



**VAAL UNIVERSITY  
OF TECHNOLOGY**

*Inspiring thought. Shaping talent.*

<b>To be completed by initiator of Policy/Policy owner:</b>						
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<b>2. APPROVING AUTHORITY</b>		Council				
<b>3. FIELD OF APPLICATION:</b>			University Council			
<b>4. COMPLIANCE OFFICER(S):</b>			Council and Committees of Council			
<b>5. STAKEHOLDER CONSULTATION</b>			MANCOM			
<b>6. DESIGNATION OF POLICY OWNER</b>			Registrar			
<b>7. NAME OF POLICY OWNER/S:</b>			Dr TD Mokoena			
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## **PART I**

### **Election Rules**

1. (A) Unless specified otherwise, all elections undertaken by the University will be conducted in accordance with the rules contained in the VUT Election Rules as approved by the Council of the University. Council may review the election rules from time to time.

### **University Committees**

2. (A) Unless provided otherwise, the composition, terms of reference, manner of election, functions, procedure at meetings and dissolution of a committee shall be determined by the University by way of rules, provided that in the absence of the University determining procedural rules for a committee, the rules of procedure which govern the Council must apply *mutatis mutandis* to the committee concerned.
- (B) Except for currently registered students, no person owing fees to the University or currently serving a term of suspension from the University, may participate in any governance structure of the University.
- (C) Except for the Executive Committee of Council (EXCO), whose deputy chairperson is the deputy chairperson of Council, all other Committees of Council will appoint a deputy chairperson whose term will run concurrent to the term of the chairperson of the committee.

## **PART II**

### **Council Composition**

3. (A) Save for the Deputy Vice-Chancellor who is a member of the Council, all other Deputy Vice-Chancellors will be in attendance at all meetings of Council.

### **Term of Office – Transitional Arrangements**

4. (A) Notwithstanding paragraph 10(A) of the Statute, so as to maintain continuity in Council, at the inception of the newly constituted Council, the Registrar will determine which of the Members of Council, as contemplated in paragraphs 9(A) (vii) to (ix) hold office for a period of two (2) years. Thereafter new members replacing these shall then be elected for a full period of four (4) years.

### **Code of conduct for Council members**

5. (A) The code of conduct for Council Members as approved by the Council is attached as Appendix B.
- (B) All members of Council must sign the Code of Conduct on assumption of office.

### **Recruitment of members onto the Council**

#### **6. (A) The role of the Governance Committee**

- 1) The Governance Committee of Council also subsumes the functions of a nominations or membership committee of a council/board.
- 2) The Governance Committee, as reflected in the Charter of the Committee, is *inter alia* responsible to make recommendations to Council for the appointment of all members of Council, except *ex officio* members and members appointed by the Minister.
- 3) The Committee further makes recommendations to Council for the appointment of representatives of Council to serve on committees of Council, Institutional Forum, Senate and other committees;
- 4) The Committee maintains a current skills matrix, which is used as a point of reference by the Governance Committee to ensure that collectively the membership of Council provides an appropriate range and balance of skills, knowledge and experience, and to inform the Committee's approach to succession planning.

#### **(B) Coordination and planning**

- 1) The processes for appointment and election of members of Council are co-ordinated by the Registrar, supported by the Governance Administration Team. Where elections are required, the Registrar acts as the Returning Officer.

#### **(C) Recruitment Process and Election of Council Members**

- 1) All vacancies on Council are brought to the attention of the relevant constituencies where applicable.
- 2) Vacancies are advertised in the manner described below and applicants are invited to

submit a curriculum vitae and a motivation detailing their interest and suitability. The Governance Committee will then set up a shortlisting process as well as an interview session with each member. The Governance Committee's recommendations for appointment are then presented to Council for approval and appointments are confirmed in writing by the Registrar.

- 3) In case of a dispute arising from 2) above, Council will act as the final arbiter.
- 4) Vacancies for external members (except ministerial appointees) are advertised using a number of platforms, depending on the number of vacancies and the skills/experience being sought. These include:
  - a. The University's website;
  - b. Social media platforms;
  - c. National media (newspapers);
  - d. Executive searches.
- 5) Vacancies for internal members are advertised by email to the relevant constituencies and nominations are invited. When the number of nominations exceeds the number of vacancies, an election is held.
- 6)
- 7) Members appointed by the Minister
- 8) The Registrar must notify the Minister whenever it becomes necessary for the Minister to appoint a member of the Council. The Registrar will inform the Minister on skill gaps on Council.
- 9) **If a vacancy occurs during a member's term of office, the Registrar must invite the Minister to fill the vacancy for the unexpired period of the term of office, if this is longer than three months.**
- 10) Members elected by Senate
- 11) Whenever it becomes necessary to elect a member, or members, of the Council the Registrar must call for nominations for election by notice to each member of Senate.
- 12) Nominations, which must be signed by two members of Senate and accepted in writing by the nominee, must be received by the Registrar by the date specified in the notice.
- 13) If the Registrar receives only one nomination, that person must be declared duly elected. If the Registrar receives more than one nomination, a ballot must be held of the members of Senate.
- 14) If a vacancy occurs during a member's term of office, the Registrar must call for nominations and hold a ballot to fill the vacancy for the unexpired period of the term of office, if this is longer than three months.
- 15) The member elected by the academic staff
- 16) The academic staff are defined as the full-time associate professors, senior lecturers, lecturers, junior lecturers, senior instructors, instructors and researchers employed by the University excluding heads and acting heads of departments or of associated institutes and are entitled to elect one of their number to serve on Council.
- 17) Whenever it becomes necessary to elect a member of the Council the Registrar must call for nominations for election by notice to each member of the academic staff.
- 18) Nominations, which must be signed by two members of the academic staff and accepted in writing by the nominee, must be received by the Registrar by the date specified in the notice.
- 19) If the Registrar receives only one nomination, that person must be declared duly elected.
- 20) If the Registrar receives more than one nomination, a ballot of the academic members of staff must be held.
- 21) If a vacancy occurs during a member's term of office, the Registrar must call for nominations and, if necessary, hold a ballot to fill the vacancy for the unexpired period of the term of office, if this is longer than three months.
- 22) Members appointed by the administrative and support staff
- 23) Every full-time and every permanently appointed member of the administrative and support staff other than the Registrar, is entitled to take part in the election.
- 24) Nominations, which must be signed by two members of the administrative and support staff in the grade groups concerned and accepted in writing by the nominee, must be received by the Registrar by the date specified in the notice.
- 25) If the Registrar receives only one nomination for each or either seat, those people or

that person must be declared duly elected. If the registrar receives more than one nomination for each or either seat, a ballot of the members of the administrative and support staff concerned must be held.

- a. If a vacancy occurs during a member's term of office, the Registrar must call for nominations and hold a ballot to fill the vacancy for the unexpired period of the term of office, if this is longer than three months.

**26) Members appointed by the SRC**

- a. One of the two members of Council elected by the SRC, who may or may not be a postgraduate student, will be a member of the SRC. The other member of Council elected by the SRC must be a postgraduate student but need not be a member of the SRC.
- b. The Registrar must notify the President of the SRC whenever it becomes necessary for the SRC to appoint a member of the Council.
- c. If a vacancy occurs during a member's term of office, the Registrar must invite the SRC to fill the vacancy for the unexpired period of the term of office, if this is longer than three months.

**(D) Membership of other Committees**

- 1) Council has a number of committees to which certain functions are delegated. These are: Audit and Risk Committee, Finance and Infrastructure Committee, Human Resources Committee, Remuneration Committee and the Governance Committee. It is expected of members of Council to be allocated to serve on these committees as representatives of Council. In a few cases individuals external to the University are appointed on these committees for their specific skills and expertise.
- 2) Provision also exists for Council representation on a number of other committees. These include: the Institutional Forum, Joint Committee on Ethics and Honorary Degrees Committee.
- 3) Committee appointments are subject to Council approval and are normally made for a period determined in the Charter of each Committee, with provision for subsequent reappointment.

**(E) Equality, Diversity and Inclusion**

- 1) The Council should promote University policies regulating equality, diversity and inclusivity and its practices on recruiting new members are expected to reflect its commitment to equality and diversity.
- 2) Ideally, Council should set its own targets with regards to diversity and equality (e.g. gender balance) among its members which it should monitor on regular basis.
- 3) Members of Council should complete an equality and diversity questionnaire, incorporated into a skills matrix questionnaire, data from which will facilitate an annual monitoring by the Governance Committee to inform the process of succession planning and recruitment to Council.

**(F) Induction and Council Workshops**

- 1) New members of Council are expected to participate in the induction process prepared by the University. On appointment members will also be furnished with details of on-boarding resources, including a calendar of meetings and events.
- 2) An initial meeting with the Chairperson of Council, the Vice-Chancellor and Principal and the Registrar will be arranged for each new member, at which meeting an appropriate programme and the support to be provided is agreed on. This meeting also serves as an informal briefing on current University and Council business and projects, and upcoming Council agenda items.
- 3) Members of Council will also be expected to participate in Council Workshops on various matters identified for this purpose. Such workshops are normally limited to one per annum but may increase based on need.

**(G) Information provided on appointment**

- 1) New members receive a letter of appointment notifying them of the period of appointment, dates of Council meetings and providing the following documents (physically or electronically):
  - a. Higher Education Act, as amended

- b. Statute of the Vaal University of Technology
- c. Institutional Rules
- d. Council Charter
- e. Code of Conduct for Council Members
- f. Declaration of Interest Form
- g. Skills Matrix and Equality and Diversity Questionnaire
- h. Annual Meeting Calendar
- i. Annual Workplan
- j. Approved VUT Strategic Plan

**(H) Council Assessment**

- 1) Council will undertake an annual assessment of its performance (internally or externally administered). Such assessment will include:
  - a. Governance Indicator Scorecard for Councils of Public Higher Education Institutions in South Africa which is submitted annually to the Department of Higher Education, Science and Technology; and
  - b. Any other instrument deemed fit-for-purpose. (optional)
  - c. Externally conducted biennial Performance Review of Council and individual Council Members and Committees.
- 2) The outcome of the assessments should be analysed and shared with the members of the Council for adoption. Such analysis should be used by the Governance Committee for recommendations with regards to Council development and appropriate Workshops.

**Procedure at meetings**

6.

**QUORUM**

- (A) The quorum of a meeting of the Council consists of 50 percent plus one of all members of the Council, provided that at least half of the members forming such a quorum are neither employees nor students of the University:
- 1) if, for any meeting, there is no quorum, the meeting will be adjourned to a date not more than fourteen days later, at which meeting the members present constitute a quorum, provided further that at least half of the members present are neither employees nor students of the University; and
  - 2) if, during the course of a meeting, a quorum, as contemplated in 6(A) above is lost, such meeting will be deemed to still form a quorum if the number of members present is not less than one third of all the members of the Council, and provided further that at least half of such remaining members are neither employees nor students of the University.

**MINUTES**

- (B) An ordinary meeting, after being constituted and opened, commences with the reading and confirmation, by signature of the Chairperson, of the minutes of the previous ordinary meeting and the minutes of any subsequent extraordinary/special meetings.
- (C) Minutes for all extraordinary/special meetings may only be approved/confirmed at an ordinary meeting of the Council.
- (D) Any objection to the minutes is raised and disposed of before the minutes are confirmed.
- (E) The secretary to the Council keeps the minutes of each meeting of the Council and must include such minutes with the agenda of the next Council meeting.
- (F) The minutes may be regarded as read if a copy of the draft minutes was previously sent to each member.
- (G) The number of votes in favour of or against any proposal is not recorded in the minutes unless the meeting so decides.
- (H) Notwithstanding sub-paragraph (G), at the request of a member the Chairperson may direct that the vote of such member be recorded.

**MOTIONS**

- (I) No motion or any amendment thereto arising in the course of a meeting is dealt with unless it has been seconded and the Chairperson has so ruled. Such motion or amendment must be submitted in writing.
- (J) No valid motion may be withdrawn except by leave of the meeting.

- (K) A member may not, except by leave of the meeting, speak more than once on any motion or amendment thereto, but the mover of a motion may exercise the right to reply.
- (L) Any member may move that a subject under discussion be dealt with in Committee and, if seconded, such motion is put to the vote without being discussed.
- (M) If the motion contemplated in sub-paragraph (L) is adopted, the Council goes into Committee forthwith, whereupon any member is entitled to speak on the subject under discussion more than once.

**POINTS OF ORDER**

- (N) The ruling of the Chairperson on any point of order is binding and cannot be challenged, but a point of order, clarification or information may be raised against any other member, in which instance the ruling of the Chairperson is binding unless immediately challenged by a member, in which further case the ruling is put to the meeting for determination without it being discussed. The decision of the meeting is final.

**ROUND ROBIN RESOLUTIONS**

- (O) When a majority of the members of the Council reaches agreement on a matter referred to them by letter or electronic means on behalf of the Chairperson, without convening a meeting, and at least two thirds of the members have confirmed by letter or electronic means that they were involved in the process to reach such resolutions, such resolution is equivalent to a resolution of the Council and must be recorded in the minutes of the next meeting.

**VIEWS OF AN ABSENT MEMBER**

- (P) The views of a member who is unable to attend a meeting may be submitted in writing but may not count as a vote of such member.

**DISORDERLY AND DISRUPTIVE CONDUCT**

- (Q) Anyone attending a meeting who, after having been requested to refrain from disrespectful or disorderly conduct that could reasonably be expected to disrupt the meeting, continues to disobey a ruling from the Chairperson, must be requested to leave the meeting. The matter should be referred to the Governance Committee for further investigation and sanction.

**Committees of Council**

- 7. (A) Paragraph 12(A) of the Statute, establishes the following Committees:
  - 1) Executive Committee of Council (EXCO);
  - 2) Audit and Risk Committee;
  - 3) Finance and Infrastructure Committee;
  - 4) Human Resources Committee;
  - 5) Remuneration Committee
- (B) The following Committees are established in terms of section 11(A)(v) and section 19(A) of the Statute:
  - 6) Governance Committee;
  - 7) Joint Committee on Ethics;
  - 8) Honorary Degrees Committee.
- (C) Each of the Committees in sub-section 7(A) and 7 (B) will have a charter detailing the terms of reference of the Committee.

**PART III**

**Senate**

**The Executive Committee of Senate (SENEX)**

- 14. (A) The Charter of the Executive Committee of Senate outlines the relevant terms of reference of the Committee.
- (B) The Executive Committee of the Senate deals with matters referred to it by the Senate and reports back to the Senate.
- (C) The Executive Committee also deals with whatever academic matters that may be required to facilitate the day to day functioning of the University in between Senate meetings.

**Faculty Boards**

- 15. (A) Faculty boards are appointed by the Senate to regulate the activities of the respective faculties of the University.
- (B) The composition of a Faculty Board is determined by the Senate.
- (C) The procedure applicable to Senate meetings is applicable, with the necessary changes, to meetings of the Faculty Boards.

## **PART IV**

### **Institutional Forum**

#### **Election of Representatives on the Institutional Forum**

16. (A) The representatives from Management are elected at a meeting of the Management Committee (MANCOM) of the University.
- (B) The Members of the Council to be elected representatives on the Institutional Forum as contemplated in section 31(2)(b) of the Act are elected at an Ordinary Meeting of the Council.
- (C) Only Members of the Council that are not employees or students of the University may be elected on the Institutional Forum.
- (D) The member of the Convocation as contemplated in the Statute (who is not a student, employee, Senate or a Council member) will be designated by the Convocation and shall be a person with at least five years' work experience after completion of studies at the Vaal University of Technology.
- (E) If a member referred to in paragraph (16) for any reason, vacates his or her office, the provisions of paragraph (16) are applicable.

#### **Election of members of Senate as representatives on Institutional Forum**

17. (A) The two (2) members of the Senate to be elected as representatives on the Institutional Forum as contemplated in section 31(2)(c) of the Act must be elected at an Ordinary Meeting of the Senate; and
- (B) If a member referred to in subparagraph (A) vacates his or her office, the provisions of subparagraph (A) are applicable.

#### **Election of Academic employees as representatives on Institutional Forum**

18. (A) The two (2) members of the academic employees to be elected as representatives on the Institutional Forum as contemplated in section 31(2)(e) of the Act, must be elected by the academic employees of the institution in accordance with the VUT Election Rules.
- (B) Nominations of candidates must be given in writing to the Registrar of the University and must be signed by two (2) members of the academic employees of the University as well as the person nominated, and such nomination must reach the Registrar at least seven (7) days prior to the date of election.
- (C) If more than two (2) candidates are nominated, elections must be held;
- (D) A candidate may only be elected by a majority of all the academic employees of the University.
- (E) If a member referred to in subparagraph (A) for any reason vacates his or her office, the provisions of subparagraph (A) to (D) are applicable.

#### **Election of employees other than academic employees (EOAs) as representatives on the Institutional Forum**

19. (A) The two (2) members of EOAs to be elected as representatives of the Institutional Forum as contemplated in section 31(2)(e) of the Act, must be elected by the EOAs of the institution in accordance with the VUT Election Rules.
- (B) Nominations of candidates must be given in writing to the Registrar of the University and must be signed by two (2) members of EOAs of the University as well as the person nominated, and such nomination must reach the Registrar at least seven (7) days prior to the date of election.
- (C) If more than two (2) candidates are nominated, elections must be held.
- (D) A candidate is only elected by a simple majority of all EOAs.
- (E) If a member referred to subparagraph (A) for any reason vacates his or her office, the provisions of subparagraph (A) to (D) are applicable.

#### **Election of a woman representing women and a person with disability representing persons with disability on the Institutional Forum**

20. (A) The two (2) members, one representing women elected by women (staff and students) and one representing persons with disabilities (staff and students), to be elected onto the Institutional Forum as contemplated in section 38(A)xi. of the Statute, must be elected by respectively by female staff and students and persons with disability in accordance with the VUT Election Rules.
- (B) Rules.

A call for nominations will be made through e-communication and email by the Registrar's office to the respective groups.

- (C) Nominations of candidates must be given in writing to the Registrar of the University and must be signed by two (2) members each (2 for women representative and 2 for representative of persons with disability) as well as the persons nominated, and such nominations must reach the Registrar at least seven (7) days prior to the date of election.
- (D) If more than one (1) candidate per group is nominated, elections must be held.
- (E) A candidate is only elected by a simple majority of all in each respective group.
- (F) If a member referred to subparagraph (A) for any reason vacates his or her office, the provisions of subparagraph (A) to (F) are applicable.

#### **Election of representatives of students on the Institutional Forum**

21. (A) The representatives of the students to be elected on the Institutional Forum as contemplated in section 31(2)(f) of the Act must be elected as provided for in the SRC Constitution.

#### **Election of members of unions as representatives on Institutional Forum**

22. (A) The one (1) representative per registered union of the University shall be elected according to the registered union's respective constitutions.

#### **Election of chairperson and deputy chairperson**

23. (A) Nominations for the Chairperson and Deputy Chairperson of the Institutional Forum must be given in writing to the secretary to the Institutional Forum.
- (B) Each nomination must be signed by at least two (2) members of the Institutional Forum and countersigned by the nominee to denote his or her acceptance of the nomination.
- (C) If more than one (1) person is nominated for the office, voting must be by secret ballot.
- (D) A candidate may only be elected to the office of Chairperson and Deputy Chairperson by a majority of members present at a meeting of the Institutional Forum.
- (E) If no candidate receives a majority of votes, successive rounds of voting must be held.
- (F) In each successive round of voting the candidate receiving the least number of votes in the previous round must be eliminated as a candidate.
- (G) If a vacancy occurs in the office of the Chairperson or the Deputy Chairperson, the provisions of subparagraphs (A) to (F) apply to the filling of such vacancy.
- (H) A Chairperson or Deputy Chairperson ceases to hold his/her office when the incumbent is removed from that office by a majority decision of the Institutional Forum or when the incumbent ceases to be a member of the Institutional Forum.

### **PART V**

#### **Students' Representative Council (SRC)**

24. (A) The Constitution of the SRC, approved by the Council, outlines the institutional rules governing the establishment and operations of the SRC.

### **PART VI**

#### **Management Structures and Committees**

25. (A) Detailed Terms of Reference for the Management Committee (MANCOM) are contained in the Charter of MANCOM, which form part of the Institutional Rules.
- (B) To give effect to subsection 44(F)(i) of the Statute, the Vice-Chancellor and Principal, on an annual basis, nominates one of the deputy vice-chancellors as the Vice-Principal for approval by the EXCO of Council.

#### **Committees of the MANCOM**

26. (A) The Executive Management Committee establishes committees, known as MANCOM Committees, to perform any of its functions.
- (B) The Executive Management Committee may, after consultation with the Senate, establish joint committees to perform functions that are common to the Executive Management Committee and the Senate.
- (C) The composition, functions, meetings procedure and dissolution of a committee contemplated in subparagraphs (A) and (B) are as determined through Charters of these committees.

## **PART VII**

### **Vice-Chancellor and Principal**

#### **Election and appointment**

27. (A) The secretary to the Council must, at least twelve (12) months before the Vice-Chancellor and Principal's contract ends, and if the office becomes vacant for any other reason, within 14 days after the office becomes vacant, give notice to every member of the Council of such vacancy.
- (B) In the event of a vacancy in the Office of the Vice-Chancellor and Principal, the Council, after consulting the Senate and the Institutional Forum may appoint an Acting Vice-Chancellor to hold office until such time as a new Vice-Chancellor and Principal takes up his or her appointment.
- (C) At a special meeting of the Council, convened for this purpose, the Council, while ensuring that the principles of democracy, inclusivity and transparency are complied with, determines the criteria to be applied for the purpose of nominating a candidate.
- (D) Council, through the Registrar, shares the criteria developed in (C) with the HR Department for further processing.
- (E) The Guidelines for Appointment of Managers at Post Levels 1-4 will be used to select a candidate/s to be recommended to Council for appointment.
- (F) The Executive Committee of Council (EXCO) receives and deliberates on the recommended candidates.
- (J) The EXCO nominates one (1) candidate for recommendation to the Council for appointment to the Office of Vice-Chancellor and Principal, provided that the names of all applicants, including the names of the short-listed candidates, are also submitted to the Council as part of the EXCO report.
- (K) The Council votes by secret ballot on the appointment of the proposed candidate to the Office of Vice-Chancellor and Principal and a simple majority of votes carries the proposal.
- (L) If a candidate cannot obtain a simple majority, the Council must refer the process back to the HR Department.

## **PART VIII**

### **Employees**

#### **Appointment of employees**

28. (A) Subject to section 34 of the Act, the Council and its delegate appoints employees in accordance with the staffing policy of the University as determined through relevant HR policies.

#### **Conditions of service of employees**

29. (A) The conditions of service, including the remuneration of the employees, are determined by the Council and set out in the relevant policies of the University.

#### **Disciplinary code and procedure for employees**

30. (A) All employees are subject to the disciplinary code, the disciplinary procedures and the grievance procedure applicable to employees as determined in the relevant policies of the University.

#### **Employee organisations**

31. (A) The University may, for such purposes and on such conditions as it may determine, grant recognition to any employee organisation of the University.
- (B) The University may enter into an agreement with a representative employee organisation for purposes of consultation and negotiation on service benefits and conditions of service, including remuneration of employees in accordance with the relevant labour legislation.
- (C) The conditions of service of employees, employment of employees, evaluation of employees and disciplinary code and procedure are determined by Council and contained in the Institutional Rules.

## **PART IX**

### **Convocation**

#### **Quorum and procedure at meetings of the Convocation**

32. (A) The procedure at a meeting of the Convocation is decided by the meeting, but:
- 1) the quorum at an annual general meeting is 30;
  - 2) at the annual general meeting the Convocation must:
    - i. confirm the minutes of the last annual general meeting and of any special general meeting held since then, with or without amendment; and

- ii. deal with the business of which notice has been given and any other business which a three-quarters majority of those present agree to consider;
- 3) at a special general meeting the Convocation must deal with the business and only the business, of which notice has been given;
- 4) in the absence of the President, the meeting must elect a member to preside over that meeting;
- 5) no member may, without the permission of the meeting, speak more than once to any motion or to any amendment, except that the proposer and seconder of any motion or any amendment has the right of reply to the debate on the motion or the amendment as the case may be;
- 6) the Chairperson has a deliberative vote on each question and also a casting vote in the case of an equality of votes; and
- 7) the ruling of the Chairperson on any question of order or procedure is binding unless immediately challenged by a member, in which case the Chairperson must submit his or her ruling without discussion to the meeting, which decision is final and binding.

## **PART X**

### **Office of the VUT Ombud**

33. (A) Council establishes the Office of the Institutional Ombud.
- 1) The Ombud provides informal assistance to resolve conflicts, build mutual trust and enhance service delivery within the university.
  - 2) The office operates as an independent, impartial, confidential and informal entity where members of the university community can raise their concerns and have a voice within an environment of trust and confidentiality.
- (B) The Office is accountable to the Council through the Chairperson of Council and is resourced through the Office of the Vice-Chancellor and Principal.
- (C) The Charter of the Ombud's Office sets out the terms of reference of the Office.

## **PART XI**

### **Appendices to the Institutional Rules**

34. (A) The following Appendices form part of the Institutional Rules:
- 1) the VUT Delegation of Authority and Decision-Making;
  - 2) the VUT Committee Structure;
  - 3) the VUT Election Rules;
  - 4) the VUT General Academic Rules and academic rules for specific programmes; and
  - 5) the SRC Constitution
  - 6) Charters of Committees