

SCHEDULE

Regulation 12 (1)

RULES AS TO MEETINGS AND PROCEEDINGS OF AUTHORITIES

1. The first meeting of an Authority constituted under Part II of Schedule 1 to the 1990 Act 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 Authority at any time.

(2) If a requisition for a meeting, signed by at least one-third of the members, is presented to the Chairman and the Chairman either—

(a) refuses to call a meeting; or

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

those one-third or more of the members may forthwith call a meeting.

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

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

(b) is signed by the Chairman or by an officer of the Authority (other than the chief officer) authorised by the Chairman to sign on his behalf,

shall be delivered to each member, or sent by post to his usual place of residence or business, so as to be available to him at least three clear days before the meeting.

(4) Lack of service of the notice on any member shall not affect the validity of a meeting.

(5) In the case of a meeting called by members in default of the Chairman, the notice shall be signed by those members and no business shall be transacted at the meeting other than that specified in the notice.

3.—(1) At any meeting of an Authority the Chairman, if present, shall preside.

(2) If the Chairman is absent from the meeting the vice-chairman, if there is one and he is present shall preside.

(3) If the Chairman and any vice-chairman are absent, such member, other than the chief officer of the Authority, as the members present shall choose shall preside.

4. 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 person presiding shall have a second and casting vote.

5. The names of members present at the meeting shall be recorded.

6. No business shall be transacted at a meeting unless at least one-third of the members are present.

7. The minutes of the proceedings of a meeting shall be drawn up and entered in a book kept for that purpose and shall be signed at the next ensuing meeting by the person presiding at that next meeting.

8. In paragraphs 1 and 2 of this Schedule “Chairman” includes a vice-chairman acting as Chairman pursuant to regulation 10 (3).

9. Where the post of officer member is shared by two persons in pursuance of regulation 8—

(a) both persons shall be entitled to attend meetings of the Authority;

(b) one or other of those persons shall be eligible to vote in the case of agreement between them;

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- (c) in the case of disagreement between them no vote shall be cast by either of them;
- (d) the presence of either or both of those persons shall count as one person for the purposes of paragraph 6.