



AHMADU BELLO UNIVERSITY, ZARIA

AHMADU BELLO UNIVERSITY
SENATE STANDING ORDERS

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SENATE STANDING ORDERS

In the exercise of power conferred by section 16 of the Ahmadu Bello University Act, 2004 section 7A of the Universities (Miscellaneous Provisions) (Amendment) Act, 2003 and Statute 5, Section 7 of the Ahmadu Bello University Act, the Senate of the Ahmadu Bello University hereby makes the following Standing Orders:

SHORT TITLE

- 1. These Standing orders may be cited as the Senate Standing Orders**

THE SENATE AND ITS COMPOSITION

- 2. There shall be a Senate for the University consisting of**
 - (a) The Vice-Chancellor
 - (b) The Deputy Vice-Chancellors
 - (c) All Professors of the University
 - (d) All Deans, Provosts and Directors of Academic Units of the University.
 - (e) All Heads of Academic Departments, Units, and Research Institutes of the University
 - (f) The University Librarian
 - (g) Person Nearest in Number to but not exceeding thirty percent of the Total ex-officio of the Senate, elected by the Congregation from among those of its members who are members of the Academic Staff, for such term as the congregation may determine.
 - (h) Not more than four members of the Academic Staff co-opted by Senate, for such terms as Senate may Determine.

FUNCTION OF THE SENATES

3. The Senate shall have the following functions:

- (a) To direct and regulate the admission of students and the teaching and instruction within the University and the examinations held by the University subject to powers of the council.
- (b) To promote research within the University
- (c) To confer degrees (other than honorary degrees), diplomas, certificates, licentiateships and other distinctions.
- (d) To make, after report from the faculties concerned, all regulations for giving effect to the Statutes and Acts of the University relating to courses of study and examinations.
- (e) To report to the council on all Statutes and Acts or proposed changes thereof.
- (f) To exercise and perform such other powers and duties as may be conferred or imposed upon the senate by Statues
- (g) To deprive any person of any degree or diploma of the University which has been conferred upon him after due inquiry, if he is shown to have been guilty of dishonorable or scandalous conduct in the obtaining of such degree or diploma subject to a right of appeal from the decision of the Senate to the Council and from the decision of the Council to the Chancellor.
- (h) To appoint four members of the Senates to the Council to be members of the council.
- (i) To regulate, subject to the law of the University, the admission of persons to courses of study of the University and their continuance at such courses.
- (j) To appoint internal examiners on recommendations from the Faculty Boards concerned.
- (k) To report to the Council on any academic matters

- (l) To discuss any matter relating to the University and to report its views to the Council.
- (m) To report to the Council on any matters referred to the Senate by the Council.
- (n) To prepare estimates to expenditure required to carry out the work of the University and to submit them to the Council.
- (o) To formulate, modify or revise schemes for the organization of Faculties and Departments and to assign to such Faculties and Departments their respective subject, also to make recommendations to the council on expediency of the establishment at any time of Faculties and Departments, or as to the expediency of the abolition, combination or sub-division of any Faculties or Departments.
- (p) To fix subject to any conditions made by the founders and accepted by the council, the times, the modes and the conditions of competitions for fellowship, scholarship, bursaries and other prizes, and to award the same.
- (q) To make regulation governing the conditions of the award of diplomas by any Faculty, Institute or other Unit of the University
- (r) To appoint such committee as it thinks fit; and
- (s) To delegate to any committee appointed by the Senate or to Any Faculty Board or other Board any power to approve Statutes or to confer degrees.

CHAIRMAN AND SECRETARY OF THE SENATE

- 4. The Vice-Chancellor shall be the Chairman of the Senate. In the Vice-Chancellor's absence, Senate shall be chaired by a Deputy Vice- Chancellor.
- 5. The person holding the office of the Registrar shall by virtue of that office be Secretary to the Senate, in his absence, the

Registrar can nominate a person from among the Deputy Registrars to act on his behalf as Secretary to the Senate

ORDINARY MEETINGS

6. There shall be at least twelve (12) ordinary meetings in a calendar year.
7. (1) Meetings shall be held on the last Thursdays of every month at the hour of 10:00am, except in the case of emergency meeting or where members of the senate decide otherwise.
(2) If so, requested in writing by one-quarter of the members of the Senate, the Vice-Chancellor, or in his absence a person duly appointed by him, shall convene a meeting of the Senate to be held not later than the fourteenth-day following that on which the request was received.

EMERGENCY/SPECIAL MEETINGS

8. An Emergency/special meeting may be called upon the issuance of a 24-hour notice to members specifying date, time venue and the purpose of the meeting.
9. At an Emergency or a special meeting, deliberations shall be limited to the single item specified on the agenda, unless all members present unanimously decided others.

NOTICE OF MEETINGS

10. All meeting shall be convened by the Secretary at the instance of the Chairman of the Senate. The Notice of the meeting, the agenda and all available supporting papers shall be communicated not later than seven (7) days before an Ordinary meeting of the Senate.
11. The non-receipt of any notice of meeting of the Senates or Agenda thereof any supporting papers by some members shall not invalidate the proceedings of any such meetings.

12. Any member desiring an item of business to be considered at a meeting shall send it to the Secretary to the Senate with a supporting statement not later than fourteen (14) days before the meeting. The Chairman of the Senate shall have the power to decide whether an item of business submitted for consideration is within the powers and competence of the Senate as prescribed by the act establishing the University and Statute and thereafter the Chairman shall inform the Senate of his decision.
13. Where the Chairman of the Senate decides to reject a proposed item as submitted in section 12 above, the member of the senate can veto such decision upon a motion supported by 2/3 members of the Senate present and voting at the meeting.
14. At an ordinary meeting of the Senate, the Chairman with the agreement of the Senate may table business over which notice has not been given which the Chairman considered to be urgent business over which notice has not been given but which the Chairman considers to be urgent business that has not been practicable to be included on the agenda.

QUORUM

15. The Quorum for an ordinary meeting of the Senate shall be one third of the total membership. No quorum will be observed if and when the Senate is being addressed by the Pro-Chancellor, Chancellor or the Visitor.
16. The Secretary to Senate shall inform the Chairman that a quorum is formed.

CONDUCT OF BUSINESS

17. The Chairman is responsible for the orderly conduct of the meeting and is entitled to the cooperation of members in

ensuring the fair, effective and expeditious transaction of business of the observance of courtesies of debate. The Chairman shall decide the order in which members may be called to speak, offer rulings on points of order, and decides whether or not to suspend, adjourn or conclude a meeting that is being disrupted.

18. The Chairman may vary the order of agenda items so as to give precedence to any business of special importance, or urgency.
19. All motions except those from the Chairman must be seconded before being put to the meeting
20. Report of Board or Committees shall be moved by their respective Chairs or their representatives. Any Chair of a Committee has the right to attend a meeting at which a report is being presented and speak to the report.
21. The chair of Board or committee has a duty to present to Senate the official point of view of that Board or committee but may, in addition, choose to present an individual or minority point of view on any matter.
22. Any member of Senate is free to present the views of other members of staff. The Chairman may make representations on behalf of anyone who so requests and, in suitable cases, may invite a member of staff to attend and speak at a meeting of Senate.
23. Any person not being a member of Senate attending in connection with an item of business shall normally be invited to stay throughout the discussion on the item.
24. It shall be the practice of the Senate to reach decisions by census. If a vote is deemed necessary by the Chairman, a decision will be taken by a simple majority, except where it is otherwise expressly provided by these orders. The Chairman is entitled to hold a second and casting vote if there is an equal division of vote. Votes shall be taken by a show of hands and

sometimes by secret ballot. The numbers voting for, against, and any abstentions shall be recorded in the minutes.

25. Any decision taken by the Senate and its committees, however determined, is a decision taken by the members collectively and each individual has a duty to stand by it whether or not they were present at the meeting when the decision was taken.
26. Any member of Senate who has a pecuniary, family or other personal interest in any matter under discussion at any meeting of Senate shall, as soon as practicable, disclose that fact to the meeting. The Chairman shall determine whether the member shall withdraw from the discussion. A member is not however considered to have a pecuniary or personal interest in matters under discussion merely by being a member of staff.
27. Where it is not possible for a member to attend a meeting in person, arrangements may be made for them to take part in the meeting through electronic conferencing facilities, so long as the Chairman is content that this will not adversely impact on the conduct of that meeting
28. The Chairman is authorized to act on behalf of Senate to deal with urgent business which requires a formal decision before the next available meeting of the Senate, subject to report of any action taken at the meeting of the Senate.

MINUTES AND RECORDS

29. The Secretary to the Senate shall be responsible to the Chairman for the recording of accurate minutes of a meeting. The minutes must conform to the published guidelines.
30. The minutes will be produced by the secretary to the Senate, normally within ten (10) working days of the meeting. The Chairman will approve the accuracy of the minutes, subject to confirmation at the next ordinary meeting of Senate. Following the Chairman's approval, the minutes will be circulated to

members, normally within further five working days of the meeting.

31. Confirmed minutes will be signed by the Chairman and the Secretary to be held by the Secretary to the Senate in perpetuity.

MAXIMUM SPEAKING TIME

32. The Maximum time limit that applies to debate, speeches and statements is five minutes.

Member who has already spoken on a discussion may speak again for one period of three minutes. Preference shall be given to a member who has not spoken before.

ADDRESSING THE MEETING

33. A member when speaking shall address the Chairman. If two members or more members speak simultaneously, the Chairman shall call on the one to speak and the other or others shall then be silent. While a member is speaking, the other members shall remain silent, unless raising a point of order or information, calling attention to a matter of privilege suddenly arising or calling attention to the unwanted presence of visitors. A member must not speak to a matter that has been decided.

POINT OF ORDER

34. A member may raise a point of order and shall be entitled to be heard forward with.
35. A point of order shall relate only to an alleged breach of a Standing Order or Act or Statute and the manner in which he considers it has been broken.
36. The ruling of the Chairman on a point of order shall be final, and not open to discussion.

DISORDERLY CONDUCTS

- 37.** A member's conduct shall be considered disorderly if he has
- (a) Persistently and willfully obstructed the Senate.
 - (b) Use objectionable or offensive words on member or authorities, which he or she has refused to withdraw, persistently and willfully refused to conform to the Senate Standing Order.
 - (c) Willfully disobeyed an order of the Senate; or
 - (d) Persistently and willfully disregarded the authority of the Chair.
- 38.** The Chairman may call to order any member whose behavior, in the Chairman's view, is offensive, disorderly or discourteous. The member called to order must remain silent unless permitted by the Chairman to explain the conduct.
- 39.** Any member or observer, behaving in a discourteous manner may be requested by the Chairman to leave the meeting for a period to be determined by the Chairman not longer than the duration of the meeting.
- 40.** Where the Chairman considers that a member is acting in an unreasonable, obstructive, or offensive manner during a meeting, the member will be warned that his conduct is unacceptable. Should this behavior continue, the Chairman may require that member to withdraw from the meeting. In instances where the member refuses to observe the authority of the Chairman in this matter, it shall be open to the Chairman and the Majority of other members, in their absolute discretion, to determine how the meeting shall proceed.
- 41.** In the event of grave disorder occurring in the Senate, the Chairman without any question being put, can suspend the sitting and state the time at which he or she will resume the Chair; or adjourn the Senate to the next sitting.

ELECTRONIC DEVICES

- 42. It is expected that members will use electronic devices in meetings to assist them in their functions.
- 43. Members shall keep all electronic devices on silent mode to avoid distracting the meeting.
- 44. Members must not use an electronic device, audio or visual, to record the proceedings of the meeting.

ATTENDANCE AT MEETINGS

- 45. All members are expected to attend Senate meetings. Members who are unable to attend for good and sufficient reason should send their apologies and reason for absence, in writing, to the Registrar and Secretary to the Senate not later than 24 hours before the meeting.
- 46. All members of Senate are to sign the attendance register to show their presence at the meeting. Where applicable, attendance may be re-checked at the end of the meeting
- 47. Where a member is absent from three or more consecutive ordinary meetings, the Chairman shall write to that member asking him to consider his level of commitment.
- 48. Officers and staff of the University may be invited by the Chairman to attend meeting of the Senate and its committees to assist in deliberations and to facilitate the business of the University.

DURATION OF MEETINGS

- 49. The Senate regular meeting should hold for a maximum of three (3) hours.
- 50. In case of any extension, such must not be more than one hour subject to the agreement of a simple majority of members in attendance.

ADJOURNMENT

51. The Chairman, at the end of the meeting, shall invite a member to move a motion for adjournment to be seconded by another member.

PROCEDURES FOR AMENDMENT OF STANDING ORDERS

52. A member or members may submit a written request to the Registrar and Secretary of the Senate not later than 7 days before Senate's meeting, sitting out the proposed amendment and the reasons thereof.
53. No amendments of these Standing Orders shall be valid and effective unless it is supported by two-third members of the Senate present and voting at the meeting to which a proposed amendment is presented.

FORMAL GUIDELINES FOR THE PREPARATION OF SENATE PAPERS

54. The sources, formats and contents of all papers to be circulated in Senate meeting shall be as specified and provided in Appendix A.

APPENDIX A

FORMAL GUIDELINES FOR THE PREPARATION OF SENATE PAPERS

1. SOURCES OF SENATE PAPERS

Papers for Senate should normally consist of:

- a. Report from Faculty Boards, Senate Committees or Joint Senate/Council Committees.
- b. Papers by the Vice-Chancellor.
- c. Paper by the Registrar
- d. Papers from Directorates, Institutes, Centers and Schools.
- e. Papers from the Postgraduate College
- f. Papers from members of Senate.

2. SENATE AGENDA

The Senate agenda is divided into two parts:

Part A contains items normally needing discussion;

Part B contains items which do not normally need discussion being either for information or for formal ratification. These are usually noted or approved *enbloc* without discussion, unless a member wishes to raise a point on such papers.

PART A: CONTENTS

Part A includes the following items:

- i. Minutes of previous Senate meeting (Reading adoption, deliberations, etc.)
- ii. Vice-Chancellor's report;
- iii. Policy proposals by Faculty Board's Committees;
- iv. Reports proposal from Academic Planning and Monitoring Unit, School of Postgraduates Studies, Admissions Committee, Honorary degrees Committee, Library

- Committee, Advisory Committee on Students Discipline, or any other Committee;
- v. Proposals and/or memoranda from Senate Estimates Committee;
 - vi. Report from Senate Standing Committee on final degree and Diploma examination results;
 - vii. Special cases of admissions or examination results;
 - viii. Proposals concerning regulations for courses, examinations and syllabi;
 - ix. Appointment of Internal/External Examiners;
 - x. Acceptance of Prizes;
 - xi. Any proposal outside existing legal portions or University procedures for changes in them.

PART B: CONTENTS

Part B includes items needing Senate's formal approval, noting, ratification, action etc. which may include the following;

- i. Election of the Vice-Chancellor's nominations for appointment of Deputy Vice-Chancellor;
- ii. Selection of nomination of Senate members to Council and other University Committees;
- iii. Appointment of Deans;
- iv. Award of Prizes;
- v. Appointment of Internal External Examiners
- vi. Reports by University Board of Research and other Committees dealing with research grant from donor agencies;
- vii. Report from Committee of Deans and Directors

3. ITEM FOR SENATE'S INFORMATION

- I. Appointments and Promotions of Readers and Professors;
- II. Faculty Board representation on University Committees.

4. VARIATIONS IN CLASSIFICATION

Particular circumstances may make it appropriate to put an item of the kind listed under Part B above into Part A or vice versa. If it seems to the Registrar submitted for circulation would be better reclassified, he may contact the Dean or the relevant Committee Chairman before doing so.

5. SEPERATION OF PART A AND PART B PAPERS

- i. In order to minimize the work of Senate, Part A items should be submitted in electronic or hard form separate from the part B items. Thus, after a meeting of a Faculty Board or Committee, there may be two separate communications to Senate, one for Part A and one Part B of the agenda.
- ii. In case where it has been agreed to call views from all Faculty Boards and to submit them to senate, Deans are required not to include them in the Faculty Board communications to Senate but to send them by letter to the Registry for compilation.

6. FORMAT OF SENATE PAPERS

Senate Papers should be headed as follows:

AHMADU BELLO UNIVERSITY

Communication from the Faculty Board of -----

Paper for Senate No A or B

Reg. File No

Date..... 20

Faculty Board No.....

Subject.....

Previous Reference Where Necessary
.....

Some of the items in the format above can only be inserted in the Academic Affairs Department of the Registry. Those submitting papers are required to obtain the particulars from the Academic Affairs Department of Registry before producing the papers.

7. NUMBER OF COPIES AND DATE OF SUBMISSION

Senate papers shall be submitted in electronic form at least a week before the Senate meeting is due. Regular Senate meetings are normally held on the last Thursday of each month.