

**BRUNEL UNIVERSITY LONDON**  
**Council Ordinance 6**  
**Appointment of Chair of Council and Deputy Chair of Council**

**1. Procedure**

- 1.1 The Governance and Nominations Committee shall keep under regular review the terms of office of the Chair of Council and the Deputy Chair of Council and be responsible for agreeing a process of appointment.
- 1.2 The Governance and Nominations Committee shall determine the most appropriate recruitment strategy for the appointment of the Chair of Council and/or the Deputy Chair of Council (as the case may be).
- 1.3 Council will agree the duties, key functions and skills of the Chair of Council and the Deputy Chair of Council, as advised by either the Governance and Nominations Committee or the Appointments sub-Committee (as appropriate).
- 1.4 Following conclusion of the process, the Governance and Nominations Committee shall make a recommendation to Council on the appointment of the Chair of Council and/or the Deputy Chair of Council (as the case may be).

**2. Appointments sub-Committee**

**2.1 Purpose**

- 2.1.1 The Appointments sub-Committee shall be convened to advise Council on the appointment of the Chair of Council in situations where that appointment could be made from outside the existing membership of Council.
- 2.1.2 The Appointments sub-Committee shall agree the process of appointment with Council. After agreement has been reached they shall then have freedom to determine the most appropriate way to conduct their business, including the recruitment strategy for the appointment of the Chair of Council.

**2.2 Membership**

- 2.2.1 The Appointments sub-Committee will consist of up to six members of Council, of which at least four must be independent members.
- 2.2.2 The Appointments sub-Committee must consist entirely of members who have expressed no interest in being appointed to the position which the Appointments sub-Committee is advising on.
- 2.2.3 The Secretary to Council shall be the secretary to the Appointments sub-Committee.
- 2.2.4 The Chair of Council will not be eligible for membership of the Appointments sub-Committee dealing with the appointment of his/her successor.
- 2.2.5 The Appointments sub-Committee may seek the advice of members of staff, other Members of Council and the Union of Brunel Students as appropriate.

### **3. Chair of Council**

- 3.1 The Chair of the Council of the University shall be appointed by the Council.
- 3.2 In accordance with the requirements of Charter Article 8.6, the Chair shall normally hold office for a period of up to four years and shall be eligible for re-appointment on one further occasion. This being subject always to a maximum period of membership of Council of twelve years, with eight years as Chair.
- 3.3 The reappointment of the Chair of Council will require the Governance and Nominations Committee to be convened and a process of appointment agreed by Council in accordance with this Ordinance. Council may agree the reappointment of the Chair of Council subject to the maximum term of office permitted by the Charter.
- 3.4 The post of Chair shall be subject to the terms of any Ordinance of the Council as may exist from time to time.
- 3.5 The Chair may be recruited from existing independent Council Members or may be appointed following external advertisement and selection as determined at the time by the Council. Any Council members with an interest in the appointment will withdraw from the decision-making process.
- 3.6 If the Chair is to be recruited through an external process, the Secretary to Council will place details on publicly accessible listings and process any other advertisements determined by the Appointments sub-Committee. The Appointments sub-Committee may choose to engage a search consultant to assist with the appointment. Existing Council Members will be eligible to apply through the external process.
- 3.7 If the Chair is being appointed internally, then the Governance and Nominations Committee will run the appointment process.
- 3.8 Shortlisting and interviews will be undertaken in accordance with the agreed procedure. The Secretary to Council will arrange for successful and unsuccessful candidates to be informed of the outcome as soon as possible following each stage of the process.
- 3.9 If appointing externally, the Appointments sub-Committee will make a recommendation to Governance and Nominations Committee to take to the Council on the appointment of the Chair of Council. If the appointment is internal then the Governance and Nominations Committee will make a recommendation to Council. Offers will be subject to the receipt of satisfactory references.
- 3.10 Extension of the term of office of the Chair, as envisaged by Article 8.6 of the Charter, will only usually apply in cases where the relevant member of Council is the Chair upon reaching the maximum term of office.

### **4. Deputy Chair of Council**

- 4.1 The Deputy Chair will be appointed by the Council from amongst its independent members following a recommendation from the Governance and Nominations

Committee. Any committee members with an interest in the appointment will withdraw from the decision-making process.

- 4.2 The Deputy Chair shall normally hold office for no more than two years and shall be eligible for re-appointment on one further occasion. They shall hold office for such period as the Council may determine and shall be eligible for reappointment, subject always to a maximum period of membership of Council of ten years.
- 4.3 Council may agree the reappointment of the Deputy Chair of Council subject to the maximum term of office permitted by the Charter.
- 4.4 The post of Deputy Chair shall be subject to the terms of any Ordinance of the Council as may exist from time to time.
- 4.5 Existing independent Council Members will be expected to apply formally in writing to the Governance and Nominations Committee.
- 4.6 Shortlisting and interviews will be undertaken in accordance with the procedure determined by the Governance and Nominations Committee. The Secretary to Council will arrange for successful and unsuccessful candidates to be informed of the outcome as soon as possible following each stage of the process.
- 4.7 The Governance and Nominations Committee will make a recommendation to the Council on the appointment of the Deputy Chair of Council.
- 4.8 Extension of the term of office of the Deputy Chair, as envisaged by Article 8.7 of the Charter, will only usually apply in cases where the relevant member of Council is the Deputy Chair upon reaching the maximum term of office.