



**JARAMOGI OGINGA ODINGA UNIVERSITY
OF SCIENCE AND TECHNOLOGY**

DOCUMENT : PROCEDURE FOR MANAGEMENT OF MEETINGS
DOC. NO. : JOOUST/PAF/RPA/OP 38

AUTHORIZED BY : DEPUTY VICE-CHANCELLOR SIGN: 
PLANNING, ADMINISTRATION AND FINANCE

ISSUED BY : REGISTRAR SIGN: 
PLANNING & ADMINISTRATION

0.1 DOCUMENT DISTRIBUTION

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0.2 DOCUMENT CHANGES

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1.0. Purpose: To ensure effective planning, coordination and administration of University meetings.

2.0. Scope : This procedure covers the management of all meetings within the University.

3.0. References:

- i. ISO 9001:2015 Standard
- ii. JOOUST Statutes
- iii. JOOUST Service Charter
- iv. JOOUST Quality Manual

4.0 Abbreviations, Acronyms and Definitions

- i. **Council:** The supreme decision making body within the University.
- ii. **QMR:** Quality Management Representative
- iii. **JOOUST:** Jaramogi Oginga Odinga University of Science and Technology
- iv. **DVC (PAF):** Deputy Vice-Chancellor, Planning Administration and Finance
- v. **R(PA):** Registrar, Planning and Administration
- vi. **UMB:** University Management Board
- vii. **FO:** Finance Officer
- viii. **VC:** Vice Chancellor

5.0. Responsibility: RPA shall be responsible for the implementation and effective supervision of this procedure.

6.0 Method

6.1 Council Meetings

- 6.1.1 The University Council shall approve an annual ALMANAC at the beginning of every year.
- 6.1.2 The Vice-Chancellor (Council Secretary) shall make reference to the ALMANAC while scheduling Council meetings

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- 6.1.3 The Vice-Chancellor (Council Secretary) in consultation with relevant offices shall set agenda for the Council and send notices fourteen (14) days before the meeting.
- 6.1.4 The Vice-Chancellor shall ensure Agenda documents are prepared and circulated to members seven (7) days before the meeting date.
- 6.1.5 The RPA shall make transport arrangements for the Council members at least five days before the meeting date.
- 6.1.6 The RPA shall facilitate recording of minutes during the meeting.
- 6.1.7 The Vice-Chancellor shall ensure Council Minutes are ready for signature within five days after the meeting.
- 6.1.8 The Vice-Chancellor shall ensure safe custody of Council minutes.

6.2 University Management Board Meetings

- 6.2.1 The Vice-Chancellor shall convene UMB meetings as appropriate
- 6.2.2 RPA shall issue notice of regular UMB meetings in consultation with the VC and request for submission of Agendas at least three days before meetings.
- 6.2.3 RPA shall compile agenda document for UMB meeting.
- 6.2.4 RPA shall distribute the agenda document at least 24 hours before meeting.
- 6.2.6 RPA shall facilitate recording of minutes during the meeting.
- 6.2.7 RPA shall ensure UMB minutes are ready three days after meeting.
- 6.2.8 RPA shall forward copies of the signed minutes to members for necessary action within two days after signing.
- 6.2.9 RPA shall ensure safe custody of UMB Minutes.

6.3 Other regular University Meetings (Senate, Deans Committee, faculty Boards, departmental meetings, Ad Hoc Committees, Sub Committees etc)

- 6.3.1 The Chairperson of the respective Committees shall convene the meetings as appropriate.
- 6.3.2 Secretary to the Committees shall issue notice of meetings in consultation with the Chairperson at least three days before meetings.
- 6.3.3 The Secretary shall prepare agenda documents for the meeting.

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- 6.3.4 The Secretary shall distribute the agenda document at least 24 hours before meetings.
- 6.3.6 The Secretary shall facilitate recording of minutes during the meeting.
- 6.3.7 The Secretary shall ensure Minutes are ready three days after meeting.
- 6.3.8 The Secretary shall forward copies of the signed minutes to members for necessary action within two days after signing.
- 6.3.9 The Secretary shall ensure safe custody of the minutes.

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