

Nominations, Honorary Awards and Legislation Committee

TERMS OF REFERENCE

1. TITLE OF COMMITTEE

Nominations, Honorary Awards and Legislation Committee

2. ESTABLISHMENT

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

3. FUNCTIONS AND RESPONSIBILITIES

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

- To act as the selection panel for nominations for appointment to the Council by the administrator;
- To act as the selection panel and make recommendations to Council of candidates to be appointed to controlled entities and other affiliated bodies;
- To act as the selection panel for Council on matters relating to awarding of honorary awards;
- To advise and make recommendations to Council in relation to naming rights as contained in the relevant University policy;
- 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
- To advise and make recommendations to Council on the Voluntary Code of Best Practice for University Governance

4. MEMBERSHIP

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

- Chancellor;
- Deputy Chancellor;
- Council member nominated by the Chancellor;
- Vice-Chancellor; and
- Chair, Academic Board.

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

5. CHAIR

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.

6. SECRETARY

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

7. TERM OF OFFICE

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

8. QUORUM

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

9. MEETINGS

The Nominations, Honorary Awards and Legislative Committee shall meet as necessary, but at least once a year.

10. RESOLUTIONS OF THE NOMINATIONS, HONORARY AWARDS AND LEGISLATIVE COMMITTEE

Matters requiring a resolution by the Committee are to be determined, as far as possible, by consensus of the members present or by the majority of members present.

11. AGENDA

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

12. REPORTING

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

13. RELEVANT DEFINITIONS

In the context of this document:

Honorary Award means the conferring by Council of the following degrees: Honorary Degree and Doctor of Honoris Causa.

Document History and Version Control

Last amendment:	15 Dec 2017
Sponsor:	Director, Strategic Services and Governance
Contact Officer:	Director, Strategic Services and Governance

Version	Date Approved	Approved by	Brief Description
1.00	31 Aug 2010	council	Creation of original document and upload to CDU website.
1.01	27 Dec 2010	Governance	Convert document to new template
2.00	13 Dec 2011	Council	Review of document including: <ul style="list-style-type: none"> • Change of name from Legislative to Legislation Committee • Additional functions and responsibilities including issues of naming rights and advice on Code of Best Practice for University Governance • Addition of Deputy Chancellor to Chair in absence of Chancellor and the Chair has a deliberative and casting vote • Change of quorum from 4 to 3 and including the Chancellor and Deputy Chancellor
2.01	14 Mar 2013	Governance	<ul style="list-style-type: none"> • Assigned document number • Minor changes to formatting, grammar and wording • Updated hyperlinks • Converted document to current template
2.02	13 Sep 2017	Governance	Conversion to new Governance template due to new University branding