



SERC Governing Body Standing Orders

Review Page

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Version Control

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Monitoring and Assurance

The effectiveness of this document will be monitored through:

- Governing Body oversight and reporting
- Compliance with regulatory and Departmental requirements
- Feedback arising from implementation or audit activity
- Feedback from Effectiveness Reviews

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Introduction:

1. SERC is an NDPB of the Department.
2. These are the Standing Orders for SERC made by GB on 23rd June 2026 for the regulation and good governance of the College. They are part of the College's overall [governance framework](#). Unless otherwise stated, the Standing Orders apply to GB, its Committees or sub-committees and Ad Hoc Committees, but do not apply to working groups.
3. The Standing Orders are subject and subservient to the [1997 Order](#). They are consistent with the Instrument* and Articles* which provide for GB's constitution and functions/responsibilities respectively, taking other regulatory documents, Agreements, Codes and Guidance into account.
4. Chair's rulings on procedure and conduct under these Standing Orders shall be final for the purposes of the meeting in consultation with the Secretary
5. The Standing Orders shall take effect until further notice and supersede all prior Standing Orders.
6. The Standing Orders shall be reviewed by GB biennially or as required. Standing Orders can be altered only by resolution of Governing Body.

Agenda & Order of Business of GB and Committee Meetings

7. Secretary convenes meetings by way of Notice, Agenda and papers where possible, by email.
8. The business of a meeting follows the order set out in the Agenda so far as reasonably practicable, priority to be given to matters of special importance or urgency at the discretion of Chair.
9. Secretary indicates in the Agenda if the Meeting will move '[Into Committee](#)' to consider a matter of confidential business, in which case this is recorded in the Minutes by way of resolution.
10. Papers are not normally tabled at meetings. It may become necessary to do so at Chair's discretion, for example where a matter is urgent, or new or further information emerges which must be brought to the Meeting.
11. The Minutes shall record when papers are tabled.
12. Where a Committee meets after the last meeting of GB, but time has not allowed for the circulation of its Minutes, Committee Chair may raise any urgent business arising from that meeting under the Committee Briefing item in GB agenda.

Agenda Timeline (indicative only)

Time	Action	By whom/Comment
15 days before scheduled Meeting	Request in writing to Secretary for additional Agenda Item or Motion to be included in an Agenda	Member of GB Secretary
14 days before scheduled Meeting	Secretary contacts Chairs to agree items for the Agenda; Chair decides if additional items or Notice of Motion are included	Secretary & Chairs of GB & Committees;
Agenda Meeting	Chair and Secretary review and agree the Agenda with CMT	Chair, Secretary and where appropriate Principal & senior members of staff
Time	Action	By whom/Comment
7 days before scheduled Meeting	Secretary notifies Members of the meeting and Agenda by email	Secretary Agenda with papers are published via GB Teamsite
Up to date of or at the Meeting	Emergency or substantive business reported to Chair may be added at Chair's discretion in consultation with Secretary under Chair's Business	Chair, Secretary

Standard GB Meetings: Agenda Items & Minutes

(A=Annually or as required; EM = Each Meeting)

	Agenda	Owner	Minutes	Commentary	A EM
1	Chair's Business includes	Chair			
1.1	Attendances & Apologies for Absences	Secretary	Secretary records these and a member's early departure and late arrival to a Meeting	Secretary uses the record of attendees for purposes of remuneration (DfE Circular FE07/17); to satisfy quorum requirements Quorate Section	EM
1.2	Declarations of Conflicts of Interest; Perceived Conflicts of Interest Register of Interests	Members Secretary CMT	Secretary records all declared, potential and perceived conflicts of interests	See section Withdrawal from Meetings Conflicts of Interest Policy Minutes will be kept in a separate confidential minutes register and are clearly marked 'Confidential'. Access is restricted to authorised persons only. Where Secretary (is asked to) withdraw(s) from a meeting, notes of that part of the meeting will be taken by Vice Chair or nominated member of GB and which shall then be treated as if Secretary had taken them and saved on the Chair or Secretary Teamsite	EM
1.3	Gifts and Hospitality	Members Secretary CMT	Secretary maintains Register of Interests & Hospitality	Hospitality and Gifts Policy	A

1.4	Draft minutes of previous meeting presented for approval and adoption	Chair	Once approved, Chair signs draft minutes as a true record and Minutes are adopted	Draft minutes become the Minutes Any amendments will be agreed and recorded at the meeting	EM
2	Matters Arising/Action Points/ from previous Meetings	Secretary Member CMT officer	Secretary Member CMT Officer reports on the actions arising from the Meeting		EM
3	Secretary's Business	Secretary		Secretary presents items for information	EM A
4	Principal's Report	Principal			EM
5	Draft Committee minutes go forward for adoption by GB	Committee Chair	Draft minutes are adopted by GB by way of Proposer & Seconder		EM
	(Where draft minutes are not available) Briefing on most recent Committee/Working Group Meeting held	Committee Working Group Chair	GB adopts the recommendations of a Committee or Working Group, to which it may also refer a particular matter, if required	?	EM

6	Programme of Work	Secretary	GB adopts work programme as put forward by the Chair and Chair of each committee	The work programme remains fluid and may be amended throughout the year	A
7	Terms of Reference	Secretary	GB adopts the terms of references as recommended by committee		A
8	Items for information				EM
9	Any Other Business			At Chair's discretion	EM

Standing Committees ,Temporary or Ad Hoc Committees of GB

GB sets up an appropriate Committee structure to assist in the exercise of its responsibilities.

GB must set up these Standing Committees	Finance & General Purposes Committee; Audit Committee	
GB may set up these Standing or Ad Hoc Committees	Education Committee; Temporary or Ad Hoc Committees from time to time	Temporary or Ad Hoc Committees exercise a short-term function & purpose only
GB must seek	the Department's approval before changing the number of Committees	with its agreed rationale for change
GB must approve	terms of reference, membership & reporting arrangements of each Committee	
GB must determine	the quorum of Committee	
Committee elects	chair from eligible member of GB	Principal, permanent members of staff and student member may not chair a Committee, co-opted member may not Chair Audit Committee
GB may refer	a matter to a Committee from time to time	Committee will consider and report to GB

Standard Committee Agenda includes

(A=Annually or as required; EM = Each Meeting)

	Agenda	Owner	Minutes	Commentary	A EM
I	Chair's Business			includes: Items 1.1 to 1.3 of Standard GB Agenda Election of Vice Chair	EM A
II	Draft minutes	Chair	Agreed and adopted by Committee by way of Proposer and Seconder	Chair presents Committee minutes to subsequent GB meeting for adoption Where a Committee does not have expressly delegated authority to decide a matter, Chair will report Committee's recommendations to GB for adoption	EM
III	Correspondence	Chair Secretary CMT member			
IV	Presentations				
V	Relevant Papers				
VI	Policies				
VII	Any Other Business				
VII	Matters for Noting				

Special Meetings of GB:

13. Chair may call a Special Meeting at any time.
14. 5 members of GB may call a Special Meeting by way of a written Requisition which states clearly the purpose of the meeting. Each of the 5 requisitioning members shall sign the Requisition, which will be delivered to Secretary. Chair has no power to refuse or delay calling a Special Meeting upon receipt of a properly submitted Requisition for a Special Meeting.
15. The Internal or External Auditors may call a Special Meeting where they wish to discuss the circumstances relating to their removal or resignation. Chair has no power to refuse or delay their call for a Special Meeting.
16. The Special Meeting is valid only if quorum requirements are met.
17. Only the business which Chair considers requires urgent attention, or as clearly stated in the Requisition, or as required by the auditors, shall be discussed at the Special Meeting.
18. Secretary shall deliver a written notice to members convening a Special Meeting with an agenda and associated papers within 7 days from when the Chair calls for the Special Meeting, or upon receipt of a valid Requisition or call from auditors, the Special Meeting to be held 14 days from date of issue of written notice.
19. Chair may in their discretion abridge time in any case in which to convene and hold a Special Meeting. Where a request is received from the 5 requisitioning members their agreement is required to abridge time. The consent of the internal or external auditors is required to abridge time.
20. Should for whatever reason the Chair fail, delay or refuse to convene the Special Meeting within the time set out, Secretary shall convene it and the members present shall appoint a chair from among their number to preside over the meeting. A chair in such circumstances may not be the Principal, staff or student representative. If both Chair and Secretary fail, delay or refuse to convene the Special Meeting, the members who submitted the Requisition or auditors may convene the meeting by giving notice to all members in accordance with the Standing Orders and appoint a chair from among their number, as above. The Minutes shall record the reason the Chair and or Chair and Secretary did not convene the meeting if known, and action taken by the members.

Quorum:

(Sub Para 5a Instruments)

21. The quorum for GB Meeting or Special Meeting of GB shall be 6 members of whom at least 3 are members appointed under the business, industry and profession category.
22. GB determines the quorum for membership of a committee in accordance with the arrangements set out in the [Articles](#). The current quorum for a Committee is 3 members.
23. Upon notification of a meeting, Members must inform Secretary as soon as possible if they will or will not attend. Should a member be absent without a special reason approved by GB for a continuous period exceeding 6 months from all meetings of GB or any of Committees to which the member has been appointed, GB will give written notice to the member of its intention to apply to the Department to have the member removed from office and do so thereafter.
24. While all meetings will normally be held 'in person', in exceptional circumstances a member may ask to and be permitted to attend meetings remotely by electronic means such as Microsoft Teams provided, they have given sufficient notice of their request to Secretary and Chair permits (such permission not to be unreasonably withheld). To participate effectively in such circumstances, the member must have access to appropriate equipment and use best endeavours to ensure confidentiality as far as reasonably practicable. A member participating in this way will have the same rights and responsibilities as members attending in person, including full voting rights, and their participation will count as attendance for the purposes of establishing whether a quorum is present.
25. If, 30 minutes from the time notified to start the meeting, its number and or composition does not constitute a quorum, the meeting shall not be held.
26. If during a meeting, the number or composition of members ceases to represent a quorum, then the meeting shall be adjourned. Secretary records in the Minutes that the meeting has become inquorate, noting the time of adjournment and names of members present and those who exited the meeting.
27. It is possible to hold informal discussion with those present if the meeting is inquorate but it is not possible to reach a decision or resolution in these circumstances. These discussions will be minuted.
28. If a meeting cannot be held or continued because it is inquorate, Chair may cause a Special Meeting to be convened as soon as is convenient.
29. If Chair does not convene a Special Meeting, Secretary will refer any matter on the Agenda of the inquorate meeting to the next meeting and the matter becomes part of that subsequent meeting's Agenda and is discussed afresh

Withdrawal from Meetings

Instrument Schedule 4 Para 17 Instrument of Government Conflict of Interest Policy

30. Members must act solely in the interests of SERC and avoid actual, potential or perceived conflict of interest.
31. Where, before or during any meeting a member becomes aware that they, or any person related to or connected with them, have an actual, potential or perceived conflict of interest, material or otherwise, direct or indirect, in or relating to any item of business they must declare their interest immediately. ([Managing Public Money NI](#)).
32. Where a perceived conflict of interest is raised by another member during a meeting, Chair shall invite the member concerned to declare that interest and otherwise determine how it is to be managed by resolution of GB if required in consultation with the Secretary
33. If a conflict of interest is identified in advance of a meeting, Chair will discuss this with the member beforehand to agree, if possible, how this will be handled. Where necessary, Chair will seek a resolution from the members present if the affected member may remain in or withdraw from the meeting in the absence of the member, before the item is discussed, which will be recorded in the Minutes.
34. Where a conflict of interest of a member is raised at a meeting and there is a proposal for that member to withdraw, which may be done without notice, Chair shall request that member declares the conflict and or withdraws from the meeting.
35. Thereafter, GB will consider and determine if there is a conflict and its management to include whether the member may return to the meeting, participate in the discussion, vote, or must withdraw or remain withdrawn from the meeting and if the matter will be dealt with confidentially. The declaration and any action must be taken by way of resolution from GB members present and shall be recorded in the Minutes.
36. They shall not vote on any question relating to the matter. This must be recorded in the Minutes.
37. The Principal, staff or student representative are not required to declare an interest or withdraw from consideration of an item where their interest exists only because of their appointment to GB.
38. However, unless invited to remain by a resolution of the other members present, they must withdraw from any meeting where any of the circumstances set out in [Schedule 4](#) to the Instrument apply.
39. In the case of confidential business, whether before, part of or after a GB meeting, all staff members, students invited representatives (including the Principal, staff and student representatives) shall leave the Meeting unless requested to remain by resolution of the other members present.

40. The management of conflicts of interest is governed by the College's Conflicts of Interest Policy, which applies to all members and sets out the framework for identifying, recording and managing conflicts. Members are required to comply with that Policy at all times, including maintaining an up-to-date Register of Interests, making annual declarations, and notifying the Secretary promptly of any changes in circumstances.
41. The provisions within these Standing Orders relate specifically to the conduct of meetings and should be read in conjunction with the Policy. In managing conflicts, the Governing Body may determine appropriate mitigating actions, including restriction of participation or withdrawal from discussion and decision-making. Members must not participate in, or seek to influence, any decision in which they have an actual, potential or perceived personal interest.

Adjournment of Meetings: GB and Committees

42. Chair may adjourn a meeting at their discretion. This includes adjourning the meeting in the event of any disturbance.
43. Where it is adjourned to a later time on the same day or to another date, subject to the same members being present, the adjourned meeting shall be treated as a continuation of the original.
44. When a meeting is adjourned indefinitely, any unfinished business shall be dealt with afresh at the next meeting.
45. No business shall be conducted at the next meeting, which was not on the Agenda for the adjourned meeting unless notice with relevant documents thereof is sent to each member 5 days before such a meeting.

Attendance of Persons not being members of GB

Employees of the College:

46. Chairs determine attendance of the Employees of the College after consultation with Principal through Secretary

Meeting	Officers Normally in Attendance
GB	Deputy CEO (or equivalent)
Audit & Risk Committee	Deputy CEO (or equivalent)
Finance & General Purposes Committee	Deputy CEO (or equivalent) Head of HR (or equivalent)
Education Committee	Deputy Principal x 2
	Other employees for specific items and are required to attend for that agenda item only

Third Parties

47. Third parties will attend as necessary by invitation of Chair issued through Secretary and do not participate in decision making. They speak only with permission of Chair and may be excluded at any time at the discretion of Chair in consultation with Secretary.
48. Secretary records in the Minutes the name and capacity of any third party in attendance and the items of business for which they were present

Members of the Public:

42. A request to attend a meeting of GB must be made in writing to Secretary no later than 7 days prior to the date of the meeting.
43. Members of the public or press may only be admitted to a GB meeting by specific invitation of Chair, subject to ratification of at the meeting before they join. Members of the public and press will be in attendance as observers only.
44. While staff and students and members of the public should have access to information about SERC, meetings are not generally open to the public or press.

'In Committee':

45. GB may at any time before or during a meeting resolve to meet 'In Committee'.
46. A Committee may decide to meet 'In Committee' provided this is consistent with its Terms of Reference, the Standing Orders and the [College's Code of Conduct](#)

47. When meeting 'In Committee', attendance is subject to [Schedule 4 of the Instrument](#) restricted to members of GB and those persons formally invited to attend by Chair.

48. Secretary will maintain a separate confidential record of proceedings held 'In Committee'.

Members' Conduct in Meetings.

49. No discussion of business shall take place at a meeting of GB or Committee thereof at any time when the chair is vacant.
50. Members speak one at a time to the business of a Meeting only through and with the consent of Chair, and shall not interrupt a member who is speaking unless on a point of order. When 2 or more members signal their wish to speak, Chair decides who has precedence.
51. Chair may recommend and, with the agreement of the members, shall set such limits on the frequency and duration of individual debates as appear to be necessary for the efficient discharge of the business of the meeting, subject to the right to reply of a member at the close of debate on a proposal or amendment to it, immediately before it is put to the vote. Where there is no agreement, Chair shall set such limits in the exercise of their discretion.
52. Chair will discourage any irrelevance, unnecessary repetition, failure to address Chair, offensive language, and may invite the members, without debate, to censure and/or refuse to hear further from any Member considered to have persisted in so speaking.
53. Members shall not make any audio, visual, digital recording of the meeting. Unauthorised recording will be treated as a breach of the Standing Orders and [Governor Code of Conduct](#).
54. If at a GB or Committee meeting any member persistently disregards the procedures for the conduct of business contained in the Standing Orders, including the ruling of Chair, or wilfully or persistently obstructs the business of the meeting, a proposal for the member to withdraw from the meeting may be made and the proposal if seconded shall be put to the meeting and determined without discussion. This will be recorded in the Minutes.
55. If the member refuses to withdraw the meeting or item will be adjourned.

Point of Order:

56. A Point of Order may be raised at any time by a member or Secretary whether in GB or Committee who believes the Standing Orders are being breached. They must state clearly the Order or procedure they believe has been breached.
57. Members are encouraged to raise any Point of Order with Chair or Secretary in advance of or before the commencement of the meeting, where possible.
58. The following procedure applies where a Point of Order is raised:

Member called to Order	immediately ceases speaking until the Point of Order is disposed of before the subject under discussion is resumed or any other subject commences
Chair	consults with Secretary immediately to examine the relevant Standing Order and thereafter rule upon the Point of Order
The Ruling of Chair	is immediate, final and binding for purposes of the meeting
Once the Point of Order is determined	the debate continues or another item commences

Point of Information/Clarification:

59. Where during a meeting a member or other attendee seeks a point of Information or Clarification, the following procedure applies:

Member or other attendee seeks Chair's permission to raise a Point of Information/ Clarification	for example, by raising a hand
Chair will at their discretion deal with matter	immediately or at the earliest opportunity
Member speaking	has the option to accept or decline the Point of Information/Clarification
Chair will rule on Point of Information/Clarification	their ruling is binding for purposes of meeting

Notice of Motions, Motion to Amend, Motion to Rescind:

60. Every Motion must be relevant to some matter in relation to which GB has powers or duties.
61. A member who intends to move a motion at a meeting must submit a written Notice of Motion with, where appropriate, sufficient information that explains and supports their Motion, to enable members to make an informed decision on the Motion, to Secretary at least 15 days before the meeting. A Motion that has not been submitted at least 15 days prior to the meeting shall only be considered with the consent of Chair providing it is not a Motion to Rescind which must always be made in writing at least 15 days in advance of the meeting.
62. In exceptional cases, if a member seeks to propose a motion to amend or rescind outside the annual meeting cycle in which the matter was addressed, the proposal will only be considered at a future meeting if a majority of members resolve to do so.
64. A member may propose a Motion to Amend a Motion which is being discussed during a meeting which may be accepted without prior written notice providing it is procedural and does not alter the nature of the original Motion substantively, with the consent of Chair who may consult Secretary.
65. Chair will decide in their absolute discretion if an amendment is procedural or substantive, after consultation with Secretary. The decision of Chair will be final and binding.
66. Any Motion must be proposed and seconded before debate on the issue may begin. If there is no Secunder to a proposal, a Motion shall fall without discussion.
67. Once a Motion is duly proposed and seconded, it becomes the property of GB or Committee and may only be withdrawn with the consent of the GB or Committee, who may be called upon to vote.
68. Proposer has the right to speak first in support of the Motion and a right to reply at the close of any discussion immediately before it is put to a vote. Secunder of a Motion may speak only once in the debate.
69. A Motion to Amend (which may not be a direct negative of the Motion) will be considered in order before continuing debate or discussion on the Motion.
70. Proposer of the Motion may accept or choose to speak against a Motion to Amend.
71. When a Motion to Amend is accepted by GB or Committee, it becomes part of the main Motion.
72. When all Motions to Amend have been concluded, discussion on the Motion shall continue until a decision has been reached.

73. Where previous Minutes are presented for approval, save Proposer of a subsequent Notice of Amendment to the Minutes may not formally propose or second the Amendment.

Voting

[\(Articles para 20\)](#)

74. GB and Committees operate on the basis of collective responsibility for resolutions and decisions and are expected to support the resolution or decision.
75. Voting is in accordance with the Articles and following additional requirements:
76. Voting shall normally be by a show of hands.
77. A simple majority vote shall be required for a resolution/decision.
78. Chair shall have a substantive vote and in the event of an equal division of votes will have a casting vote.
79. A member dissenting from a majority decision may ask for their dissent to be recorded in the Minutes.
80. Before a vote is taken, a member may requisition that the vote is recorded. If at least one other member supports that requisition, a simple majority vote is overridden and Secretary shall take a recorded vote which records which members present gave their vote for or against that question or abstained from voting.
81. A member may not vote by proxy.
82. A student member who is under 18 years at the time of the vote is not eligible to vote on any question concerning any proposal for expenditure of money by GB or under which GB or any members of GB would enter a contract or incur any debt or liability whether immediate, contingent or otherwise.
83. Where a Motion has been duly proposed and seconded in accordance with these Standing Orders, and where Chair, having tested the opinion of the meeting, is satisfied that there is general agreement and no member objects or requests that the matter be put to a vote, Chair may declare the Motion to be carried by consensus without a vote. In such circumstances, the decision shall be recorded in the Minutes as agreed. Where consensus is not evident, or where a vote is required by these Standing Orders or is requested by a member, the Motion shall be determined by a vote in accordance with this section.

Glossary

Definitions

‘Academic Year’	1 st September to 31 st August
‘Action Point’	Actions arising from a meeting which must have an agreed purpose & must have a realistic timeline for completion
‘Ad hoc Committee’	A Committee formed for a specific limited purpose, usually to deal with a particular issue or task, and dissolved once that purpose is complete
‘Agenda’	The list of items of business to be considered at a meeting of GB or Committee, prepared by the Secretary in consultation with the Chair and circulated to members in advance of a meeting in accordance with the Standing Orders
‘Amendment’	An amendment is an amendment to an existing motion, and is subsidiary or secondary to the main Motion which is before a meeting
‘Arm’s Length Body’	A public body established by a government Department to deliver public services with a degree of operational independence from its sponsoring Department while adhering to a framework of governance and accountability defined by its sponsoring Department
‘Articles’	the Articles of Government for SERC providing for the functions and responsibilities of GB which cannot be modified or replaced without the approval of the Department
‘Chair’	the Chair for the time being of GB or Committee as the context requires as provided for under Article 3 of Schedule 3 to the 1997 Order and as appointed in accordance with Part IV of the Instrument. This includes the Vice Chair or other nominated member of GB in the absence of the Chair
‘CMT’	College Management Team which comprises the Principal, Deputy CEO and Deputy Principals
‘College’	SERC
‘Colleges’	The 6 Further Education Colleges in Northern Ireland
‘Code of Conduct’	Instrument of Government part V-Code of Conduct; SERC’s Code of Conduct for GB members
‘Committee’	A Standing Committee

'Confidential Business'	Business involving sensitive information that must not be disclosed beyond the meeting and may be recorded in a separate Confidential Minute
'Conflict of Interest'	A conflict of interest involves a conflict between the public duty and the private interest of a public official in which the official's private-capacity interest could improperly influence the performance of his/her official duties and responsibilities
'Cycle of meetings'	The calendar of annual meetings comprising 5 cycles of business per annum
'Day'	Working day
'Decision'	A determination of GB; of Committee or officer acting under express delegated authority in the course of business; may be informal or formal; used for procedural, administrative, operational, routine matters, used for general or everyday choices
'The Department'	the Department for the Economy
'Eligible member'	a member for the time being of GB who is entitled to be appointed as Chair or Vice Chair of GB or a Committee, or to vote, as the context requires
'FE'	Further Education
'GB'	the Governing Body of SERC
'Instrument'	the Instrument of Government for SERC providing for the constitution of SERC which cannot be modified or replaced without the approval of the Department
'Into Committee'	Where confidential business is discussed in private
'Meeting'	An Ordinary meeting of GB or a Committee which deals with the regular or annual cycle of business.
'Meetings'	Includes Ordinary Meetings, Special Meetings, Ad hoc Committees and or Committee Meetings as the context requires
'Member'	an appointed or elected member of GB for the time being and includes the Chair and Vice Chair except under Schedule 1 of the Instrument
'Minutes'	The formal written record of decisions and proceedings of a meeting prepared by the Secretary and signed by the Chair as a true and accurate record of that meeting; they are a public record and important part of the governance trail in respect of decisions
'Motion'	The main Motion which is a formal proposal in a meeting, submitted by a member, put before a meeting for discussion and decision, on which the members vote to determine whether it is approved or rejected. A Motion may be substantive or procedural.
'The Nolan Principles'	the Seven Principles of Public Life – GOV.UK
'Non-Departmental Public Body'	A Non-Departmental Public Body is a public sector organisation that operates at arm's length from the Department

'The 1997 Order'	the Further Education (Northern Ireland) Order 1997 which provides the statutory basis for further education in Northern Ireland
'Partnership Agreement'	the signed 'Partnership Agreement' between the Department and SERC
'Perceived conflict of interest'	Where a reasonable person may form the view that a member's personal interests could influence, or be seen to influence, improperly the performance of their duties, regardless of whether this is in fact the case
'Point of Information or Clarification'	Used to clarify a factual matter relevant to the debate, not to express an opinion or argument
'Point of Order'	Is taken in respect of an alleged breach of the Standing Orders or meeting procedures
'Potential Conflict of Interest'	<p>A conflict of interest can also be perceived. A perceived conflict of interest exists where it could be perceived, or appears, that private capacity interests could improperly influence the performance of a public official or Board member's official duties and responsibilities. A perceived conflict may pose no actual risk to the conduct of SERC business, but it requires proper management in order to minimise the risk of reputational damage both to the College and the individual concerned.</p> <p>A perception of a conflict of interest can be just as significant as an actual conflict of interest.</p> <p>The key issue is whether there is a risk that a fair-minded outside observer, acting reasonably, would conclude that there is a real possibility of interest.</p>
'Principal'	the Principal and Chief Executive of SERC who has been appointed by GB to be responsible for the day-to-day management of the College, and includes any person duly authorised to act as their deputy
'Procedural Matter'	Issues or questions that relate to the rules, methods or processes of conducting a meeting, concerning how something is done rather than what is decided or concluded
'Proposer'	A member who formally submits a motion for consideration by the meeting
'Quorum'	The minimum number of members who must be present for a meeting's business to be valid. If the minimum attendance threshold is not met, the meeting is inquorate and no decisions may be taken
'Recommendation'	Not binding, a recommendation is formally agreed by Committee and thereafter submitted to GB for consideration and decision or resolution, where Committee does not have delegated authority to determine the matter itself
'Recorded Vote'	Recorded in the Minutes as the simple ratio of votes of members present at the meeting and shows how many present voted for and against the question or abstained from voting

'Recorded Vote'	Named	A vote recorded in the Minutes to show names of each member present at the meeting who voted for or against the question or abstained from voting
'Request for Agenda Item'		A request by a member to have a specific topic added to an agenda in advance of a meeting
'Rescind'		To revoke, reverse or materially alter a decision or resolution that has already been made and adopted by GB or Committee
'Rescission'		A Motion to propose to revoke, reverse or materially alter a decision or resolution that has already been made and adopted by GB or Committee
'Resolution'		A decision of GB proposed, seconded and carried by a vote in accordance with the Standing Orders; represents the formal, binding decision of GB, recorded in the Minutes and remains in force until amended or rescinded subsequently; legally or procedurally binding.
'Secunder'		A member who formally supports a Motion proposed by another member to indicate the Motion or amendment is worthy of consideration; The seconder does not have (to speak in) support (of) the subject matter
'Special Meeting'		A Special Meeting reserved for a specific urgent matter outside the normal cycle of business that requires immediate attention
'Staff'		All staff of the College
'Staff members'		The members elected by the staff of the College to GB in accordance with paragraph 5(c) of the Instrument
'Standing Committee'		A permanent committee established by GB with defined terms of reference and delegated authority
'The Secretary'		The person appointed by GB for the time to perform the duties of Secretary for that body and includes any person duly authorised to act as their deputy
'The Sector'		The Further Education Sector in Northern Ireland
SERC		The South Eastern Regional College
'The Standing Orders'		the rules and procedures that regulate/govern the business and proceedings of the GB and its Committees
'Student Member'		The member elected by the student body to GB in accordance with paragraph 5d of the Instrument
'Working Group'		A group formed to carry out detailed work, research, or preparation and make recommendations but not usually to make decisions