



# Academic Board Standing Orders

The role and responsibilities of Academic Board are set out in the Articles of Association and the Bye-Laws of the London School of Economics and Political Science (LSE). These standing orders are made so that Academic Board may regulate its proceedings.

## 1. Chair and Vice Chair of Academic Board

- 1.1. The President and Vice Chancellor shall be the Chair of Academic Board. There shall also be a Vice Chair of Academic Board (VCAB).
- 1.2. The Articles of Association (Article 9.3) specify that the Academic Board shall appoint a Vice Chair (the VCAB) from amongst its own membership, in accordance with procedures prescribed in the Bye-Laws. The Bye-Laws specify that Academic Board shall appoint the VCAB based on a nomination from a committee established for this purpose.
- 1.3. The VCAB shall normally serve for a period of three years.
- 1.4. The President and Vice Chancellor may delegate responsibility for chairing Academic Board to the VCAB (where this is the case, references to Chair below will be deemed to apply to the VCAB).

## 2. Membership

- 2.1. Membership of the Academic Board is set out in the School's Bye-Laws.

## 3. Responsibilities of Academic Board

- 3.1. The responsibilities of Academic Board are set out in the Articles of Association (Article 9) and the Bye-Laws.

- 3.2. Article 9 specifies that there shall be an Academic Board of the School to which the Council shall delegate responsibility for the academic standards and the direction and regulation of academic matters, having regard at all times to the educational character and Object of the School. Subject to the recommendation of Academic Board, the Council shall prescribe the membership and responsibilities of Academic Board in Bye-Laws.
- 3.3. Bye-Law 1b specifies that to the Academic Board are brought all major issues of general policy affecting the academic life of the School and its development. The Academic Board is responsible for monitoring and upholding the academic standards of the School and for regulating teaching.
- 3.4. Further details of the specific functions of Academic Board are set out in the Bye-Laws.

## **4. Committees of Academic Board**

- 4.1. The Bye-Laws permit the establishment of sub-committees ('committees') to which any or all of Academic Board's powers may be delegated.
- 4.2. Academic Board has committees with defined terms of reference and membership, and including, where appropriate, delegated authority to take action on behalf of Academic Board.
- 4.3. These committees will report on their work at least annually to Academic Board as well as make recommendations and seek approvals where relevant.
- 4.4. Academic Board will report regularly to Council on its work.

## **5. Meetings**

- 5.1. The Academic Board shall normally meet six times in each academic year.
- 5.2. The dates of Academic Board meetings are set in advance and are published on the Academic Board webpage. No departmental staff meetings or committee meetings should be scheduled to coincide with meetings of the Academic Board to allow all members to attend.
- 5.3. The agenda and papers will normally be available electronically seven calendar days before the scheduled meeting.
- 5.4. Further meetings may be called by the President and Vice Chancellor or by any 30 members of the Academic Board acting together. In which case the names of the 30 members and the nature of the business to be transacted (together with relevant papers) shall be communicated to the Committee Secretary. The Committee Secretary will arrange a meeting in consultation with and subject to the availability of the Chair.

## 6. Meeting attendance

- 6.1. All Members of Academic Board are invited to attend Academic Board meetings.
- 6.2. Departments are required to nominate two representatives to ensure that there is representation from across the School and to facilitate the quoracy of meetings. Department representatives are charged with keeping members of their Department informed of Academic Board business. If a Department Representative is unable to attend, Departments should send a substitute representative.
- 6.3. Council members, senior office holders of the School and representatives of other categories of staff may attend Academic Board meetings at the invitation of the Chair or VCAB.
- 6.4. A meeting of Academic Board may be held either in person or by suitable electronic means (or a combination of both). Meetings will normally be held online.
- 6.5. Guests and observers are invited for information only and may not contribute to the meeting without the approval of the Chair of the meeting. Specifically, they may not take part when Academic Board holds a vote on the business before it, or on a procedural matter.

## 7. Papers

- 7.1. Papers, together with a coversheet, must be submitted by the relevant deadline, unless there is prior agreement for late submission. Authors should follow the guidance for preparing Academic Board papers.
- 7.2. The circulation of late/abled papers shall not be normal practice and should be agreed with the Committee Secretary where this cannot be avoided, who shall seek further agreement from the Chair as appropriate.
- 7.3. Papers will be published on the Academic Board webpages.
- 7.4. Confidential papers shall be so marked, and not be available publicly.

## 8. Academic Board Discussion

- 8.1. Members wishing to speak shall be invited to address the meeting by the Chair.
- 8.2. The Academic Board agenda provides indicative timing guides for discussion items, but this is not a set limit. Members are not restricted to the number of times they may speak but are requested to be mindful of the need for brevity and consider the number/length of their interventions accordingly. The Chair is responsible for ensuring there is sufficient discussion of items, including that all members wishing to have an adequate opportunity to speak. The Chair may remind members of the need for brevity

or call to order a member that they consider is speaking outside of topic or the remit of Academic Board. The Chair may also determine that discussion should be brought to a close.

- 8.3. It is expected that members address colleagues with respect and courtesy. (Further information is available in the School's [Committee Effective Behaviour Statement](#).)
- 8.4. The Chair may also ask a member to leave the meeting if they consider their behaviour is inappropriate.

## 9. Decision Making

- 9.1. Academic Board decisions are normally made on the basis of consensus amongst members.
- 9.2. Decisions may be made through a formal vote where the Chair determines that this is appropriate. In the event of a vote, any issue may be determined by a majority of the votes cast at a meeting.
- 9.3. Voting at a meeting will be carried out by a show of hands of all members present or by a corresponding electronic process. In case of equality of votes, the Chair has a second or casting vote.
- 9.4. A written resolution may be used. A written resolution will normally only be used in the circumstances that a meeting has not been quorate and/or it is necessary to expedite business.

## 10. Confidentiality

- 10.1. All Academic Board business that is marked as confidential must be treated as confidential to Academic Board members.
- 10.2. In the event a member discloses confidential information the matter will be drawn to the attention of the Chair and further action will be determined based on the seriousness of the disclosure.

## 11. Quorum

- 11.1. As specified in Bye-Law 1, fifty voting members of the Academic Board shall constitute a quorum.
- 11.2. In the absence of a quorum, no business shall be transacted other than the adjournment of the meeting: save that, it shall be open to the Chair to direct those items included on the agenda for note, rather than for discussion or decision, shall be regarded as having been received and should therefore not be carried forward to the agenda for the following meeting.

## 12. Minutes

- 12.1. Academic Board minutes will be taken by the Committee Secretary.
- 12.2. Minutes of Academic Board's meetings shall be submitted to the Chair for preliminary approval, and thereafter to the subsequent meeting of Academic Board for formal approval
- 12.3. Minutes of Academic Board shall be available through its webpages.

## 13. Declaration of Interests and other information requirements

- 13.1. Members must act in accordance with the [School's Conflict of Interests Policy](#).
- 13.2. Members should declare any interests relevant to agenda items at the start of a meeting and/or during discussion (including where there is potential for a perceived conflict of interest). Where there is a conflict of interest the member will take no part in the consideration of the relevant item and shall withdraw from the discussion. If necessary, the Chair will determine whether there is a conflict of interest.

## 14. Chair's Action

- 14.1. The Chair may take such action on behalf of the Academic Board as they think to be expedient in any matter which, in their opinion, is urgent or not of sufficient importance to justify the calling of a meeting, subject to reporting it to the next meeting of the Board
- 14.2. The Chair has delegated authority to take action on behalf of Academic Board between meetings. Chair's action may only be taken where decisions are routine/immaterial matters and/or there is a need to expedite urgent business and it is reasonable not to call an extraordinary meeting. The Chair would be expected to consult with members of the Agenda Committee of Academic Board where this would reasonably be considered appropriate. Chair's actions will be reported to the Academic Board at the next reasonable opportunity.

## 15. Standing Orders

- 15.1. The Chair has the final ruling on the interpretation of these Standing Orders, except for Chair's Action. The Chair will seek the advice of the Committee Secretary on any question of interpretation of these Standing Orders. The Articles of Association and Bye-Laws will take precedence in the event of any inconsistency.
- 15.2. Academic Board may amend these Standing Orders as required. The Chair may make

minor amendments provided that they have no material effect to the substance of the Standing Orders. Any such changes must be reported to the next meeting of Council for approval following the change.

## Review schedule

Review interval	Next review due by	Next review start
3 years	February 2026	October 2025

## Version history

Version	Date	Approved by	Notes
1	8 February 2022	Academic Board	

## Links

Reference	Link
Articles of Association	<a href="https://info.lse.ac.uk/staff/services/Policies-and-procedures/Assets/Documents/artoAsso.pdf">https://info.lse.ac.uk/staff/services/Policies-and-procedures/Assets/Documents/artoAsso.pdf</a>
Bye-Laws	<a href="https://info.lse.ac.uk/staff/services/Policies-and-procedures/Assets/Documents/byeLaws.pdf">https://info.lse.ac.uk/staff/services/Policies-and-procedures/Assets/Documents/byeLaws.pdf</a>
Conflict of Interests Policy	<a href="https://info.lse.ac.uk/staff/Services/Policies-and-procedures/Assets/Documents/conIntPol.pdf">https://info.lse.ac.uk/staff/Services/Policies-and-procedures/Assets/Documents/conIntPol.pdf</a>

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## Communications and Training

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