

Council of Australian Law Deans

EXECUTIVE COMMITTEE

WORKING RULES

Preamble

Clause 8.2 of the [CALD Constitution](#) states that the Executive Committee will be guided by a set of informal Working Rules. These Rules deal with matters that, for reasons of flexibility, are not suited for inclusion in the CALD Constitution.

The informal status of the Rules recognises that, from time to time, the Executive may need to depart from or amend the Rules (with the exception of Rule 1.2.1), without the need for prior Council approval, with the proviso that members will be informed of such departures or changes as early as is necessary.

1. General Meetings

Frequency

- 1.1 Clause 6.2 of the Constitution requires that the Council meet twice in every calendar year (with the possibility of a third meeting if agreed by the members). Where feasible, the possibility of a third meeting will be decided in the preceding year.

Location

- 1.2 At least one meeting in every two years should be held at a law school in Western Australia, South Australia or the Northern Territory, subject to the availability of a law school to host the meeting.
 - 1.2.1 Decisions about location and timing of meetings must take into account the Memorandum of Understanding between CALD and the Australasian Law Academics Association dated 29 April 2020 which provides that CALD will either schedule one of its meetings to coincide with the annual ALAA Conference and to be held at a venue at or near the ALAA Conference venue, or organise and deliver a session at the ALAA Conference that focusses upon professional development for law deans and other legal academics in leadership roles.

Format and duration

- 1.3 The format and duration of each meeting will be decided by the Executive in consultation with the host law school, and may vary depending on the size and content of the meeting's agenda. As a default, the aim will be for the business of the meeting to be conducted within one working day.

Business

- 1.4 In settling the agenda of each meeting the Executive will give priority to substantive, strategic and policy-oriented topics that directly affect law schools. Procedural and administrative matters will be taken 'as read' or for noting, unless a member wishes to raise a matter for substantive office.
 - 1.4.1 Agenda papers will be kept to the minimum length possible and be accompanied by a one-page summary of key issues to be decided at the meeting.
 - 1.4.2 The final meeting of each year will consider recommendations from the Executive about matters to be considered at meetings in the subsequent year. The Executive will also consider surveying members about issues for future consideration.

Minutes

- 1.5 Minutes of each Council meeting will be posted on the CALD website for access by all CALD members.

2. Council Elections

- 2.1 Where an election needs to be held for an officer of the Council, the Chair will give notice to the Council and call for nominations at least one month prior to the date on which the election is to take place.
- 2.2 An outgoing officer will hold office for one month from the date of the election.
- 2.3 An outgoing officer will ensure that a handover to the new officer is effected within one month of the date of the election to enable the incoming officer to take office by the end of that period.
- 2.4 Where necessary, the outgoing and incoming officers may vary this timetable, with the agreement of the Chair.

3. LADRN and LEAD Networks

- 3.1 The Council has established memoranda of understanding with the Law Associate Deans Research Network (LADRN) and the Law Education Associate Deans (LEAD) network setting out the relationship with the Council and operational matters.
- 3.2 The Executive will liaise with the two networks through the Council Chair and the Legal Education and Legal Research Portfolio Vice-Chairs to support the activity of networks in accordance with the memoranda of understanding.

4. New Members of Council

The Executive will take steps to ensure that there is appropriate induction and support for new members of Council, in such form as considered appropriate.