



## Functions

The ACEC shall

1. Carry out any delegated functions assigned by Academic Council.
2. Act on behalf of Academic Council in intervals between Academic Council meetings.
3. Following direction from Academic Council, identify appropriate bodies for the development and review of university academic policy, oversee associated drafting processes, and approve minor editorial changes to policy.

## Composition

Members of the Academic Council Executive Committee must be members of the Academic Council.

The following shall be members of the ACEC:

- The Chair of the Academic Council or their nominee (Chair)
- Secretary to the Academic Council
- Deans with University-wide responsibility
- Chairs of Academic Council Committees
- Six members of the Academic Council, elected by the Academic Council<sup>1</sup>
- President, UCD Students' Union
- Education Officer, UCD Students' Union
- If required to achieve gender balance, an appropriate number of members of the Academic Council, nominated by the Secretary to the Academic Council and approved by the Academic Council

## Committee Support

The Committee shall be supported by University Secretariat.

## Conduct of Business

Committee business will be conducted in line with the Academic Council Standing Orders.

A meeting shall be considered quorate when a third of the members are present.

## Reporting responsibility

- ACEC will report on a regular basis to Academic Council, and at a minimum of once per academic year.

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<sup>1</sup> No more than 50% of which will be of any one gender.