

# NATIONAL UNIVERSITY OF SINGAPORE

## REGULATION 1

### MEETING PROCEDURES FOR SENATE AND SENATE COMMITTEES AND BOARDS

1. The University Registrar shall be the Secretary to the Senate and the Senate Delegacy.
2. Senate members who are not members of the Senate Delegacy shall be entitled to attend any meeting of the Senate Delegacy as observers.
3. Unless otherwise specified, all representatives of the Senate on Senate committees and boards and other members of Senate committees and boards shall be selected by election and all appointments on Senate committees and boards shall commence on 1 July of each calendar year.
4. The following shall apply to all meetings of the Senate and the committees and boards of the Senate:
  - (a) Unless otherwise specified in the Constitution, Statutes, or Regulations, notices and agendas of meetings shall be delivered seven Days in advance before the date of any such meeting to each person entitled to vote at any such meeting. Any person may waive notice of any meeting, either before or after the time notice would have been required. Attendance at any meeting by a person shall constitute waiver of notice of such meeting, except for attendance by a person for the purpose of objecting that the call for the meeting was not in compliance with the Statutes and/or Regulations.
  - (b) Meetings, regular or special, shall be held at such place and at such time, as shall be specified in a notice given in accordance with the Statutes and Regulations. Unless otherwise specified in the Constitution, Statutes, or Regulations, special meetings shall be called by the Secretary at the request in writing of one-third of the members or at the discretion of the chairman of the Senate.
  - (c) Unless otherwise specified in the Constitution, Statutes, or Regulations, the quorum for any meeting of the Senate and the committees and boards of the Senate shall be fifteen or one-third of the members, whichever is less. The meeting shall act by a majority of votes. In the event of a tie in votes, the chairman of the meeting shall have a casting vote.
  - (d) Proper records of the proceedings of all meetings shall be kept and made readily available to the members for review.
  - (e) Any action required or permitted to be taken may be taken without a meeting if members, who have authority to approve the action, are duly notified of the proposed action and if there is no written objection by one-third or more of the members within five Days. The documents setting forth such consent shall be filed with the relevant records of proceedings.
  - (f) Any or all members may participate in a meeting by means of telephone conference or by any means of communications by which all members participating in the meeting are able to hear one another, and such participation shall constitute presence in person at the meeting.
  - (g) For the purpose of this paragraph, the term “member” refers to a person entitled to vote at a specific meeting.