

<b>Document Title</b>	<b>PROCEDURE FOR SETTING OF AGENDA FOR COUNCIL OF INSTITUTES MEETING</b>			Page 1 of 3
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## 1. Scope

1.1 This document describes the procedure to be followed by the Council Members for:

- a) proposing items to be included in the Council agenda and,
- b) issuing of the Council agenda.

## 2. Definitions and Acronyms

- a) "Act" means the Education Act, Chapter 327 of the Laws of Malta and any modification thereto or re-enactment thereof and includes any Rules and Regulations framed thereunder.
- b) "Chairperson" means the Chairperson of the Council, or the Chairperson appointed or elected for a Meeting whereby in the Council of Institutes this position is held by the Principal and CEO or any other member as may be delegated by same for any specific meeting.
- c) "Council" means a Council of Institutes also referred to as COI.
- d) "Interested member" means a member who is proposing items to be included in the Council agenda.
- e) "Meeting" means a Meeting, duly convened and constituted, of the Council or any Committee thereof.
- f) "Registrar" shall act as Secretary to the Council.

## 3. Request by Interested Members for Items to be Included in Col Agenda

- 3.1 The Secretary to the Council is to send not later than ten working days before the date of the Council meeting an e-mail to all Council Members inviting them to propose, by a specified deadline date, items to be considered for inclusion in the Col agenda.
- 3.2 The Members shall ensure that the items being proposed are relevant to the terms of reference to the Council, as stipulated in Chp. 327 of the Education Act, clause 58, namely:

*The Council shall be responsible for the general direction of the vocational and professional education and training of the College, and shall have the following functions:*

- (a) to regulate by means of regulations the programmes of studies, training, research, documentation and examinations at the College and to establish such degrees, diplomas, certificates and distinctions for such candidates satisfying the prescribed conditions after following the required courses of studies and training;*
- (b) to decide about the persons to whom the academic, vocational and professional degrees, diplomas, certificates and other distinctions shall be awarded;*
- (c) to establish, subject to the provisions of this Act, the entry conditions to the College;*
- (d) to give recognition, following a recommendation by the competent authorities according to law, to such degrees, diplomas, certificates and distinctions of other universities or educational institutions;*
- (e) to give advice to the Board of Governors on any matter related to vocational and professional education or training;*
- (f) to deal about any other matter which refers to education and training and as may arise in the administration of the College.*

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- 3.3 Interested Members shall submit (by e-mail) to the Secretary of the Council, not later than five working days before the date of the Council meeting, the following minimum information for each of the items being proposed to be included in the Council Agenda:
- a) The title (subject area) of the item proposed;
  - b) A very short description of the item being proposed, including any supporting data, information, records, documents, evidence etc.;
  - c) The proposed resolution (where applicable).
- 3.4 The members shall also indicate whether the item being proposed is:
- a) For adoption,
  - b) For discussion,
  - c) For decision or
  - d) For Information.
- 3.5 The Secretary shall forward the proposed item(s) to the Chair who will determine whether to:
- a) Included proposed item in the Council agenda;
  - b) Request interested member to provide more information;
  - c) Propose that item be included in the agenda of another forum.
- 3.6 The Secretary shall include in the Council agenda only those eligible items approved by the Chairperson that are deemed to fulfil the requirements as described above under 3.4 (a) to (d).
- 3.7 The Secretary shall circulate to the Col members not later than two working days before the Council meeting date the Council meeting agenda, together with any supporting documentation.
- 3.8 Any proposed items received after the deadline date (five working days before the Council meeting) will be considered for the subsequent Council meeting.
- 3.9 In consultation with the Chairperson of the Council, the Secretary will communicate with Members providing an explanation for item(s) that were not accepted on the Council agenda.

**Note:** It is strongly recommended that Members prepare in advance for the Council meeting. It is to be appreciated by the Members that impromptu discussions cannot be based on researched facts and hence may lead to incorrect decisions by the Council members.