shall stand adjourned to a later date if an Ordinary Meeting; and shall stand adjourned *sine die* if it is a Special Meeting.

(3) If during the course of any meeting, notice is given that the number of members present falls below the quorum, the Chairman shall immediately close the proceedings and declare the meeting ends.

7. CO-OPTION

Where the Senate desires to obtain the advice of any person on any particular matter, it may co-opt such a person in accordance with Statute 12(3) of the Law.

8. BUSINESS PROPOSED BY MEMBERS

(1) Any member wishing to bring forward any business at any Ordinary meeting shall send a written notice stating the specific nature of that business to the Secretary giving sufficient time to allow him to comply with Standing Order 2(2) above.

(2) A member may during a meeting give notice of a motion mentioning the meeting of the Senate at which it is intended to present such motion. Subject to clause (3) of this Order, such notice shall be recorded in the order of business for the relevant meeting without further notice from the member concerned.

(3) The Vice-Chancellor shall consider whether such business is within the powers of the Senate as prescribed by The Technical University Ibadan, Law, and shall decide accordingly.

9. THE BUSINESS COMMITTEE OF SENATE

(1) The Senate shall appoint a Business Committee which shall organize and regulate the flow of such business as the Registrar shall propose for transaction at a meeting of the Senate and after each meeting of the Senate, shall ensure that Minutes are accurate and that action has been taken on the decisions of that meeting.

- (2) No business shall be transacted at any Ordinary Meeting of the Senate which has not been considered by the Business Committee except with the permission of the Vice-Chancellor.
- (3) The Business Committee may deal with any other matter specifically referred to it by the Senate.

10. ORDER OF BUSINESS AT ORDINARY MEETINGS

The order of business at any Ordinary Meeting shall be as follows, unless the majority of members present agree otherwise:

- a) Confirmation, and signature by the Chairman, of the minutes of the preceding Ordinary Meeting and of any Special Meeting held in the meantime after ensuring that necessary amendments have been effected;
- b) Business arising out of the minutes submitted for confirmation unless such business appears elsewhere on the agenda;
- c) Business announced with the notice of the meeting in the order shown in the notice;
- d) Other business not announced if the meeting resolves to discuss such business.

11. CONDUCT OF MEETING

- (1) It shall be the duty of the Chairman of any meeting of the Senate to preserve order and enforce all rules and standing orders.
- (2) A member may seek the Chairman's decision on a point of order at any time during the course of a meeting. The Chairman's decision shall be final.
- (3) Members shall be called upon by the Chairman to speak and shall address the Chair.
- (4) All motions and any amendments thereto shall be proposed and seconded.
- (5) A motion or an amendment may be withdrawn by the proposer with the concurrence of the seconder and with the leave of the Senate.
- (6) Only one amendment to any motion shall be submitted for discussion at any one time. If an amendment is carried, the original motion as amended shall become the substantive motion and any further amendment to it may then be moved.
- (7) Once a vote has been taken on any motion and the result declared, the Chairman shall permit no further discussion on that motion.
- (8) The Chairman may require any motion or amendment thereto to be in writing.
- (9) (a) Any member of the Senate may move that –
 - (i) the Senate do now proceed to the next business;
 - (ii) the Senate do now adjourn;
 - (iii) the question be now put;
 - (iv) the debate be now adjourned;
- (b) After the motion has been seconded, the Chairman shall put it to the vote.

(c) If the motion under (a) (iii) above is carried, the Chairman shall call on the proposer to reply, and after such reply, the original motion or amendment, as the case may be, shall be put forthwith to the vote.

12. VOTING

(1) Unless otherwise required by the Law, the Statutes, Ordinances, Regulations and these Standing Orders, the decisions of the Senate shall be reached normally without a division: Provided that, any member may demand a vote.

(2) Where voting is required or demanded, the question proposed for decision shall, subject to the provisions of the Law, be decided by a simple majority of the votes of those members present and voting.

(3) The Chairman of the meeting shall have an original vote; and in the event of an equality of votes for and against a motion, a second or casting vote. If the Chairman does not exercise his casting vote, he shall declare the motion not carried.

(4) Voting on any motion shall be by a show of hands unless the Senate shall on any particular issue resolve that the voting be by ballot.

13. MINUTES

(1) Minutes shall be kept of all resolutions passed and all other business done at each meeting of the Senate.

(2) The minutes shall record the names of all members present, all members absent, and other persons who were invited and attended the meeting.

(3) Copies of the minutes shall be circulated to all members with the relevant notice of the next Ordinary Meeting.

(4) The Secretary shall have the custody of the Minutes Book which shall be opened to inspection by any member of the Senate at a reasonable time.

14. VALIDITY OF THE PROCEEDINGS

(1) Accidental omissions to send notices, accidental errors in addressing them and failures in the delivery thereof shall not invalidate the proceedings of the meeting concerned once the quorum is formed.

(2) Proceedings of the Senate shall not be invalidated merely by reason of the existence of a vacancy or vacancies in its membership or by reason of any defect in the appointment, election, selection, nomination or co-option of a member of the Senate or by reason that any person not entitled to do so took part in the proceedings, save where any person not qualified to vote pursuant to Statute 12(3) of the Law and Order 7 participated in the voting exercise in which case such a motion shall be nullified.

15. ADJOURNMENT

(1) A meeting of the Senate may be adjourned at any time by the Chairman on a vote of the majority of members present.

(2) The Chairman may at any time suspend proceedings of a meeting if the need arises.

15 ALTERATION OF STANDING ORDERS

No alteration of a Standing Order shall be made unless notice of the terms of the proposed alteration has been included in the notice of business issued by the Secretary. An alteration carried by a majority of *less than two-thirds of those present and voting* shall not take effect unless and until it is confirmed at the following meeting of the Senate: Provided always that no alteration of any Standing Order shall be confirmed by the Senate which contravenes the Law, or the statutes or the ordinances.

16. CASES NOT PROVIDED FOR IN THESE STANDING ORDER

Any question of order or procedure not provided for in these Orders shall be decided by the Chairman, whose decision in the matter or in any dispute as to the interpretation of these Orders shall be final.

17. SUSPENSION OF STANDING ORDERS

Any of these Standing Orders may be suspended with the approval of not less than two-thirds of the members present and voting.

B. THE COMMITTEES OF THE SENATE

Pursuant to Section 16(4) and (5) and Section 49 of the Law

(1) The Senate may delegate any of the powers and duties conferred on it or imposed on it under or by virtue of the Law to the Chairman or any other members of the Senate or to anybody comprising such member or members and such other person(s) as the Senate may appoint except its powers to participate in the making, amending or revocation of Statutes or Ordinances or to make amend or revoke Regulations or to award Degrees, Diplomas, Certificates, Fellowships, Scholarships, Studentships, Exhibitions, Bursaries, Medals, Prizes and other similar titles or distinctions: Provided that any delegation of its powers of duties shall be revocable at will and shall not preclude the Senate from exercising any of its functions under or by virtue of the Edict.

(2) Contributors may be appointed for a limited and specified purpose with instructions to report to the Senate on the completion of their work or they may be standing committees with a continuing responsibility under the Senate for certain defined subjects and functions.

(3) The terms of reference of a Committee of the Senate shall be determined at the time of the appointment of the Committee, but the Senate may at any time revoke or amend any of the functions delegated to a Committee or alter the terms of reference and may dissolve any Committee.

(4) Unless another person be designated by the Senate as Secretary of a Committee at the time of its appointment, the Registrar, or his representative shall be the Secretary.

- (5) The membership of all Committees shall be reviewed annually.
- (6) Every Committee to which the Senate has delegated powers and duties shall in the exercise of any such powers or in the discharge of any such duties conform to any regulations imposed upon it by the Senate.
- (7) The quorum of a Committee unless otherwise determined at the time of appointment shall be one-third of the total membership.

The printed impression of this Standing Order has been carefully compared with the copy passed by the Senate, Technical University, Ibadan, and same is certified to be true and correct printed copy of the Orders.

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Professor Ayobami Salami
Vice Chancellor

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Alex O. Oladeji
Registrar