

# **Nominations, Honorary Awards and Legislation Committee Terms of Reference**

## **Section 1 - Establishment**

(1) The Nominations, Honorary Awards and Legislation Committee is established under Part 3 Section 19(1) of the Charles Darwin University Act 2003.

## **Section 2 - Functions and Responsibilities**

(2) The Nominations, Honorary Awards and Legislation Committee reports to Council and has the following functions:

- a. To act as the selection panel for nominations for appointment to the Council by the administrator;
- b. To act as the selection panel and make recommendations to Council of candidates to be appointed to controlled entities and other affiliated bodies;
- c. To act as the selection panel for Council on matters relating to awarding of honorary awards;
- d. To advise and make recommendations to Council in relation to naming rights as contained in the relevant University policy;
- e. To advise and make recommendations to Council on proposed changes to the Charles Darwin University Act, by-laws, rules, constitutions and policies and for controlled entities and affiliated bodies; and
- f. To advise and make recommendations to Council on the Voluntary Code of Best Practice for the Governance of Australian Public Universities (as amended at the Universities Australia and University Chancellors Council joint meeting on 15th May 2018).

## **Section 3 - Membership**

(3) The membership of the Nominations, Honorary Awards and Legislation Committee shall comprise the following:

- a. Chancellor;
- b. Deputy Chancellor;
- c. Council member nominated by the Chancellor;
- d. Vice-Chancellor; and
- e. Chair, Academic Board.

The Nominations, Honorary Awards and Legislation Committee will also have the right to co-opt other members as deemed necessary.

## **Section 4 - Chair**

(4) The Chancellor shall act as Chair for the Nominations, Honorary Awards and Legislation Committee. If the Chancellor is not available then the Deputy Chancellor will chair the meeting. The Chair has a deliberative and, if required, a casting vote.

## **Section 5 - Secretary**

(5) The University Secretary (or nominee) shall act as secretary for the Committee.

## **Section 6 - Term of Office**

(6) The objectives and membership of the Nominations, Honorary Awards and Legislation Committee will be reviewed on an annual basis and reported to Council.

## **Section 7 - Quorum**

(7) A quorum shall comprise three members of the Nominations, Honorary Awards and Legislation Committee including the Chancellor and Deputy Chancellor.

## **Section 8 - Meetings**

(8) The Nominations, Honorary Awards and Legislation Committee shall meet as necessary, but at least once a year.

## **Section 9 - Agenda**

(9) The agenda is to be distributed with supporting documentation at least seven days prior to meeting date.

## **Section 10 - Reporting**

(10) The minutes from each meeting of the Nominations, Honorary Awards and Legislation Committee will be provided to the next meeting of the Council.

## **Section 11 - Conflicts of Interest**

(11) Where a member has a real or perceived conflict of interest regarding an agenda item, they must declare this to the Chair at the commencement of discussion of the item, and be prepared to excuse themselves from the discussion, or the room, if required.

## **Section 12 - Definitions**

(12) In the context of this document: Honorary Award means the conferring by Council of the following degrees: Honorary Degree and Doctor of Honoris Causa.

## Status and Details

<b>Status</b>	Current
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