

SCHEDULE

Regulation 9(1)

Provisions as to meetings and proceedings of the Council

1. The first meeting of the Council shall be held on such day and at such place as may be fixed by the chairman, and he shall be responsible for convening the meeting.

2.—(1) The chairman may call a meeting of the Council at any time.

(2) If a requisition for a meeting, signed by at least 5 other members, is presented to the chairman, and the chairman either—

(a) refuses to call a meeting; or

(b) without so refusing, does not, within 21 days after the requisition has been presented to him, call a meeting,

those members may forthwith call a meeting.

(3) Before each meeting of the Council, a notice of the meeting which—

(a) specifies the principal business proposed to be transacted at it; and

(b) is signed by the chairman or by an officer of the Council authorised by the chairman to sign it on his behalf,

shall be served on each member at least 7 clear days before the day of the meeting.

(4) The proceedings of any meeting shall not be invalidated by a failure to deliver such notice to any member.

(5) In the case of a meeting called under sub-paragraph (2) by members, those members shall sign the notice and no business other than that specified in the notice shall be transacted at the meeting.

3.—(1) At any meeting of the Council the chairman or, in his absence, the deputy chairman (if there is one and he is present) shall preside.

(2) If the chairman and deputy chairman are both absent, such other member present, as the other members present shall choose for the purpose, shall preside.

4.—(1) At any meeting of the Council the quorum shall be one third (rounded up to a whole number) of the appointed members, including the chairman.

(2) Where the Council is considering the appointment of a Chief Executive, the Council is not quorate unless the chairman is present.

5. Every question at a meeting shall be determined by a majority of the votes of the members present and competent to vote on the question and, in the case of an equality of votes, the chairman or, in his absence, the person presiding at the meeting, shall have a second vote.

6.—(1) The minutes of the proceedings of a meeting shall be drawn up and shall be signed at the ensuing meeting by the person presiding at that next meeting.

(2) The names of the members present at a meeting shall be recorded in the minutes.