

SCHEDULE

MATTERS TO BE INCLUDED IN STANDING ORDERS

Records

6.—(1) A record must be kept of the names of the members attending every meeting of the integration joint board or of a committee of the integration joint board.

(2) Minutes of the proceedings of each meeting of the integration joint board or a committee, including any decision made at that meeting, are to be drawn up and submitted to the next ensuing meeting of the integration joint board or the committee for agreement after which they must be signed by the person presiding at that meeting.