

Council Statute No: 01*Council Standing Orders*

Date of original adoption: 1 January 1997
Date of adoption: 25 June 2001 (amended 26 March 2009)
Date this issue: July 2021

Contents

- **Interpretation**
- **Meetings**
- **Elections**
- **Order Paper**
- **Conduct of Meetings**
- **Motions**
- **Amendments**
- **Rules of Debate**
- **Disclosure of Interest**
- **Minutes**
- **Miscellaneous**
- **Deputations**
- **Chancellor's Ruling**
- **Chancellor**
- **Suspension of Standing Orders**
- **Statutory Requirements: Requirements of the Local Government Official Information and Meetings Act 1987**
- **Appendix 1: Local Government Official Information and Meetings Act 1987**
- **Schedule 1: Resolution to Exclude the Public**

CHANCELLOR

PRO-CHANCELLOR

Interpretation

- 1 In these **Standing Orders** 'Chancellor' means the Chancellor of the Council of the Auckland University of Technology.

'Committee' means a committee, executive committee, or subcommittee, of the Council of the Auckland University of Technology.

'Council' means the Council of the Auckland University of Technology.

'University' means the Auckland University of Technology.

'Member' means a member of the Council of the Auckland University of Technology.

'Vice Chancellor' means the Chief Executive Officer of the Auckland University of Technology.

'Secretary' means the person appointed as Secretary to the Council of the Auckland University of Technology.

'Formal Motion' or 'Procedural Motion' includes motions '*That the motion be now put*' (Closure), '*That the motion be not now put*' (Previous Question), '*That the Council proceed to the next business*', and motions to like effect.

Meetings

- 2 The Council shall hold its Annual Meeting in February each year.
- 3 The Council shall, unless it otherwise determines, hold ordinary meetings for the transaction of its business in each month from February to November inclusive on the fourth Monday of each month.
- 4 The Chancellor of a Council may convene special meetings (*Education and Training Act 2020, Schedule 11, Clause 16*)
- i) as he/she determines, or
 - ii) if so required by written notice by not fewer than five members of Council.

Elections

- 5 The Council shall elect a Chancellor, Pro-Chancellor and appoint a Secretary at its Annual Meeting.
- 6 The Chancellor shall call for nominations for the position of Chancellor.
- 7 After nominations are received, the Chancellor shall close the nomination list.

- 8 Candidates may address the Council for up to [five] minutes. Candidates for a position then leave the room while the Council has a debate of up to [ten] minutes on the candidates for the position. The candidates then return to the room.
- 9 A secret ballot for the position is held. All members present have one vote.
- 10 The Returning Officer (the Secretary) counts the votes. The Chancellor declares the candidate with the majority of votes elected. If the votes are tied, a second ballot is taken. **[If the votes are tied for a second time, the Chancellor has a casting vote.]**
- 11
- 11.1 Standing Orders [6-10] are repeated in respect of the election of a Pro-Chancellor.
- 11.2 If the Chancellor is standing for election he or she shall declare an interest in the matter and the Pro-Chancellor shall preside at the meeting. (*Education and Training Act 2020, Schedule 11, Clause 16*)
- 11.3 If the Pro-Chancellor is standing for election he or she shall declare an interest in the matter and the Council shall elect one of its members who does not have an interest in the election to preside at the meeting. (*Education and Training Act 2020, Schedule 11, Clause 16*)
- 11.4 The Council must resolve in accordance with Standing Order [9] whether the Council members who have declared an interest in the election may be present during the voting and take part in the voting with respect to that matter. (*Education and Training Act 2020, Schedule 11, Clause 8*)
- 11.5 The election is still valid even if the Council fails to follow the correct procedure set out in these Standing Orders.
- 12 The Council shall appoint a Secretary by resolution after receiving recommendations of the Vice-Chancellor on the appointment of a suitable staff member to the position.

Order Paper

- 13 The Secretary shall prepare for each Ordinary and Special Meeting an Order Paper setting forth the business to be brought before the meeting.
- 14 The order of the business at any Ordinary Meeting of the Council shall follow the agenda but shall reflect practice:
- 1) OPENING OF MEETING AND APOLOGIES
 - 2) INITIAL ITEMS
 - 3) BUSINESS CONSEQUENTIAL UPON PREVIOUS MEETINGS
 - 4) VICE CHANCELLOR AND CHANCELLOR REPORTS
 - 5) PUBLIC FORUM
 - 6) CONFIDENTIAL ITEMS
 - 7) PRIORITY ITEMS OF GENERAL BUSINESS

- 8) REPORTS FROM BOARDS, COMMITTEES AND WORKING GROUPS OF COUNCIL
- 9) NON CONFIDENTIAL ITEMS
- 10) OTHER BUSINESS
- 11) CLOSE OF MEETING

This may vary from time to time.

- 15 Except by resolution of members present, no business other than that on the Order Paper shall be transacted at any meeting of Council. (*section 46A(7) Local Government Official Information & Meetings Act 1987.*)
- 16 Written notice of every Ordinary and Special meeting shall, under the hand of the Secretary, be sent to each member, at least four days before the day of the meeting, together with a copy of the Order Paper, together with any reports, and memoranda in relation to any question to be dealt with at the meeting.

Conduct of Meetings

- 17 No business shall be transacted at a meeting unless a majority of the members then holding office, are present. (*Education and Training Act 2020, Schedule 11, Clause 16*)
- 18 The Chancellor shall preside at meetings of the Council. In the absence of the Chancellor the Pro Chancellor shall preside and, in the absence of both, the Council shall appoint a member to act as Chancellor for the meeting. (*Education and Training Act 2020, Schedule 11, Clause 16*)
- 19 The ruling of the Chancellor on any point of order or other matter which he/she is authorised to decide under these Standing Orders shall be final, subject only to the decision of the meeting, on a motion duly proposed and seconded, challenging that ruling, and carried by a majority of the members present and voting on the motion. The mover of the motion may give their reasons for it, and the Chancellor may reply, but there shall be no other discussion on the motion.
- 20
 - 20.1 Every question before a meeting shall be decided by a majority of the votes cast on it by the members present. (*Education and Training Act 2020, Schedule 11, Clause 16*)
 - 20.2 No person may cast a proxy vote on behalf of any member.
 - 20.3 In cases of equality of votes, the Chancellor of the meeting shall have a second, or casting vote. (*Education and Training Act 2020, Schedule 11, Clause 16*)
- 21
 - 21.1 Any resolution of a meeting of the Council may be rescinded or altered:
 - a) at the same meeting by the unanimous vote of the members present, or
 - b) at a subsequent meeting on due notice of motion given in accordance with these Standing Orders.

- 21.2** Where notice of motion to rescind or alter a motion:
- a)** is given for the next Ordinary Meeting after that at which the resolution was passed, or
 - b)** is included in a requisition for a Special Meeting to be held before that Ordinary Meeting
- no action shall be taken on that resolution until the motion to rescind or alter has been dealt with by the Council; provided that, if the motion is defeated,
- i)** the original resolution shall at once take effect, and
 - ii)** no further notice of motion for rescinding, or to alter shall be received for six calendar months thereafter.
- 22** **22.1** Any member may ask a question relating to the Council's business at any stage of any meeting of the Council, but not so as to interrupt a speaker in a debate.
- 22.2** All questions and answers shall be submitted as briefly and concisely as possible and no discussion shall be allowed thereon.
- 23** **23.1** Any member who has not already spoken in the course of a debate may, during the debate, move a formal motion.
- 23.2** No amendment shall be permitted to a formal motion which, when accepted by the Chancellor, shall be at once put to the vote without debate.
- 24** A motion is in possession of the meeting and open for discussion after it has been moved, seconded and stated from the chair. The Chancellor may require a motion to be put in writing and signed by the mover and seconder before stating it from the chair.
- 25** **25.1** Every motion coming before the Council shall, unless the Council otherwise determines, be decided by an open voting. The Chancellor having invited any further speeches without response shall (subject, in the case of the motion, to the right of reply by the mover) forthwith put the motion to the vote, stating distinctly the motion upon which the vote is to be taken.
- 25.2** The Chancellor shall declare whether, in his opinion, the 'Ayes, or the 'Noes' have it or, if in doubt, may call for a show of hands.
- 25.3** If any member calls for a division, the secretary shall write down the names of those voting 'Aye' and 'No' respectively, and the Chancellor shall from the list so made declare the result, which shall be the decision of the Council.
- 25.4** A second division shall be taken if the Chancellor, owing to confusion or for some other cause, finds himself/herself unable to ascertain correctly the result of the vote.

Motions

- 26** **26.1** All proposals made to the meeting shall be in the form of motions.
- 26.2** Every notice of motion shall be in writing signed by the member proposing to move it and shall be delivered to the Secretary at least nine days before the day of the meeting at which the motion is to be moved.
- 26.3** If the member giving notice of motion is not present at the meeting, or being present is not prepared to proceed when called on to do so by the Chancellor, the motion shall lapse unless the Council permits it to be postponed to a later stage of the same meeting, or to a later meeting.
- 26.4** The Council may permit any mover of a motion to alter the wording but not the substance of the motion.

Amendments

- 27** After a motion has been moved and seconded and stated from the chair any member who has not spoken to the original motion may propose an amendment to it.
- 28** The Chancellor may require an amendment to be put in writing, and signed by the mover and seconder, before stating it from the chair.
- 29** The amendment having been moved, seconded, and stated from the chair, is then a new question for discussion; and every member, save (*subject to Standing Order 37*) the members who have moved and seconded it, may then speak to it.
- 30** No further amendment shall be received until the first amendment is disposed of, but it shall be competent for any member (*subject to Standing Orders 26 and 30*), when speaking to the amendment, to give notice of any further or different amendment which he/she intends to propose after that which is before the meeting is disposed of, and to move and speak to it accordingly after the first amendment is disposed of.
- 31** If the first amendment is negative, another may be moved and seconded by any members who have not spoken to the original motion. No member who has spoken to any amendment which in the opinion of the Chancellor involves the consideration or decision of the main question shall subsequently speak to the main question, either as originally proposed or as amended.
- 32** If the mover of the original motion speaks to an amendment he/she shall lose the right of reply unless the Chancellor decides otherwise.
- 33** An amendment, when carried, shall become and be stated from the chair as the substantive motion; and any amendment to it may (*as provided in Standing Order 30*) be moved and seconded by any members who have not spoken to the original motion and the same course shall be adopted, subject to the

limitations contained in this Part, until the Council has come to the final resolution on the subject under debate.

- 34** Every proposed amendment must be relevant to the subject of the motion it is intended to amend, and no amendment which amounts to a direct negative shall be received.

Rules of Debate

- 35** Any person wishing to speak must address the Chancellor. All remarks shall be addressed to the Chancellor, and any question to another member shall be put through the Chancellor.
- 36** Strictly personal explanations, or corrections to misquotation of any material, may be made at any time with the consent of the Chancellor, but no debate shall be allowed thereon.
- 37** The mover of a motion has a right of reply, but when doing so shall not introduce any new matter, but he/she shall strictly confine him/herself to answering previous speakers.
- 38** A member may second a motion or amendment without speaking to it, reserving his/her address until later in the debate.
- 39** Any member may 'by way of order' direct attention to the infringement of any of these Standing Orders.
- 40** Subject as otherwise specially provided in these Standing Orders, no member shall speak twice to any motion, or for longer than five minutes.

Disclosure of Interest

- 41** **41.1** A member has an interest in a matter where the matter relates to the conditions of service of the person as the chief executive or a member of staff of the institution concerned or the member has any other direct or indirect pecuniary interest in the matter.
- 41.2** A member who considers they have an interest in a matter as defined in Standing Order [1] must notify the Council of the nature of the interest, as soon as possible after the relevant facts have come to the member's knowledge.
- 41.3** The disclosure shall be recorded in the minutes of the meeting of the Council and the member shall not be present during the deliberation or take part in any decision of the Council with respect to that matter, unless the Council formally resolves otherwise. (*Education and Training Act 2020, Schedule 11, Clause 8*)

Minutes

- 42** The Secretary shall keep minutes of the proceedings of the Council in a book in which he/she shall enter the names of the members present at each meeting, and every resolution, order or other proceeding of the Council and of every committee when reported to the Council. The minutes of every meeting shall be

read at, or otherwise submitted to the next succeeding Ordinary Meeting, and if confirmed by the Council shall be signed by the Chair of that succeeding meeting. No discussion shall arise on the submission of the minutes except as to their accuracy.

Miscellaneous

43 Working Parties

Council may appoint Working Parties to formulate proposals for Council's consideration, together with a convenor who will ensure that all members are notified of meetings at least four days before the day of the meeting. Any member of Council may attend meetings of Working Parties or Working Groups, but may not vote.

Deputations

- 44 Deputations may be received by Council subject to the prior approval of the Chancellor. Except with the approval of the Council, not more than two members of a deputation may address the meeting and for not more than five minutes each. Members of any such deputation shall not read their speeches, except with the permission of the Chancellor, but may refer to notes.

Chancellor's Ruling

- 45 The Chancellor shall rule on all questions where these standing orders make no or insufficient provision, and such ruling shall be final.

Chancellor

46 Ex Officio Member

The Chancellor of the Board shall be an ex officio member of every committee and working party of the Council.

Suspension of Standing Orders

- 47 Council may resolve to temporarily suspend Standing Orders during any meeting.

Statutory Requirements

48 Requirements of the Local Government Official Information and Meetings Act 1987

All meetings of Council and its committees shall be conducted and administered in accordance with *sections 271-273 and Schedule 11, Clauses 15-17 of the **Education and Training Act 2020** and sections 45-54 of the **Local Government Official Information and Meetings Act 1987*** details of which are appended to these Standing Orders.

Council Standing Orders

Appendix 1: Local Government Official Information and Meetings Act 1987

The following is a summary of the relevant provisions of the Local Government Official Information and Meetings Act 1987 that apply to the Council. Members should consult the relevant text of the Act before relying on any of the following summaries.

Interpretation Provision *(see section 45 of the Local Government Official Information and Meetings Act 1987)*

When applying these sections, unless the context otherwise requires —

“Meeting”, includes any ordinary, special or emergency meeting of the Council or its committees, but any meeting of a Council or its committees, at which no resolutions or decisions are made is not a meeting for the purposes of these provisions;

“Minutes”, in relation to any meeting of the Council, means any minutes or other record of the proceedings of any such meeting.

Public Notification of Council Meetings and Public Access to the Agenda and Reports

1 Public Notification of Council Meetings *(see section 46 of the Local Government Official Information and Meetings Act 1987)*

- 1.1** The Council shall publicly notify, between 5 and 14 days before the end of every month, a list of all meetings of the Council for the following month, together with the dates, times and places of those meetings.
- 1.2** If the meeting is to be held on or after the 21st day of any month, the Council may instead publicly notify the meeting between 5 and 10 working days before it is to be held.
- 1.3** If the Council cannot give public notice of a special meeting in the manner required, the Council shall publicly notify the meeting and the general nature of business to be transacted at it, or otherwise advertise it as soon as practicable before the meeting.
- 1.4** If the Council cannot give public notice of an emergency meeting in the manner required the Council or person calling the meeting shall publicly notify the meeting and the business to be transacted at the meeting as is reasonable in the circumstances.

Consequences of Failing to Publicly Notify Meeting

- 1.5** No meeting of the Council is invalid merely because that meeting was not correctly publicly notified but the Council shall, as soon as practicable, give public notice that that meeting was

not so notified, stating the general nature of the business transacted at that meeting and why that meeting was not properly notified.

2 Public Availability of Council Agenda and Reports *(see section 46A of the Local Government Official Information and Meetings Act 1987)*

- 2.1** All agendas and associated reports circulated to members of the Council and relating to a meeting shall be available for free inspection at the offices of the Council at least two working days before the meeting. The agendas shall be accompanied by the associated reports or a notice specifying the places where these may be inspected.
- 2.2** Any person may request and on tendering the prescribed amount, if any, shall be given a copy of the agenda or report.
- 2.3** For any emergency or special meeting the agenda and any associated reports shall be made available as soon as is reasonable in the circumstances.

3 Certain Reports Not to be Available to the Public *(see section 46A of the Local Government Official Information and Meetings Act 1987)*

The Secretary shall indicate on the agenda the items that he or she reasonably expects the meeting to discuss with the public excluded. The Secretary may exclude from the reports made available reports or items that he or she reasonably expects the meeting to discuss with the public excluded.

Meetings Open to the Public

4 Council Meetings Open to the Public *(see section 47 of the Local Government Official Information and Meetings Act 1987)*

Except as otherwise provided in these provisions, every meeting of the Council shall be open to the public.

5 Grounds for Exclusion of the Public from Council Meetings *(see section 48 of the Local Government Official Information and Meetings Act 1987)*

The Council may by resolution exclude the public from part or all of any meeting only on one or more of the following grounds:

- (a) That the conduct of the meeting in public would be likely to result in the disclosure of information for which good reason for withholding would exist under sections 6 or 7 of the Official Information Act 1982, which include that the making available of that information would be likely —
 - (i) To prejudice the maintenance of the law, including the prevention, investigation, and detection of offences, and the right to a fair trial; or
 - (ii) To endanger the safety of any person;
- (b) That the conduct of the meeting in public would be likely to result in the disclosure of information for which good reason for withholding would exist under section 9 of the Official Information Act 1982 (unless, in the particular circumstances, the withholding of that information is outweighed by other considerations which

render it desirable, in the public interest, to make that information available) if the withholding of the information is necessary to —

- (i) Protect the privacy of natural persons, including that of deceased natural persons; or
- (ii) Protect information where the making available of the information -
 - (A) Would disclose a trade secret; or
 - (B) Would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information; or
- (iii) Protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information -
 - (A) Would be likely to prejudice the supply of similar information, or information from the same source, and it is in the public interest that such information should continue to be supplied; or
 - (B) Would be likely otherwise to damage the public interest; or
- (iv) Avoid prejudice to measures protecting the health or safety of members of the public; or
- (v) Avoid prejudice to the substantial economic interests of New Zealand; or
- (vi) Avoid prejudice to measures that prevent or mitigate material loss to members of the public; or
- (vii) Maintain the constitutional conventions for the time being which protect -
 - (A) The confidentiality of communications by or with the Sovereign or her representative;
 - (B) Collective and individual ministerial responsibility;
 - (C) The political neutrality of officials;
 - (D) The confidentiality of advice tendered by Ministers of the Crown and officials; or
- (vii) Maintain the effective conduct of public affairs through —
 - (A) The free and frank expression of opinions by or between or to Ministers of the Crown or members of an organisation or officers and employees of any Department or organisation in the course of their duty; or
 - (B) The protection of such Ministers, members of organisations, officers, and employees from improper pressure or harassment; or
- (viii) Maintain legal professional privilege; or
- (ix) Enable the Council to carry out, without prejudice or disadvantage, commercial activities; or
- (x) Enable the Council to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations); or

- (xi) Prevent the disclosure or use of official information for improper gain or improper advantage;
- (c) That the public conduct of the meeting would be likely to result in the disclosure of information which would —
 - (i) Be contrary to the provisions of a specified enactment; or
 - (ii) Constitute contempt of Court or of the House of Representatives;
- (d) That the purpose of the proceeding is to consider a recommendation made to the Council by an Ombudsman in respect of the release of information.

6 Resolution to Exclude the Public from Council Meeting *(see section 48 of the Local Government Official Information and Meetings Act 1987)*

Every resolution excluding the public shall be in the form set out in Schedule 1 to these Standing Orders. It shall be put in open meeting and copies of the resolution shall be available to any member of the public who is present and shall form part of the minutes of the Council.

7 Allowing Specified People to Remain in Council Meeting *(see section 48 of the Local Government Official Information and Meetings Act 1987)*

The Council may by resolution provide for one or more specified persons to remain after the public has been excluded if the Council believes that person, or persons, has or have, knowledge that will assist the Council. The resolution must state the knowledge possessed by that person or those persons that will be of assistance in relation to the matter and how it is relevant to that matter.

8 Provisions Applying When Meeting Open to Public *(see section 49 of the Local Government Official Information and Meetings Act 1987)*

When the meeting is open to the public:

- (a) Members of the news media shall be entitled to attend any meeting for the purpose of reporting the proceedings for any news media:
- (b) The Council shall make additional copies of the agenda to ensure an adequate supply for persons requesting copies, and shall supply them on request when tendered the prescribed amount, if any.
- (c) The agenda supplied shall include such particulars as are necessary to indicate the nature of any items included in the agenda, unless that item refers to any matter to be considered by the Council when the meeting is not likely to be open to the public.

9 When Council May Consider Items Not on the Agenda *(see section 46A of the Local Government Official Information and Meetings Act 1987)*

- 9.1** Subject to 9.2 below the Council may resolve to deal with an issue not on the agenda if the Chancellor explains in open meeting the reason why the item is not on the agenda and the reason why the discussion of the item cannot be delayed until a subsequent meeting.

- 9.2** Where an item is not on the agenda for a meeting it may be discussed if it is a minor matter relating to the general business of the Council and the Chancellor explains at the beginning of the meeting, in open meeting, that the item will be discussed at the meeting; but no resolution, decision, or recommendation may be made in respect of that item except to refer that item to a subsequent meeting of the Council for further discussion.

10 Maintenance of Order at Council Meetings *(see section 50 of the Local Government Official Information and Meetings Act 1987)*

- 10.1** The Chancellor may require a member of the public to leave the meeting if the Chancellor believes, on reasonable grounds, that the behaviour of that person is likely to prejudice or to continue to prejudice the orderly conduct of the meeting if they are permitted to remain.
- 10.2** If that person then fails to leave the meeting, or having left the meeting, attempts to re-enter the meeting without the permission of the Chancellor, any constable, or any officer or employee of the Council, may, at the request of the Chancellor, exclude that person from the meeting.

Public Availability of Council Minutes

11 Public Availability of Council Minutes *(see section 51 of the Local Government Official Information and Meetings Act 1987)*

- 11.1** The minutes of open meetings shall be available for free inspection at the offices of the Council.
- 11.2** A person may request a copy of the minutes and on tendering the prescribed amount, if any, shall be given a copy.
- 11.3** Requests for a copy of the minutes of any meeting or part of a meeting from which the public was excluded shall be deemed to be a request for access to official information made under the Official Information Act 1982 and shall be dealt with by the Council accordingly.

12 Public Notification of Emergency Meeting Resolution *(see section 51A of the Local Government Official Information and Meetings Act 1987)*

The Council shall publicly notify any resolution passed at an emergency meeting as soon as practicable, unless the resolution was passed at a meeting or part of a meeting from which the public was excluded.

Protection for Statements Made at Council Meetings

13 Defamatory Comments in Council Agenda or Minutes *(see section 52 of the Local Government Official Information and Meetings Act 1987)*

The publication of any defamatory matter in the agenda and minutes from open meetings made shall be privileged unless in publishing the matter, the defendant was predominantly motivated by ill will towards the plaintiff, or otherwise took improper advantage of the occasion.

14 Oral Statements at Council Meetings Privileged *(see section 53 of the Local Government Official Information and Meetings Act 1987)*

Any oral statement made at a Council meeting in accordance with the Standing Orders shall be privileged, unless, in making the statement, the defendant was predominantly motivated by ill will towards the plaintiff, or otherwise took improper advantage of the occasion.

Schedule 1**RESOLUTION TO EXCLUDE THE PUBLIC***Section 48, Local Government Official Information and Meetings Act 1987*

I move that the public be excluded from —

*(a) The whole of the proceedings of this meeting; or

*(b) The following parts of the proceedings of this meeting, namely,—

[State agenda items]

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of is resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
—	—	—
—	—	—
—	—	—
—	—	—

* This resolution is made in reliance on section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 6 or section 7 of that Act or section 6 or section 7 or section 9 of the Official Information Act 1982, as the case may require, which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public are as follows:

[Give particulars of grounds for excluding public]

* I also move that *[Name of person or persons]* be permitted to remain at this meeting, after the public has been excluded, because of their knowledge of *[insert relevant subject area of knowledge]*. This knowledge, which will be of assistance in relation to the matter to be discussed, is relevant to that matter because *[insert reason for person being required to attend for item]* .

* Delete if inapplicable

