

ORDINANCE 5

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URGENT BUSINESS

8. The Chair may authorise the taking of action on behalf of the Collegiate Council on any matter falling within the remit of the Collegiate Council, being in the opinion of the Chair urgent (but not of sufficient importance to justify an extraordinary meeting of the Collegiate Council

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Council, an agenda and supporting papers specifying the business to be transacted shall be sent to every member; accidental omission to send an agenda to a member or the non-receipt of an agenda by a member shall not invalidate a meeting.

19. No business shall be transacted at a meeting other than that specified in the agenda paper except, with the consent of the Collegiate Council, matters introduced by the Chair because in the Chair's opinion they are urgent and have arisen too late to be specified in the agenda paper.
20. Any suggestions by members for items for the agenda should normally be received by the Secretary 10 clear working days before the meeting. The agenda shall be determined by the Chair in consultation with the Secretary. The Secretary shall write to any member who suggests an item that is not accepted stating the reasons. The inclusion on the agenda of any items received at shorter notice will be at the discretion of the Chair.

CONFIDENTIALITY

21. Exceptionally, papers for consideration by the Collegiate Council, and any associated minutes, may be subject to non-disclosure exemptions in accordance with the Freedom of Information Act 2000. Such papers and any associated minutes will