

NATIONAL UNIVERSITY OF IRELAND, DUBLIN  
UNIVERSITY COLLEGE DUBLIN  
ACADEMIC COUNCIL REGULATIONS

*(as approved by the Governing Authority, 18<sup>th</sup> October 2005)*

## **ACADEMIC COUNCIL REGULATION 3**

*(as approved by the Academic Council, 13<sup>th</sup> October 2005, revised by the Academic Council, 22<sup>nd</sup> September 2011)*

### **Meetings of Academic Council and its Committees**

1. Ordinary Meetings of the Academic Council shall be convened by the Registrar, on the instruction of the President, at least four times in each academic session. Normally, two such meetings shall be held in each semester. Provisional dates for such meetings shall be published by the Registrar at the beginning of each academic session.
2. A Special meeting of the Academic Council may be called at any time by the President. A Special meeting shall be called by the President at any time, other than in July or August, upon a requisition addressed to the President by not less than one sixth of the members of the Academic Council, stating the object for which the meeting is to be called.
3. No quorum shall be required for an Ordinary Meeting of the Academic Council. The quorum for a Special Meeting of the Academic Council shall be not less than one third of the members of the Academic Council.
4. The President shall be chairperson of the Academic Council. Where the President is unable to chair a meeting of the Academic Council he/she shall nominate a member of the Academic Council to chair the meeting.
5. Every issue at a meeting of the Academic Council shall, as far as possible, be determined by consensus, but where in the opinion of the President, or the member nominated by the President to chair the meeting, consensus is not possible, the issue shall be decided by a majority of the votes of members present and voting on the issue, provided that any motion to adopt or to amend a regulation of the Academic Council shall require the approval of two thirds of those members present and voting on the motion.
6. At meetings of the Academic Council, the President shall have a casting as well as a deliberative vote. A member of the Academic Council nominated by the President to chair a meeting of Academic Council shall have a deliberative, but shall not have a casting, vote.
7. The Registrar shall, in accordance with Statute 6 of University College Dublin, be secretary to the Academic Council and shall be responsible for keeping the record of attendance and the minutes of meetings of the Academic Council.
8. The Registrar shall notify each member of the Academic Council of the date, time and venue of each meeting of Academic Council at least seven working days in advance of the meeting.
9. The agenda for each meeting of the Academic Council shall be prepared by the Registrar under the direction of the President, and shall be communicated to each member of the Academic Council at least one week in advance of the meeting.
10. The Registrar shall include on the agenda for each meeting any item referred to the Academic Council by the Governing Authority or any College. The Registrar shall also

include on the agenda for each meeting any item requested by twenty members of the Academic Council, provided that, in the opinion of the President, such item relates to a function of the Academic Council, as set out in Statute 6, Chapter 6.

11. The agenda for each meeting of the Academic Council shall distinguish between items for noting, for formal approval, for decision and for discussion by the Academic Council.

12. A meeting of the Academic Council may decide to co-opt a member of the academic staff or a registered student of the university to membership of the Academic Council for a specified period, on the nomination of the President with the assent of the majority of those members present at the meeting.

13. The Academic Council shall establish an Executive Committee whose membership shall include the President, the Deputy President, Vice-President for Academic Affairs and Registrar, Vice-President for Students, Vice-President for Research, the Principal of each College, Deputy Registrars; Chairs of Academic Council Committees, the President of the Students Union, the Students' Union Education Officer, four representatives elected by the Academic Council from among its members, two of whom must be members who are not professors, and two members of the Academic Council appointed by the Academic Council on the nomination of the President.

14. The Academic Council may, from time to time, establish other committees in accordance with section 4 of Chapter 6 of Statute 6, of University College Dublin and section 29 of the Universities Act 1997. When establishing such a committee, the Academic Council shall specify the membership, terms of reference and reporting arrangements of the committee.

15. The Academic Council may delegate to the Executive Committee or to any other committee established in accordance with section 29 of the Universities Act 1997 and Chapter 6 of Statute 6 of University College Dublin any function ascribed to it by Statute 6, as provided for in section 4 of Chapter 6 of Statute 6 of University College Dublin and section 29 of the Universities Act 1997.