

## **Insurance Committees (Amendment) Regulations Ireland), 1924.**

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PROVISIONAL REGULATIONS, DATED 19TH JANUARY, 1924, MADE  
BY THE MINISTRY OF LABOUR FOR NORTHERN IRELAND.

1924. No. 11.\*

\*Revoked by S. R. & O. 1924 (N.I.), No. 82. Par. 3 and Schedule.

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## **Payments to Insurance Committees. Amendment Regulations (Northern Ireland), 1924.**

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PROVISIONAL REGULATIONS, DATED \_\_\_\_\_ MADE  
BY THE MINISTRY OF LABOUR FOR NORTHERN IRELAND.

1924. No. 96.\*

\*Revoked by S. R. & O., 1924 (N.I.), No. 82. See Par. 3 and Schedule.

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## **Insurance Committees.**

MADE BY THE MINISTRY OF LABOUR FOR NORTHERN IRELAND  
UNDER THE NATIONAL HEALTH INSURANCE ACT, 1924 (14  
& 15 GEO. 5. c. 38).

1924. No. 82.

The Ministry of Labour for Northern Ireland, in pursuance of the powers conferred on them by the National Health Insurance Act, 1924, and with the consent of the Ministry of Finance for Northern Ireland, hereby make the following Regulations:—

### **PART I.**

#### **GENERAL.**

1. These Regulations may be cited as the National Health Insurance (Insurance Committees) Regulations, (Northern Ireland), 1924, and shall come into operation on the 1st day of January, 1925.

Short title,  
&c.

2.—(1) In these Regulations, unless the context otherwise requires, the following expressions have the respective meanings hereby assigned to them :—

Interpretation.

“ The Act ” means the National Health Insurance Act, 1924 (14 & 15 Geo. 5. c. 38) ;

“ The Ministry ” means the Ministry of Labour for Northern Ireland ;

“ County ” includes a County Borough ;

“ Committee ” means the Insurance Committee constituted for any County ;

“ Society ” means a Society approved under the Act ;

“ Member ” in relation to a Society, means a member of a Society for the purposes of the Act ;

“ Committee of Management ” means the Committee of Management or other governing body of a Society ;

“ Address ” in relation to a Society means the address which has been last furnished by the Society to the Ministry as that to which correspondence is to be addressed.

“ Contribution Card ” means any card issued under any Regulations relating to the collection of contributions made under the Act and for the time being in force.

“ Half Year ” means any period in respect of which contribution cards have been or may be issued.

“ Year ” means a calendar year.

“ Quarter ” means such period, being as nearly as may be a period of three months, as may be fixed by the Ministry for the purpose of these Regulations.

“ Exempt Person ” means a person holding a certificate of exemption under Section 2 of the Act and “ Northern Ireland Exempt Persons Fund ” means any Fund established by any Regulations made under Sections 6, 12 and 118 of the Act and for the time being in force.

(2) Except as otherwise provided in these Regulations with regard to the despatch of documents, the Interpretation Act, 1889, applies to the interpretation of these Regulations as it applies to the interpretation of an Act of Parliament.

3. The Regulations specified in the First Schedule hereto are hereby revoked in so far as they apply to Northern Ireland, without prejudice, however, to the validity of any appointment or scheme made or anything done under those Regulations, or any of them, or under any Regulations or Orders incorporating or applying those Regulations or any of them.

Revocation of existing Regulations.

4. Where by any Regulations made at any time after these Regulations any Article or part of any Article or words are directed to be added to or omitted from these Regulations, or to be substituted for any other Article or part of any Article or

Regulations to be re-printed with amendments.

words in these Regulations, then copies of these Regulations, printed under the authority of His Majesty's Stationery Office after such direction takes effect may be printed with any Article or part of any Article or words so added or omitted or substituted as such direction requires, and with the Articles and paragraphs thereof numbered in accordance with such direction, and these Regulations shall be construed as if they had, at the time at which such direction takes effect, been made with such addition, omission or substitution, and a reference in any Regulations made by the Ministry to the National Health Insurance (Insurance Committees) Regulations (Northern Ireland), 1924, shall, unless the context otherwise requires, be construed to refer to these Regulations as amended by any other Regulations for the time being in force.

## PART II.

### GENERAL PROVISIONS RELATING TO ELECTIONS.

5. For the purpose of any election held under these Regulations the Ministry shall appoint a returning officer and one or more persons to act in the place of the returning officer so appointed in the event of the returning officer's absence or inability to act, and the expression "returning officer" in these Regulations means a returning officer appointed by the Ministry and includes any person appointed by them to act and duly acting in his place.

6.—(1) Any question arising as to the validity of any nomination paper, or ballot paper, or otherwise in connection with any election held under these Regulations, shall be determined by the returning officer.

(2) The returning officer, and every officer, clerk, or servant employed in connection with the election, shall maintain, and aid in maintaining, the secrecy of the ballot, and shall not communicate to any person any information as to the manner in which any voter has recorded his vote.

7.—(1) Every nomination paper used in connection with an election shall be in the form and shall contain the particulars set out in Part III. of the Second Schedule to these Regulations, or shall be in such other form to the like effect as the Ministry may approve, and the expression "nomination paper" in these Regulations means a nomination paper in the form and containing the particulars aforesaid.

(2) No misnomer or inaccurate description of any person or place named in any nomination paper shall invalidate that paper where, in the opinion of the returning officer, the description of the person or place is such as to be commonly understood.

8. Where any document is, under these Regulations, required to be despatched by post so as to be delivered not later than twelve noon on a named day, it shall be deemed to have been

Appoint-  
ment of  
Returning  
Officer.

Powers and  
duties of  
Returning  
Officer.

Nomination  
papers.

Despatch of  
documents.

duly despatched, notwithstanding that it has not been delivered by that hour and day, if it has been properly directed and delivered for registration and despatch to the Post Office at any place in the United Kingdom, so that in the ordinary course of post it would have been delivered not later than twelve noon on that day.

9. No election shall be invalid by reason of any misdescription or non-compliance with the provisions contained in these Regulations, or by reason of any miscount or of the non-delivery, loss, or miscarriage in the course of post of any document required under these Regulations to be despatched by post, if it appears to the Ministry that the election was conducted substantially in accordance with the provisions of these Regulations, and that the result of such misdescription, non-compliance, mis-count, non-delivery, loss or miscarriage did not substantially affect the result of the election.

Misdescription, &c., not to invalidate election.

### PART III.

#### APPOINTMENT AND ELECTION OF REPRESENTATIVES OF INSURED PERSONS AND OF SOCIETIES.

##### *Appointment and Election of Representatives of Insured Persons.*

10.—(1) Where the Ministry is satisfied that there are members of a society resident in a County, that Society shall be entitled to appoint or to take part in the election of a representative or representatives upon the Committee of that County in the manner hereinafter provided.

Method of ascertaining number of insured persons.

(2) For the purpose of ascertaining the respective numbers of members of societies and deposit contributors resident in any County and the number of members so resident belonging to each society, the Ministry may require the Committee for the County to furnish a return which shall be made in such manner and forwarded to the Ministry before such date as may be prescribed, and the return so furnished shall be conclusive and binding upon the Ministry, and no society which is not indicated in the return as having members resident in the County shall be entitled to appoint or take any part in the election of a representative or representatives upon the Committee for that County.

(3) In the case of a newly-constituted or enlarged County Borough, the Ministry may require the return to be made by the Committee for the County of which the County Borough previously formed part, or may require returns in respect of the persons resident in their respective areas from the several Committees of the areas which, or parts of which, are included in the County Borough, and the foregoing provisions of this Article shall apply accordingly.

Number of representatives of insured persons.

11. The number of representatives of insured persons entitled to serve as members of the Committee of any County shall be twelve ; provided that where any part of the cost of Sanatorium Benefit is defrayed by the Council of a County or County Borough the Ministry may increase the representation of the Council on the Committee and make a corresponding diminution in the representation of the insured persons in such manner and at such time and for such period as the Ministry may determine.

Method of ascertaining the Unit.

12.—(1) For the purpose of ascertaining the number of persons to represent members of Societies and deposit contributors respectively the number of insured persons resident in the County shall be divided by the number of representatives of insured persons and the quotient, fractions being disregarded, shall be the unit for the County.

(2) At least one person shall be appointed in the manner hereinafter provided to represent deposit contributors, and, if the number of deposit contributors resident in the County is equal to or greater than two units, an additional person shall be similarly appointed for each additional unit after the first unit, but any fraction of a unit shall for this purpose be disregarded.

(3) The remaining representatives of insured persons shall be appointed or elected by Societies in the manner hereinafter provided.

*Appointment of Representatives of Societies.*

Appointment by societies

13.—(1) Any Society, the number of whose members resident in the County is equal to or greater than the unit, shall be entitled to appoint one person in respect of the first unit and an additional person for each additional unit, but any fraction of a unit shall for this purpose be disregarded.

(2) The Ministry shall despatch by post to each Society entitled to appoint representatives a statement of the number of persons which the Society is entitled to appoint, and, if the Society desires to exercise its power of appointment, it shall despatch by post so as to be delivered at the office of the Ministry not later than twelve noon on a date to be prescribed, a form, to be provided by the Ministry for the purpose, stating the full name and address of any person so appointed, and the form shall be signed at the foot by the Secretary and two members of the Committee of Management of the Society.

(3) If a form is marked in such a way as to cause any uncertainty as to what person or persons are intended to be

appointed, or in any other respect does not comply with the provisions contained in this Part of these Regulations, the appointment shall be invalid :

Provided that no misnomer or inaccurate description of any person or place named on a form shall invalidate the appointment, where in the opinion of the Ministry the description of the person or place is such as to be commonly understood, and where an uncertainty arises the Ministry may, if they think fit, treat the appointment as valid in respect of any person other than the person in connection with whom the uncertainty arises.

(4) If a Society fails to make a valid appointment within the limit of time above-mentioned, the Ministry shall appoint a person to fill any vacancy occurring thereby.

*Method of Election of Representatives of Societies.*

14.—(1) Where the number of members of a Society resident in the County is less than the unit, the Society shall be entitled to take part in an election of the remaining representatives of Societies, and to cast one vote at any poll taken in accordance with this Part of these Regulations, which vote shall be in the first instance of a value equal to the number of members of the Society resident in the County.

Election by societies.

(2) Of the persons so elected, two at least shall be women.

15. An election shall be held for this purpose in accordance with the following provisions; that is to say:—

Conduct of election.

(1) Each Society, the number of whose members resident in the County is less than the unit, shall be entitled to nominate not more than two candidates, and where two candidates are nominated one shall be a man and the other a woman.

(2) Every candidate for election shall be nominated in writing on a nomination paper which shall be signed by the secretary and two members of the Committee of Management of the Society.

(3) A candidate who desires his nomination to be withdrawn shall despatch by post so as to be delivered at the office of the Ministry not later than twelve noon on a date to be prescribed, a notice to that effect, and any candidate not giving notice within that period shall be deemed to have consented to be nominated, but the returning officer may in his discretion by notice despatched by post to the address of a Society require the Society to furnish to him in respect of any candidate nominated by it a statement signed by that candidate that he has consented to be nominated.

(4) Where a candidate has given notice within the limit of time above-mentioned of his desire that his nomination

should be withdrawn, or where a Society has failed to furnish within six days after the receipt of the request such statement as aforesaid, signed by the candidate, the nomination shall be invalid.

- (5) Every nomination paper shall be despatched by post so as to be delivered at the office of the Ministry not later than twelve noon on a date to be prescribed and immediately after that date the returning officer shall examine the nominations received in respect of each County and shall decide in accordance with this Part of these Regulations as to the validity of any nomination so received.
- (6) If more than two female candidates stand nominated for any County the procedure shall be as follows :—
  - (a) If the total number of candidates, whether male or female, nominated is equal to, or less than, the total number of vacancies, the returning officer shall forthwith declare the persons so nominated to be elected ;
  - (b) If the total number of candidates nominated exceeds the total number of vacancies, a poll shall be taken in the manner hereinafter mentioned, but so as to secure that in any event two female candidates shall be elected.
- (7) If not more than two female candidates stand nominated for any County, the procedure shall be as follows :—
  - (a) The returning officer shall forthwith declare the female candidate or candidates so nominated, if any, to be elected ;
  - (b) If the number of male candidates is equal to, or less than, the number of the vacancies for which men are qualified, the returning officer shall declare those candidates to be elected ; and if the number of male candidates exceeds the number of those vacancies, a poll shall be taken for the purpose of filling the vacancies in the manner hereinafter mentioned.
- (8) Where there is any vacancy in respect of which a candidate has not been nominated, the Ministry shall appoint a person to fill the vacancy.

Method of  
taking a poll.

16.—(1) If in any County a poll is required to be taken under this Part of these Regulations, the returning officer shall, as soon as conveniently may be, despatch by post to the address of every Society entitled to take part in that election a ballot paper in a form to be approved by the Ministry, containing the full names and addresses of the candidates and the names of the nominating Societies and the value of the vote which the Society is entitled to cast in that County, and, if the Society desires to

record its vote, it shall cause the ballot paper to be marked in accordance with the Rules in Part I. of the Second Schedule to these Regulations and to be despatched by post so as to be delivered at the office of the Ministry not later than twelve noon on a day stated on the ballot paper, which shall be a day at least seven days subsequent to the despatch of the ballot paper.

(2) The returning officer shall examine the ballot papers and count the votes recorded thereon, in accordance with the Rules in Part II. of the Second Schedule to these Regulations, and shall as soon as practicable notify to the Ministry the result of the poll.

(3) Where it appears to the returning officer that a mistake on a ballot paper issued to a Society has arisen in the office of the Ministry, he may, if he thinks fit, issue another ballot paper to that Society, and the Society shall be entitled to record its vote in accordance with this Part of these Regulations on that ballot paper within such limit of time as the returning officer may determine.

17.—(1) Where owing to the failure of Societies taking part in a poll, or of any of them, to exercise adequately their power to express preferences, the number of votes received by the persons highest on the poll does not in the opinion of the Ministry bear a reasonable proportion to the total number of votes cast, so as to result in a substantial miscarriage of the election, the Ministry may, if they think fit, declare the election to be void, either in respect of all the persons the highest on the poll or of such of those persons as they may decide.

Special provision in case of failure of an election.

(2) Where the election is declared to be void in respect of all the persons elected, the Ministry shall order a new poll to be taken in the manner provided in this Part of these Regulations, and where the election is declared to be void in respect of some only of the persons elected, the Ministry shall make such provision for filling the remaining vacancies as they think fit.

18. Where any provision of this Part of these Regulations requires that a document shall be signed by the secretary of a Society, and owing to illness, absence or other reasonable cause the secretary of a Society is unable to sign the document within the required period, any document which appears to the Ministry to have been signed by a person duly authorised by the Committee of Management of the Society to perform the duties of the secretary in his absence shall for the purposes of this Part of these Regulations be deemed to have been signed by the secretary.

Signature of secretary of society.

*Appointment of representatives of Deposit Contributors.*

19. The members of the Committee, other than those representing insured persons, shall appoint the person or persons to represent deposit contributors at a meeting to be held and conducted in accordance with the rules contained in the Third Schedule to these Regulations.

Appointment of representatives of deposit contributors.



Female  
representa-  
tive of  
deposit  
contributors.

20. If two or more persons are appointed to represent deposit contributors, at least one shall be a woman.

#### PART IV.

##### TERM OF OFFICE, CASUAL VACANCIES, &C.

Term of  
Office.

21. Subject to the provisions of any Regulations which the Ministry may hereafter make extending the term of office of the persons who are at the date of the commencement of these Regulations members of the Committee or of any class or classes thereof, members appointed by the Council of a County Borough shall go out of office on the 31st January, 1926, other members shall go out of office on the 30th June, 1927, and after these dates the term of office of members of the Committee (other than persons filling casual vacancies) shall be three years.

Resignation  
and dis-  
qualification  
of members.

22.—(1) A member of the Committee who desires to resign his membership thereof shall give notice in writing to the Clerk to the Committee.

(2) If a member of the Committee has not attended any meeting of the Committee or of any sub-committee for a period of six months the Clerk to the Committee shall inform the Ministry and unless they are satisfied that his absence was due to illness or other reasonable cause they shall declare that his seat on the Committee has become vacant.

(3) If a member of the Committee is declared bankrupt or compounds by deed with his creditors or makes an arrangement or composition with his creditors by deed or otherwise, he shall thereupon immediately become disqualified and shall cease to be a member of the Committee and his seat shall become vacant.

(4) Where a person becomes so disqualified by being declared bankrupt or compounding or making an arrangement or composition as aforesaid the disqualification, as regards subsequent elections, shall, in the case of bankruptcy, cease on his obtaining his order of discharge, and shall, in case of a compounding or composition as aforesaid, cease on payment of his debts in full and shall, in case of an arrangement as aforesaid, cease on his obtaining his certificate of discharge.

Notification  
of vacancies  
and appoint-  
ments.

23.—(1) In the event of a casual vacancy occurring by reason of the death, resignation or disqualification of any member of the Committee, the Clerk to the Committee shall forthwith inform the Ministry, and, if the person whose seat is vacated was appointed by the Council of the County, shall also inform the Clerk to the Council.

(2) The Clerk to the Committee shall inform the Ministry of the name and address of any person appointed by the said Council to be a member of the Committee.

24. If a casual vacancy occurs amongst the representatives of insured persons appointed or elected under Part III. of these Regulations, the vacancy shall be filled in the following manner, namely :

Casual vacancies in representation of insured persons.

- (a) In the case of a member appointed by a Society, a new member shall be appointed by that Society, or, if the Society has in the meantime ceased to be an Approved Society, by the Committee ;
- (b) In the case of an elected member, or of a member appointed, as hereinafter mentioned, in lieu of an elected member, a new member shall, as the Ministry may in each case determine, be appointed either—
  - (i) by the Committee ; or
  - (ii) by the Society or jointly by the Societies which nominated the person whose seat is vacated, or, where in the case of a joint appointment the appointing Societies fail to agree, or are more than three in number, by the Committee, and every appointment so made shall secure that not less than two out of the elected members and the persons appointed under the provisions of this Article to fill the places of elected members are women ;
- (c) If a Society fails to appoint a member to fill a casual vacancy, a new member shall be appointed by the Committee ;
- (d) In the case of a member representing deposit contributors, a new member shall be appointed by the Committee.

25.—(1) Where any persons or body, other than the Ministry, have appointed a person to fill a casual vacancy, they shall within seven days notify to the Ministry and the Clerk to the Committee the full name and address of the person appointed, and he shall hold office from the date on which the Ministry declares him appointed.

Term of office of persons filling casual vacancies.

(2) A person appointed to fill a casual vacancy shall hold office during the remainder of the term of office of the person in whose place he is appointed.

#### PART V.

#### PROCEDURE OF INSURANCE COMMITTEES.

##### *General Provisions.*

26.—(1) The Committee shall at the meeting of the Committee held next after the 30th June in each year appoint some member of the Committee to be Chairman, and some other member of the Committee to be Vice-Chairman, and any person so appointed shall, so long as he remains a member of the Committee, hold office until the meeting held next after the succeeding 30th June.

Chairman and Vice-Chairman.

Provided that, if at any time, the Chairman or Vice-Chairman, by death, resignation or for some other reason, ceases to be a member of the Committee, the Committee shall, as soon as convenient thereafter, appoint some member in his stead for the unexpired period of his term of office.

(2) At every meeting of the Committee, the Chairman, if present, shall preside.

(3) If the Chairman is absent from any meeting, the Vice-Chairman shall, if present, preside, and if the Chairman and Vice-Chairman are both absent, the members present at the meeting shall elect from among themselves some person to act as Chairman for that meeting.

(4) The Clerk to the Committee shall notify to the Ministry the names of the Chairman and Vice-Chairman, if any, within seven days after the appointment.

Vacancies,  
&c. not to  
invalidate  
proceedings.

27. The proceedings of a Committee shall not be invalidated by any vacancy in their number or by any defect in the appointment of any member of the Committee.

Minutes.

28.—(1) Minutes of the proceedings at every meeting of the Committee and a record of the attendance of the members of the Committee shall be duly kept by the Clerk, who shall forward to the Ministry within four days of the date of any meeting a copy of the minutes of the proceedings of the Committee in such form as the Ministry may from time to time require. The minutes of proceedings shall specify the hour of commencement and termination of the meeting.

(2) Unless and until the contrary is proved, every meeting in respect of the proceedings whereof a minute has been made in accordance with the above provision shall be deemed to have been duly convened and held, and all the members present at the meeting shall be deemed to have been duly qualified.

Officers of  
Committee.

29.—(1) The Committee shall appoint some fit person to act as Clerk to the Committee but no such appointment shall be valid unless and until the Ministry shall have expressed their sanction thereto.

(2) The Committee may also, subject to the like sanction, appoint such other officers and servants as may be necessary.

(3) The Ministry may make it a condition of their sanction of any such appointment that the Committee shall give such notice in the public press of their intention to make the appointment as the Ministry may think fit.

(4) The Committee may, subject to the sanction of the Ministry being first obtained, pay to the Clerk, and to their other officers and servants such remuneration as the Committee think fit.

(5) The Clerk of every Committee shall submit for the approval of the Ministry the particulars of such offices and appointments as the Committee propose to create.

(6) The Clerk of the Committee and every other officer of the Committee through whose hands money passes shall severally give security to the Committee by a bond of a guarantee society approved by the Ministry in a sum to be determined by the Committee with the approval of the Ministry.

(7) No member of the Committee or person who has at any time in the previous twelve months been a member of the Committee shall be appointed to the office of Clerk or any other paid office under the Committee.

30.—(1) Subject to the provisions of the Act and of these Regulations, the Committee may from time to time appoint such sub-committees as they may think expedient, and may delegate to any sub-committee so appointed any of the powers and duties of the Committee :

Sub-Committees.

Provided that :—

- (i) No expenditure shall be incurred by a sub-committee without the consent of the Committee ; and
- (ii) Minutes of the proceedings of every meeting of a sub-committee and a record of the attendance of the members of the sub-committee shall be duly kept and laid before the Committee at its next meeting and shall be recorded on the minutes of that meeting.

(2) Sub-committees may consist wholly or partly of members of the Committee as the Committee may, in their discretion, determine.

(3) Subject as aforesaid, the provisions of these Regulations relating to the constitution, Chairman, Vice-Chairman, and proceedings of the Committee shall apply to sub-committees as they apply to Committees, with the substitution of the sub-committee for the Committee.

#### *Meetings.*

31. The proceedings of the Committee shall be conducted and the meetings and conduct of business shall be regulated by Standing Orders which shall, unless the Ministry otherwise determine, be as follows :—

Standing Orders

- (i) The meetings of the Committee shall be held at such times and places as the Committee may from time to time appoint.

Provided that a meeting of the Committee shall be held at least once in every three months, and that a meeting shall be held in each year not later than the last day of January.

- (ii) The Clerk may at any time on the instructions or with the concurrence of the Chairman, or, in cases of urgency, without such concurrence, call a special meeting of the Committee. He shall call a special meeting on receiving a requisition signed by one-

fourth of the members of the Committee, which requisition shall state the business to be brought up at such meeting. Should the Clerk fail to call a meeting within seven days after receiving such requisition, the requisitionists shall be entitled themselves to call a meeting.

- (iii) Notice of all meetings of the Committee shall be delivered or sent by post so as to reach the last-known place of abode or business of each member of the Committee three clear days before the day of meetings, and a copy of such notice shall be sent so as to reach the Secretary to the Ministry three clear days before any such meeting of the Committee. The notice shall contain concise particulars of the business to be transacted at the meeting.

*Order of Business.*

- (iv) The order of business of all meetings of the Committee shall be as follows :—

- (a) The Chairman, Vice-Chairman or person appointed to act as Chairman shall take the chair.
- (b) The Clerk shall read the notice of the meeting and the statutory authority, if any, for the meeting.
- (c) The roll of members shall be called.
- (d) The Minutes of last meeting shall be read, and, when confirmed, signed by the Chairman.
- (e) Business required by statute to be done at the meeting.
- (f) Business continued from previous meeting.
- (g) Reports of Committees or officials.
- (h) Business of which notice has been given.
- (i) Special business brought forward by direction of the Chairman.
- (j) Any other competent business.

The Committee may at any meeting vary the above order, so as to give precedence to urgent business, but not so as to postpone consideration of statutory business.

*Motions, etc.*

- (v) No motion to rescind any resolution which has been passed within the preceding six months, nor any motion to the same effect as any motion which has been negatived within the preceding six months, shall be in order, unless notice of the same be given in the notice of the meeting.

- (vi) Every amendment must be relevant to the motion on which it is moved. The Chairman shall be the sole judge of relevancy.
- (vii) A relevant motion or amendment once made and seconded shall not be withdrawn without the consent of the mover and the seconder thereof, and of the meeting.

*Order of Debate.*

- (viii) Every motion or amendment shall be reduced to writing, and shall be moved and seconded before it is put to the meeting.
- (ix) A member shall not speak more than once on any motion or amendment (save in explanation), but the mover of a resolution may reply. After the mover has been called on by the Chairman to reply, no other member shall speak to the question. The decision of the Chairman on all questions of order, relevancy and regularity shall be final; and it shall be the duty of the Chairman to stop any discussion which, in his judgment, is irrelevant or outside the work of the Committee.

*Voting.*

- (x) Every question at a meeting of the Committee shall be determined by a majority of the votes of the members of the Committee present and voting on the question, and in case of an equal division of votes, the Chairman of the meeting shall have a second or casting vote.

*Vacancies in Staff of Committee.*

- (xi) In the event of the death, resignation, or disability of the Clerk or other official, the Chairman shall notify the fact to the Ministry and shall make such temporary arrangements as may be necessary for the performance of the duties of the office, and shall, as soon as may be, call, or cause to be called, a meeting of the Committee to decide what action is to be taken.
- (xii) When there are more than two candidates for any office, and the first voting does not show an absolute majority of the members present and voting in favour of any candidate, the candidate having the least number of votes shall be struck off the list, and a fresh voting shall take place; and so on, till an absolute majority shall be obtained in favour of one candidate.
- (xiii) Personal canvassing of members shall be prohibited by the Committee, who may declare any candidate infringing this rule to be disqualified for election.

*Affixing of Committee's Seal.*

- (xiv) The Seal of the Committee shall not be affixed to any document except in pursuance of a resolution of the Committee.
- (xv) The affixing of the Seal of the Committee to a document shall be authenticated by the signature of the Chairman or of two members of the Committee, and of the Clerk.

*Suspension of Standing Orders.*

- (xvi) Any one or more of the Standing Orders in any case of urgency or upon motion made, may be suspended at any meeting, so far as regards any business at such meeting provided that two-thirds of the members of the Committee present and voting shall so decide.

*Absence of Quorum.*

- (xvii) If within twenty minutes or such longer time as the Committee may appoint after the time appointed for a meeting a quorum of members be not present, the Chairman, or in his absence, the Vice-Chairman, shall adjourn the meeting. In the event of the failure of a quorum and the absence of both Chairman and Vice-Chairman, the Clerk shall minute that owing to the want of the necessary quorum, no business was done.

## Offices.

32. The Committee may, for the purposes of their duties under the Act, provide themselves with offices, and for that purpose may use any offices belonging to a local authority, subject to the consent of the authority, with or without payment, as may be agreed.

## Power of Committee to determine procedure.

33. Subject to the provisions of these Regulations, the quorum, proceedings, and place of meeting of the Committee shall be such as the Committee determine :

Provided that the quorum shall in no case be less than three.

## Contracts.

34. The Committee shall not enter into any contract for work or labour or for the supply of goods with any member of the Committee or with any firm, partnership or corporate body of which any member is a partner, director, manager or other officer or in which he is otherwise directly or indirectly interested, nor into any contract in the profits of which any member of the Committee participates, but this Order shall not apply—

- (a) to any sale or lease to the Committee of lands in which a member of the Committee is interested ;
- (b) to the insertion by the Committee of any advertisement relating to the affairs of the Committee in any newspaper in which a member of the Committee is interested ;

- (c) to any contract entered into by the Committee with a Joint Stock Company of which a member of the Committee is a shareholder, provided that such member shall not vote at any meeting of the Committee on any question in which such Company is interested; or,
- (d) to any contract for medical services or for the medical treatment of, or the supply of drugs or appliances to, insured persons, or their dependants, entered into by the Committee with any member of the Committee or with any firm, partnership or corporate body in which such member is directly or indirectly interested as aforesaid.

35. Any sanction given by the Ministry under this Part of these Regulations may be given for such term and subject to such conditions as the Ministry may think fit. Sanction of Ministry.

## PART VI.

### ACCOUNTS OF INSURANCE COMMITTEES.

36.—(1) The accounts of the Committee shall be duly posted and shall be made up and balanced at the end of each year and submitted to the Committee within six weeks after the end of the year or at the meeting held next after the expiration of such period of six weeks. Accounts: Receipt and payment of moneys.

(2) The Clerk or other officer appointed by the Committee for the purpose shall be responsible for the safe custody of any moneys of the Committee not lodged with the Committee's bankers.

He shall immediately upon the receipt of any money paid to him on behalf of the Committee record the receipt in a book to be kept by him for the purpose and shall pay all such moneys to the account of the Committee at their bankers at such periods as the Committee may determine, and in any event so soon as they amount to the sum of one pound.

He shall also keep an account of all sums paid to him by the Committee for the purpose of making payments on their behalf, and of all such payments made by him, and shall submit such account duly balanced and signed by him to each meeting of the Committee.

(3) All payments made by or on behalf of the Committee shall be made by cheque or other order drawn on the bankers of the Committee except in the case of sums not exceeding £2 (two pounds) or such lesser amount as the Committee may determine, or in cases of urgency.

(4) All cheques or other authorities for payment of money by the bankers of the Committee shall be signed by two members of the Committee and counter-signed by the Clerk, or by such other Officer of the Committee as the Committee, with the approval of the Ministry, may authorise for that purpose.



Books and  
Accounts.

37.—(1) Every Committee shall record their transactions in the books and accounts specified in the Fourth Schedule to these Regulations.

(2) If any Committee satisfy the Ministry that it is necessary or desirable that the Committee should keep any other books or accounts submitted by the Committee for the approval of the Ministry and of such a nature as to furnish substantially the same information as the books or accounts specified in the Fourth Schedule to these Regulations, the Ministry may approve the books or accounts so submitted, and any books or accounts so approved shall, as respects that Committee, be deemed to be substituted for the books or accounts specified in the said Schedule.

Administra-  
tion Fund.

38.—(1) There shall be carried to the credit of the Administration Fund in the books of the Committee :—

- (i) all sums credited to the Committee by the Ministry out of sums available for defraying the expenses of administration of Committees ;
- (ii) all sums received by the Committee in repayment of costs incurred by the Committee under the provisions of sub-section (3) of Section 16 of the Act ;
- (iii) all sums transferred with the approval of the Ministry from the Sanatorium Benefit Fund to the Administration Fund.
- (iv) all sums received by the Committee representing the excess of any interest credited to the Committee on sums in the hands of its bankers over bank charges debited to or paid by or on behalf of the Committee.
- (v) All sums received by the Committee in respect of any incidental receipts.
- (vi) All sums received by or on behalf of the Committee :
  - (a) from local authorities under sub-section (4) of Section 83 of the Act ;
  - (b) in respect of fines payable by virtue of any rules made under Section 23 of the Act ;
- (vii) all other sums credited to the Committee by the Ministry or received by the Committee to meet, or in repayment of, administrative expenses incurred by the Committee.

(2) There shall be charged to the Administration Fund :—

- (i) all payments made by the Committee in respect of expenses incurred in connexion with the administration of the powers and duties conferred upon the Committee by the Act and any Regulations made thereunder.
- (ii) all sums transferred with the approval of the Ministry from that Fund to the Sanatorium Benefit Fund ;

- (iii) all payments made by the Committee for expenses incurred in pursuance of paragraph (b) of sub-section (1) of Section 50 of the Act.
- (iv) all payments made by the Committee under the provisions of Section 87 of the Act ;
- (v) any other payments made by the Committee which have been specially authorised by the Ministry to be charged against this Fund.

39.—(1) There shall be carried to the credit of the Sanatorium Benefit Fund in the books of the Committee :—

Sanatorium  
Benefit  
Fund.

(i) all sums credited to the Committee by the Ministry :—

- (a) from the General Sanatorium Benefit Fund ;
- (b) representing moneys provided by Parliament towards the cost of sanatorium benefit other than such moneys credited to the General Sanatorium Benefit Fund ;

(ii) all sums transferred, with the approval of the Ministry, from the Administration Fund to the Sanatorium Benefit Fund ;

(iii) all sums received by the Committee under sub-section (8) of Section 120 of the Act.

(2) There shall be charged to the Sanatorium Benefit Fund :—

- (a) all payments made by or on behalf of the Committee for defraying the expenses of sanatorium benefit other than payments in respect of the residential treatment of Tuberculous Discharged Soldiers.
- (b) all payments made by the Committee under Section 26 of the Act ;
- (c) Subject to the approval of the Ministry such amount, if any, not exceeding the expense of the administration of sanatorium benefit charged to the Administration Fund, as may be required to meet the whole or part of a deficiency existing on the said Fund at the end of any year after all other income available for credit thereto in respect of that year has been so credited.
- (d) any other payments made by the Committee which have been specially authorised by the Ministry to be charged against this Fund.

40.—(1) There shall be carried to the credit of the Discharged Soldiers Sanatorium Benefit Fund in the books of the Committee all sums credited to the Committee by the Ministry from the Discharged Soldiers Sanatorium Benefit Fund in the books of the Ministry.

Discharged  
Soldiers  
Sanatorium  
Benefit  
Fund.

(2) There shall be charged to the Discharged Soldiers' Sanatorium Benefit Fund all payments made by or on behalf of the Committee in respect of the residential treatment of Tuberculous Discharged Soldiers.

## PART VII.

### *Appeal from Insurance Committee Audit.*

Notice of Appeal.

41. An appeal to the Ministry from any disallowance or surcharge by the auditor of the accounts of a Committee may be made by giving to the Ministry within thirty days after the date of the auditor's certificate, notice of the appeal in writing signed by or on behalf of the appellant.

Statement of grounds of appeal.

42. The appellant shall, either with the notice of appeal or within fourteen days thereafter or within such further period as the Ministry may, either before or after the expiration of the said period of fourteen days, in their absolute discretion allow, send to the Ministry a statement setting out the grounds, whether of facts or of law, upon which he desires to appeal against the said disallowance or surcharge.

Production of documents, &c.

43. The Ministry may, at any stage of the proceedings on appeal, require the appellant or the Committee to furnish them with any document or statement in writing in reference to the matters in question, and they may have regard for the purposes of their decision (whether or not an oral hearing is held pursuant to the provisions of this Part of these Regulations) to any document or statement which they may thus obtain.

Appellant limited to grounds stated in appeal.

44. The appellant shall not, without the leave of the Ministry, or, in a case where there is an oral hearing, without the leave of the person or persons before whom the hearing takes place, be entitled to rely upon any facts or contentions other than those set out in the statement of his grounds of appeal.

Ministry may dispense with oral hearing.

45. If it appears to the Ministry that the appeal is of such a nature that it can properly be determined without an oral hearing on the information contained in the auditor's certificate and statement, if any, and in the statement furnished by the appellant of his grounds of appeal, or in any document or statement furnished to the Ministry under this Part of these Regulations, the Ministry may dispense with an oral hearing and determine the appeal summarily, and shall communicate their decision to the appellant, the Committee, and the auditor.

Appointment of person to hear appeal.

46. If an oral hearing is required, the Ministry shall appoint one or more fit persons to hear the appeal.

Notice of hearing.

47. An oral hearing shall take place at such time and place as the Ministry may direct; and they shall cause notice in writing

thereof to be sent by post to the appellant, the Committee, and the auditor not less than seven days before the day fixed for the hearing.

48. The person or persons before whom the oral hearing takes place may adjourn the hearing from time to time as he or they may think fit.

Adjournment of hearing.

49. The appellant and the auditor may attend and be heard at the oral hearing in person, and the Committee may attend and be heard by any duly authorised officer, or in any case, with the consent of the Ministry by any other representative including counsel or solicitor.

Appellant, &c., may be represented at hearing.

50. Subject as aforesaid, the procedure at the oral hearing shall be such as the person or persons before whom the hearing takes place may determine.

Procedure at hearing.

51. The person or persons before whom the oral hearing takes place shall, as soon as may be after the hearing, draw up a report, stating such relevant facts as appear to them to be established by the evidence and the inferences of fact which in their opinion may properly be drawn from the facts so established, and the Ministry after taking such report into consideration, shall give their decision in due course, and communicate it to the appellant, the Committee and the auditor.

Report of persons hearing appeal.

### PART VIII.

#### DISPUTES BETWEEN TWO OR MORE INSURANCE COMMITTEES AND BETWEEN COMMITTEES AND INSURED PERSONS.

52. Any dispute between two or more Committees or between a Committee and an insured person shall be decided in like manner as a dispute between a Society and a Committee and Part XIII of the National Health Insurance (Approved Societies) Regulations, 1924, shall apply accordingly.

Procedure in case of disputes.

### PART IX.

#### *Payments to Insurance Committees.*

53.—(1) Each Society shall furnish in such manner as the Ministry may determine to each Committee in whose area the Society has members resident such information relating to those members as the Ministry may require.

(2) Each Committee shall prepare and keep to the satisfaction of the Ministry the following lists, which are in these Regulations collectively referred to as "the Register."

The Register

(a) A list of the names and addresses of the members of each Society, and of the Army and Navy Insurance Fund resident in the County, distinguishing between those members entitled and those not entitled to Sanatorium Benefit and between members of the Navy and Army Insurance Fund and members of Societies.

(b) A list of the names and addresses of Deposit Contributors resident in the County, distinguishing between those entitled and those not entitled to Sanatorium Benefit; and

(c) A list of the names and addresses of exempt persons resident in the County who are entitled to Sanatorium Benefit.

*Cost of Sanatorium Benefit and Administrative Expenses of Committees.*

General  
Sanatorium  
Benefit  
Fund.

54. For the purpose of defraying the cost of Sanatorium Benefit there shall be opened in the books of the Ministry an account to be called the "General Sanatorium Benefit Fund."

Method of  
ascertaining  
sum payable  
by Society.

55. (1) The Ministry shall as soon as may be, debit to each Society and credit to an account to be called the "Societies Joint Account" in the General Sanatorium Benefit Fund the sum payable by the Society for each year towards the cost of the sanatorium benefit of its members, calculated on the basis of a number to be ascertained in the following manner:

(a) The number of members of the Society at the end of the year shall be added to the number of members at the end of the preceding year, and the total shall be divided by two. For the purpose of this paragraph "member" does not include a member of a Society, who is of the age of 70 years or upwards, a seaman, marine, soldier or airman in the service of the Crown, a member, who, being a voluntary contributor, is not entitled to sanatorium benefit or a member who, being a married woman, has ceased to be a person whose normal occupation is employment within the meaning of Section 56 of the Act, or who has on marriage ceased to be a voluntary contributor, and in whose case more than twelve months have elapsed since the date of unemployment or the date of marriage, as the case may be;

(b) One-quarter of the number of members who, being married women, have ceased to be persons whose normal occupation is employment within the meaning of Section 56 of the Act, or have on marriage ceased to be voluntary contributors, and in whose case a period of twelve months, commencing on the date of unemployment or the date of marriage, as the case may be, terminates during the year;

(c) Three-quarters of the number of persons who during the year cease to be members of the Society by reason of ceasing to be insured persons under the provisions of Section 3 of the Act.

(d) The sum of the three numbers so obtained (no account being taken of fractions) shall be the number upon which the amount to be debited to each Society, and credited to the Societies Joint Account as aforesaid, shall be based.

(2) Pending the determination of the sums to be debited to the Society as aforesaid in respect of any year, the Ministry shall debit to the Society on account of the sums so payable by the

Society for that year an amount calculated by reference to the sums payable by the Society for previous years, or, in the case of a new Society, calculated in such manner as the Ministry may determine. The sums so calculated together with the sums ascertained in pursuances of Articles 56 and 57 of these Regulations, shall, subject to such adjustments as may be necessary under the provisions of the following paragraph and of Article 61 of these regulations, constitute the General Sanatorium Benefit Fund for that year.

(3) The Ministry, when determining the General Sanatorium Benefit Fund for any year, shall make such adjustments as may be necessary to secure that the sums credited as aforesaid in respect of any previous year, shall be equal to the sums which may be finally determined to be payable.

(4) The Ministry shall credit to an account in the General Sanatorium Benefit Fund to be called the "State Grant Account" the sums payable out of moneys provided by Parliament towards the cost of the sanatorium benefit of members of the Societies calculated on the basis of the sums debited to Societies, and shall subsequently make such adjustments in the sums credited to the State Grant Account as to secure that the sums payable out of moneys provided by Parliament bear a proper proportion to the amounts which are determined to be payable by Societies.

56. The Ministry shall credit to an account to be called the "Exempt Persons Charge Account" in the General Sanatorium Benefit Fund the sum payable for that year towards the cost of sanatorium benefit out of the contributions paid in respect of exempt persons, and to the State Grant Account the corresponding sum payable towards the cost of the sanatorium benefit of exempt persons out of moneys provided by Parliament, and the foregoing provisions requiring the Ministry to credit, as soon as may be after the commencement of the year, the sums payable in respect of members of Societies, and to make subsequent adjustments, shall apply to the sums payable in respect of exempt persons.

Exempt  
Persons  
Charge  
Account.

57.—(1) In each year the Ministry shall credit to an account called the "Deposit Contributors Charge Account" in the General Sanatorium Benefit Fund the sums estimated to be payable for that year in respect of sanatorium benefit out of the contributions paid by or in respect of deposit contributors and to the State Grant Account the corresponding sum payable towards the cost of sanatorium benefit of deposit contributors out of the moneys provided by Parliament

Deposit Con-  
tributors  
Charge  
Account.

(2) The Ministry, when determining the amounts to be credited in accordance with the preceding paragraph, shall make such adjustments as may be necessary to secure that the sums credited as aforesaid in respect of any previous year, shall be equal to the sums which may be finally determined to be payable.

General  
Administration  
Fund.

58.—(1) For the purpose of defraying the cost of the administrative expenses of Committees there shall be opened in the books of the Ministry an account to be called the "General Administration Fund."

(2) The Ministry shall credit to an account in the General Administration Fund to be called the "Societies Joint Account" all sums payable towards the administrative expenses of Committees by Societies in respect of their members, and the foregoing provisions relating to the Societies Joint Account in the General Sanatorium Benefit Fund, shall apply to the Societies Joint Account in the General Administration Fund.

(3) The Ministry shall as soon as may be after the commencement of each year credit to an account in the General Administration Fund to be called the "Deposit Contributors Charge Account" the sums payable towards the administrative expenses of Committees in respect of deposit contributors who had not at the commencement of the year attained the age of seventy.

(4) The Ministry shall credit the sums payable towards the administrative expenses of Committees out of moneys provided by Parliament in respect of insured persons to accounts in the General Administration Fund corresponding to the Societies Joint Account and the Deposit Contributors Charge Account in the proportions in which those sums are payable in respect of the classes of persons to which those accounts relate.

Interest  
Accounts.

59.—(1) All the sums accruing by way of interest on moneys credited to any of the several accounts in the General Sanatorium Benefit Fund and the General Administration Fund shall be carried to an account to be called an "Interest Account" in the appropriate one of those funds.

(2) At such times as the Ministry may direct the sums standing to the credit of the said Interest Accounts shall be apportioned amongst the several Societies, the Deposit Contributors Fund, the Northern Ireland Exempt Persons Fund, and an account to be called the "State Grant Interest Account" in the same proportion as that in which the sums from which such interest arose were debited to the Societies, the Deposit Contributors Fund, the Northern Ireland Exempt Persons Fund, and were paid out of moneys provided by Parliament respectively.

Advances to  
Committees.

60.—(1) The Ministry may from time to time advance from the General Sanatorium Fund and the General Administration Fund to each Committee such sums as may be required for the purposes of Sanatorium Benefit and the Administrative Expenses of the Committee, so, however, that the sums so advanced shall not exceed the proper proportion of the sums which the Ministry may estimate to be due to that Committee.

(2) In the event of any Committee requiring moneys before any sums have been credited to the proper accounts or any of

them, the Ministry may, if they think fit, make such advances from the general balances in the Northern Ireland National Health Insurance Fund as appear to them to be reasonable, pending the ascertainment of the amount due to be credited to the several accounts.

61. The Ministry shall, as soon as may be after the end of each year, ascertain the proportions in which the sums credited to the General Sanatorium Benefit Fund are to be apportioned amongst the several Committees in the following manner :—

Apportionment of General Sanatorium Benefit Fund.

(1) In the case of each Committee the number of insured and exempt persons included in the Register of the Committee at the commencement of each quarter of that year and entitled at that date to Sanatorium Benefit shall be calculated, and the sum of the four numbers shall be divided by four.

(2) Subject to any adjustments between the General Sanatorium Benefit Fund, and any similar Funds under the control and management of the Ministry of Health or the Scottish or Welsh Board of Health made by the Joint Committee under the powers conferred on them by Sub-section (4) of Section 88 of the Act and to any deductions and adjustments made under the provisions of the succeeding Articles of these Regulations, the sums standing to the credit of each of the several accounts, other than the Interest Account, in the General Sanatorium Benefit Fund shall in each year be apportioned amongst the several Committees in proportion to the number obtained in the case of each Committee under the provisions of the last preceding paragraph and the sum so apportioned to each Committee, account being taken of any sums paid in advance in the course of the year to that Committee, shall be the sum available to that Committee for the purposes of sanatorium benefit in that year.

Apportionment of General Administration Fund

62.—(1) For the purpose of ascertaining the proportions in which the sums credited to the General Administration Fund are to be apportioned amongst the several Committees, the Ministry shall as soon as may be after the end of each year, ascertain the numbers

- (a) of members of Societies ;
- (b) of deposit contributors who had not before the commencement of the year attained the age of 70, and members of the Navy and Army Insurance Fund,

included in the Register of each Committee at the commencement of each quarter of that year, and shall divide by four the sum of the two numbers so ascertained in respect of each of the above-mentioned classes.

(2) Subject to any adjustments between the General Administration Fund and any similar funds under the control of the Ministry of Health or the Scottish or Welsh Board of Health made by the Joint Committee as aforesaid, and to



the deduction in accordance with Article 70 of these Regulations of the sums therein referred to, the sums standing to the credit of each of the several accounts, other than the Interest Account, shall be apportioned amongst the several Committees in proportion to the numbers relating to that account obtained in accordance with the last preceding paragraph.

Power of  
Ministry to  
adjust  
numbers.

63. Notwithstanding anything contained in this part of these Regulations, if in any year the quarters as fixed by the Ministry for the purposes of these Regulations are not of approximately equal length, the Ministry may make such adjustment in the numbers of insured and exempt persons relating to each quarter as may appear to them equitable.

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## PART X.

### *Discharged Soldiers Sanatorium Benefit Fund.*

Cost of resi-  
dential  
treatment.

64. Towards meeting the cost of residential treatment of Tuberculous Discharged Soldiers there shall be debited to the General Sanatorium Benefit Fund and credited to an account in the books of the Ministry to be called the Discharged Soldiers Sanatorium Benefit Fund in respect of each such soldier, on his first admission since 1st January, 1919, to residential treatment, a sum equal to the case value for the year.

Determi-  
nation of case  
value.

65. The Ministry shall determine the case value for each year by dividing three-fifths of the total amount of the General Sanatorium Benefit Fund for that year by the number of recommendations made during the year by all Committees and the amount so obtained shall be the case value for that year. In calculating the number of recommendations, no account shall be taken of any recommendation in the case of which the person recommended has refused or failed to receive treatment under the recommendation.

Credit to  
Insurance  
Committee.

66. There shall be debited for each year to the Discharged Soldiers Sanatorium Benefit Fund and credited to each Committee the amount (if any) paid by the Committee in the year in providing residential treatment for Tuberculous Discharged Soldiers.

Definition of  
Tuberculous  
Discharged  
Soldier.

67. The expression "Tuberculous Discharged Soldier" means any man invalided or discharged from His Majesty's Forces and entitled to Sanatorium Benefit in whose case tuberculosis is held by the Ministry of Pensions to be attributable to, or aggravated by, service in the Great War.

## PART XI.

*Cost of Medical Benefit and Administrative Expenses of Insurance Committees in Great Britain.*

68. For the purpose of defraying the cost of Medical Benefit there shall be opened in the books of the Ministry an account to be called the "General Medical Benefit Fund."

General  
Medical  
Benefit  
Fund.

69.—(1) The Ministry shall deduct from each contribution paid in each year in Great Britain by or in respect of an insured person resident in Great Britain the difference between the amount of the contribution so paid and the amount which would have been payable in Northern Ireland by or in respect of such insured person, and shall credit the total of the sums so deducted to the General Medical Benefit Fund.

Amounts to  
be credited  
to the Fund.

Provided that no deduction shall be made from any contribution paid in Great Britain in the course of any year by or in respect of an insured person in any case where under the provisions of Sub-section (3) of Section 62 of the Act reduced contributions have been paid by or in respect of such insured person.

70. For the purpose of defraying the cost of administrative expenses of Insurance Committees in Great Britain in respect of insured persons resident in Great Britain, who are members of Societies, the Ministry shall transfer from the General Administration Fund to an account to be called the "Medical Benefit Administration Fund" the sum payable by the Society for each year in respect of each such member towards the cost of administrative expenses as aforesaid.

Medical  
Benefit  
Administra-  
tion Fund.

71. The provisions of Part IX of these Regulations relating to the method of dealing with the interest accruing on moneys in the accounts therein specified shall apply in all respects to the General Medical Benefit Fund and the Medical Benefit Administration Fund.

Interest.

72. The Ministry shall, as soon as may be after the end of each year, pay the sums standing to the credit of the General Medical Benefit Fund and the Medical Benefit Administration Fund to the Ministry of Health, the Scottish Board of Health, and the Welsh Board of Health in such proportion as may be determined by the Joint Committee under the powers conferred on them by Sub-section (4) of Section 88 of the Act, and such sums shall be applied to defraying the cost of Medical Benefit and administrative expenses in respect of insured and exempt persons resident in England, Scotland and Wales respectively in accordance with any Regulations for the administration of Medical Benefit made by the Ministry of Health, the Scottish Board of Health and the Welsh Board of Health respectively, and for the time being in force.

Amounts to  
be credited  
to Funds in  
Great  
Britain.

Given under the Seal of Office of the Ministry of Labour for Northern Ireland, this 31st day of December, in the year one thousand nine hundred and twenty-four.

*J. A. Dale,*

(L.S.)

Secretary to the Ministry of Labour for Northern Ireland.

The Ministry of Finance for Northern Ireland hereby consent to these Regulations.

Given under the Official Seal of the said Ministry, this 31st day of December, in the year one thousand nine hundred and twenty-four.

*G. C. Duggan,*

(L.S.)

Assistant Secretary to the Ministry of Finance for Northern Ireland.

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FIRST SCHEDULE.

REGULATIONS REVOKED.

- The National Health Insurance (Insurance Committees) Consolidated Regulations (Ireland), 1916. (S.R. and O. 1916 No. 613).
- The National Health Insurance (Accounts of Insurance Committees) Regulations (Ireland), 1918. (S.R. and O. 1918. No. 1496).
- The National Health Insurance (Insurance Committees) Amendment Regulations (Ireland), 1919. (S.R. and O. 1919. No. 1398)
- The National Health Insurance (Insurance Committees) Amendment Regulation (Ireland), 1920. (S.R. and O. 1920. No. 1874).
- The National Health Insurance (Insurance Committees) Amendment Regulations (Northern Ireland), 1924. (S.R. and O. 1924. N.I. No. 11).
- The National Health Insurance (Payments to Insurance Committees) Regulations (Ireland), 1916. (S.R. and O. 1916 No. 259).
- The National Health Insurance (Payments to Insurance Committees) Amendment Regulations (Ireland), 1919. (S.R. and O. 1919 No. 847).
- The National Health Insurance (Payments to Insurance Committees) Amendment Regulations (Northern Ireland), 1924. (S.R. and O. N.I. 1924 No. 96).

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SECOND SCHEDULE.

PART I.

METHOD OF VOTING.

- 1.—(1) A Society shall record its vote by causing the figure "1" to be placed on the ballot paper, supplied to it for the purpose, in the place opposite to the name of the candidate who is its first choice, and any ballot paper on which the figure "1" is not recorded shall be invalid.

(2) A Society may also cause the figure "2" to be placed on the ballot paper opposite the name of the candidate who is its second choice, and the figure "3" opposite the name of the candidate who is its third choice, and so on, numbering as many candidates as it pleases in the order of its choice.

2. The ballot paper shall be signed at the foot thereof, in the place provided for the purpose, by the Secretary and two members of the Committee of Management of the Society, and a ballot paper not so signed shall be invalid.

3.—(1) Not more than one figure shall be set opposite to the name of any one candidate, and the same figure shall not be set opposite to the name of more than one candidate.

(2) A ballot paper shall not be marked in such a manner as to cause any uncertainty as to the candidate for whom the Society desires to record its vote.

(3) Every ballot paper which does not comply with the provision of this Rule shall be invalid: Provided that the returning officer may, if he thinks fit, treat a ballot paper as valid for the purpose of any choice recorded in priority to that recorded for the candidate opposite to whose name two figures have been set or in connection with whom any uncertainty arises.

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## PART II.

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### METHOD OF COUNTING VOTES.

#### *Arrangement of Ballot Papers.*

1. The returning officer shall examine the ballot papers and, after rejecting any that are invalid, shall divide the remainder into parcels according to the first choice recorded for each candidate. He shall credit each candidate with the value of all the papers on which his name has been indicated as first choice.

#### *Value of Votes.*

2. The vote given on each ballot paper shall, in the first instance, be reckoned at the value stated on that paper.

#### *Ascertainment of Quota.*

3. The returning officer shall divide the total value of the valid ballot papers by a number equal to the number of vacancies to be filled, and the result (fractions being disregarded) shall be the number, in these Rules called the "quota," sufficient to secure the return of the candidate.

#### *Election of Candidates with Quota.*

4. Where the total value of the votes so credited to a candidate is equal to or greater than the quota, that candidate shall be declared elected.

#### *Transfer of Surplus Votes on the First Count.*

5.—(1) Where the total value of the votes so credited to an elected candidate is greater than the quota, the returning officer shall examine all the papers of the elected candidate, and shall divide the transferable papers into sub-parcels according to the next choice recorded thereon, and shall transfer each sub-parcel to the candidate for whom that choice is recorded.

(2) The papers so transferred to each candidate shall be added to the papers already belonging to him, and where the value of the votes transferred to that candidate, added to the value of the votes already credited to him, is equal to or greater than the quota, he shall be declared elected.

#### *Transfer of Surplus Votes on Subsequent Counts.*

6.—(1) Where on the second or any subsequent count the total value of the votes credited to an elected candidate is greater than the quota, the returning officer shall examine the papers transferred to that candidate on that count and shall divide the transferable papers transferred on that count into sub-parcels according to the next choice recorded thereon, and shall transfer each sub-parcel to the candidate for whom that choice is recorded. The remaining papers credited to the elected candidate shall be set aside as finally dealt with.

(2) The papers so transferred to each candidate shall be added to the papers already belonging to him, and where the value of the votes transferred to that candidate, added to the value of the votes already credited to him, is equal to or greater than the quota, he shall be declared elected.

*Value of Transferred Votes.*

7.—(1) If on any count the total existing value of transferable papers transferred on that count under the preceding Rules is equal to or less than the surplus, each paper shall be transferred at its existing value.

(2) If on any count the total existing value of the transferable papers transferred on that count under the preceding Rules is greater than the surplus, each paper shall be transferred at a value ascertained by multiplying its existing value by the surplus and dividing the result by the total existing value of the transferable papers so transferred, fractions being disregarded.

*Order of Election of Candidates.*

8. If at any time two or more candidates are credited with votes, the values of which severally exceed the quota, the order in which those candidates shall be declared elected shall be determined by the values of the votes credited to them respectively, the candidate having votes of the greatest value being first declared elected, and if the votes of two or more of the candidates are equal in value the candidate for whom original votes of the greatest value are recorded shall be first declared elected.

*Disposal of Non-transferable Papers.*

9. The non-transferable papers of an elected candidate shall be set aside as finally dealt with.

*Order in which Surplus Values shall be Transferred.*

10.—(1) If at any time there are two or more candidates, the values of whose votes severally exceed the quota, the votes of the candidate having the largest surplus shall be first dealt with under these Rules.

(2) If at any time two or more candidates are credited with an equal value of votes in excess of the quota, the returning officer shall decide by lot which parcel he shall first deal with under these Rules.

*Exclusion of Candidates Lowest on the Poll.*

11.—(1) Where, as the result of any process under these Rules, no remaining candidate has votes of a value equal to or greater than the quota, and one or more vacancies remain unfilled, the returning officer shall exclude from the poll the candidate whose votes are the lowest in value, and shall distribute all his transferable papers, among the remaining candidates according to the next choices recorded thereon. Any non-transferable papers shall be set aside as finally dealt with.

(2) The votes recorded for a candidate who is excluded from the poll under this Rule, shall be transferred at their existing value.

(3) The original votes obtained by the excluded candidate shall first be transferred, and the other votes of the excluded candidate shall then be dealt with in the order of the transfers in which he received them.

(4) Each of the transfers which takes place under the last preceding paragraph of this Rule shall be deemed for all purposes to be made on a separate count.

(5) Where the value of the votes obtained by a candidate is raised above the quota by any transfer under this Rule, his surplus shall be transferred to the candidates next in order of the voters' choice in the manner hereinbefore directed, but such surplus shall not be dealt with until all the votes of the excluded candidates have been transferred.

(6) The process directed by these Rules shall be repeated, if necessary, by excluding, one after another, the candidates with votes lowest in value until the remaining vacancy or vacancies are filled, whether by the election of candidates with a quota or as hereinafter provided.

(7) Where, under this Rule, it becomes necessary to exclude a candidate and the votes of two or more candidates are equal in value but of less value than those of any other remaining candidate, the candidate for whom original votes of least value are recorded shall be first excluded. If the original votes of those candidates are equal in value, the returning officer shall decide by lot which candidate shall be first excluded.

*Special Provisions as to Election of Remaining Candidates.*

12.—(1) When the number of remaining candidates is reduced to the number of vacancies remaining unfilled, the remaining candidates shall be declared elected whether they have received a number of votes equal in value to the quota or not.

(2) Where one vacancy remains unfilled and the value of the votes of any remaining candidate exceeds the value of the votes of all the other remaining candidates, together with any surplus not transferred, that candidate shall be declared elected.

*Special Provisions for the Election of Female Candidates.*

13.—(1) Where the minimum number of female candidates is two and more than two such candidates have been nominated, the foregoing Rules shall apply, subject to the following modifications:—

- (i.) The number of male candidates to be declared elected shall not exceed a number less by two than the total number of vacancies, and no male candidate shall, by reason of his having obtained votes of a value equal to or greater than the quota, be entitled to be elected if the requisite number of male candidates has already been declared elected.
- (ii.) No female candidate shall be excluded from the poll under the provisions of Rule 11 until the total value of the votes which stand credited after any count to female candidates (whether elected or not) has become equal to or in excess of two quotas, or until the number of male candidates (whether elected or not) has been reduced to a number less by two than the total number of vacancies.
- (iii.) Where all the vacancies except two have been filled and no female candidate has been elected, or where all the vacancies except one have been filled and one female candidate only has been elected, the remaining male candidates shall be excluded and all their transferable papers shall be distributed amongst the remaining female candidates according to the next choices recorded thereon.
- (iv.) If no female candidate has been elected and the number of remaining female candidates has been reduced to two, or if one female candidate has been elected and the number of remaining female candidates has been reduced to one, the remaining female candidates or candidate shall be declared elected.

(2) In the application of the foregoing provisions of this Rule to a Committee in respect of which the minimum number of female candidates is one and more than one such candidate has been nominated, "one" shall be substituted for "two," and "one quota" for "two quotas," and references to the case where one female candidate has been elected shall be omitted.

*Definitions.*

14. In these Rules—

"Remaining candidate" means any candidate not elected and not excluded from the ballot at any time.

"First choice" means the figure "1," "second choice" the figure "2," "third choice" the figure "3," set opposite the name of any candidate, and so on.

"Transferable paper" means a ballot paper on which a second or subsequent choice is recorded for a remaining candidate.

"Non-transferable paper" means a ballot paper on which no second or subsequent choice is recorded for a remaining candidate.

"Original vote," in regard to any candidate, means a vote derived from a ballot paper on which a first choice is recorded for such candidate.

"Transferred vote" in regard to any candidate, means a vote, the value of which is credited to that candidate and which is derived from a ballot paper on which a second or subsequent choice is recorded for that candidate.

"Surplus" means the number by which the value of the votes, original and transferred, recorded for any candidate, exceeds the quota.

"Existing value" in regard to the transfer of a vote, means the value at which it was received by the candidate from whom it is to be transferred.

## PART III.

COUNTY [or COUNTY BOROUGH] OF

The \_\_\_\_\_ Society, whose approval number is \_\_\_\_\_, hereby nominates the following person or persons as a proper person or proper persons to serve on the Insurance Committee for the said County [or County Borough] of \_\_\_\_\_.

Name and Address of Male Candidate.

Surname.	Other Names.	Address.

Name and Address of Female Candidate.

Surname.	Other Names.	Address.

Signature of Secretary of Society.

 Signatures of two Members of  
 Committee of Management... }

Date

NOTE.—Not more than one person need be nominate

## THIRD SCHEDULE.

 RULES FOR THE CONDUCT OF A MEETING TO BE HELD FOR APPOINTING PERSONS  
 TO REPRESENT DEPOSIT CONTRIBUTORS ON THE COMMITTEE.
*Persons entitled to be present at the Meeting.*

1. There shall be held, as soon as may be, a meeting of the persons who are at the date when the notice is received members of the Committee, other than those who represent on the Committee insured persons, for the purposes of appointing one or more persons, as the case may be, to represent deposit contributors on the Committee.

*Notice of the Meeting.*

2. The clerk or acting clerk to the Committee shall deliver or send by post to each member of the Committee entitled to be present at the meeting notice of the time and place of the meeting so as to reach his last known place of abode or business not later than three clear days before the day of meeting, and the notice shall state the purpose for which the meeting is to be held.

*Chairman.*

3. If the chairman of the Committee is entitled to be and is present at the meeting, he shall preside, and if he is not present the members present at the meeting shall elect from among themselves some person to act as chairman for the meeting.

*Method of Election.*

4.—(1) Every candidate shall be proposed by one member present at the meeting and seconded by another so present, and where the number of candidates so proposed and seconded does not exceed the number of vacancies to be filled they shall be declared elected.

(2) If the number of candidates exceeds the number of vacancies, a poll shall be taken of the members present at the meeting, and each member so present shall be entitled to record his vote by writing down the name of the candidate for whom he desires to vote, and if there is more than one vacancy, a separate poll shall be taken for the purpose of filling each vacancy.

(3) The clerk or acting clerk to the Committee shall count the votes and shall declare the candidate who has obtained the largest number of votes to be elected.

(4) In the event of any two or more candidates obtaining an equal number of votes the chairman shall have a second or casting vote.

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FOURTH SCHEDULE.

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*Books and Accounts to be kept by Insurance Committees.*

1. Minute Book showing, *inter alia*, the payments authorised by the Committee.
2. Inventory of the property of the Committee not being moneys or securities
3. Register of instruments, agreements, and contracts entered into by or on behalf of the Committee.
4. General Cash Book in a form approved by the Ministry.
5. Ledger, containing the following accounts, together with, as respects each particular account, such subsidiary accounts as the Ministry may from time to time require.
  - (a) Current Account with the Ministry;
  - (b) Administration Fund;
  - (c) Sanatorium Benefit Fund;
  - (d) Discharged Soldiers Sanatorium Benefit Fund;
  - (e) Such other accounts as may be found necessary or desirable.
6. Sanatorium Benefit Register in a form approved by the Ministry.
7. Register of payments made in respect of benefits of deposit contribution in a form approved by the Ministry.

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**Exempt Persons.**

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MADE BY THE NATIONAL HEALTH INSURANCE JOINT COMMITTEE  
AND THE MINISTRY OF LABOUR FOR NORTHERN IRELAND  
UNDER THE NATIONAL HEALTH INSURANCE ACT, 1924  
(14 AND 15 GEO. 5, C. 38).

1924. No. 92.

PART I.

GENERAL.

1. These Regulations may be cited as the National Health Insurance (Exempt Persons) Regulations (Northern Ireland), 1924, and shall come into operation on the first day of January, 1925.

Short title,  
etc.