

PROCTORIAL NOTICE

MEETINGS AND PUBLIC GATHERINGS ON UNIVERSITY PREMISES

The attention of members of the University is drawn to the Code of Practice¹ issued under section 43 of the Education (No 2) Act 1986.

1. The code of practice applies to all members and employees of the University, in respect of all University premises, for these purposes including the Union Society; and whether meetings and other gatherings are to be held indoors or out of doors. Its application to College premises is noted below.
2. Any person who is in any doubt about the application of the code to any meeting or public gathering is under an obligation to consult the Senior Proctor.
3. The code specifies that authority is required to hold any meeting or public gathering on University premises. Organizers must comply with any conditions set by the appropriate authorities. Where premises are assigned to a single Faculty or Department, authority is granted, and any conditions are set, by the relevant Faculty or Departmental authorities. Otherwise authority is granted and conditions are set by the central University authorities. Where necessary a booking must be made through the relevant office. Conditions for use of University premises may specify maximum attendance, and may require the issue of tickets, changes to time and place, adequate stewarding, consultation with the Police, and other provisions. The cost of meeting all such requirements and the responsibility for fulfilling them rests with organizers.
4. The code also specifies that in certain instances organizers are required to give advance notice to the Senior Proctor of a meeting or other gathering on University premises. This applies to events which are to be **addressed or attended by persons who are not resident members of the University** but which are not academic meetings organized by Faculty or Departmental authorities nor meetings which the Senior Proctor recognizes as being customarily held on University premises. Notice to the Senior Proctor must be given **five** clear days in advance, through the form used to reserve the University premises in question. That form specifies the place, date, and time of the proposed event; the names, addresses, and Colleges (if any) of the organizers; the name of their organization; and the names of any expected speakers, whether or not members of the University. Organizers must indicate whether they are aware of any possibility that freedom of speech may be inhibited, and, if so, should communicate directly with the Proctors for further guidance.
5. The code reminds organizers that they must comply with a Proctor's instructions, and with those of any other University officer or any other person authorized to act on behalf of the University. Attention is also drawn to Regulation 9 of the general regulations on discipline²; and members of the University are reminded that offences alleged under the general regulations for discipline may be brought by the University Advocate before the University Courts.
6. Various other legal requirements may affect the conduct of meetings and other gatherings, which organizers are under an obligation to note, for example sections 11 and 14 of the Public Order Act 1986, concerning processions and assemblies, and the provisions of the Licensing Acts, which apply to certain University premises. Incitement to violence or to a breach of the peace or to racial or religious hatred transgresses the bounds of lawful speech. Assemblies cease to be lawful if they cause public disorder or breaches of the peace.

Colleges

7. The provisions of section 43 of the Education (No 2) Act 1986 apply to Colleges in respect of their own members, other students, employees, visiting speakers, and meetings or other gatherings on their premises. Each College has named to the University a senior member responsible for enforcing the provisions of the Act on its premises and that senior member co-operates as necessary with the Proctors. As elsewhere in its Precincts, University disciplinary regulations apply on College premises; a College may invite the Proctors to enter its premises.

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¹ *Statutes and Ordinances*, 2010, p. 201-202; (See 2011 edition for current reference.)

² *Statutes and Ordinances*, 2010, p. 198 - 199