

SCHEDULE

Article 8

RULES FOR THE CONDUCT OF MEETINGS AND PROCEEDINGS OF THE JOINT COMMITTEE

Annual Meeting

- 1.—(1) The joint committee shall in every year hold an annual meeting.
- (2) The first meeting held after 31st May in any year shall be the annual meeting.
- (3) The joint committee may in every year hold, in addition to the annual meeting, such other meetings as it may determine.

Appointment of chair and vice-chair

- 2.—(1) The joint committee shall at its annual meeting appoint a chair and a vice-chair from among the voting members of the joint committee.
- (2) The chair and vice-chair shall, unless they resign their office or cease to be members of the joint committee, continue in office until their successors become entitled to act.
- (3) The chair and vice-chair shall not be members of the same constituent authority.

Casual vacancies

- 3.—(1) This paragraph applies if a casual vacancy occurs in the office of chair or vice-chair of the joint committee.
- (2) The vacancy shall be filled by the appointment by the joint committee of one of its voting members at the next meeting.
- (3) The person so appointed shall hold office until the next annual meeting.

Conduct of meetings

- 4.—(1) At a meeting of the joint committee the chair if present shall preside.
- (2) If the chair is absent from a meeting of the joint committee the vice-chair shall preside.
- (3) If both the chair and vice-chair are absent, another voting member of the joint committee, chosen by the voting members of the joint committee present at the meeting, shall preside.

Calling of meetings

- 5.—(1) The chair of the joint committee may call a meeting of the joint committee at any time.
- (2) If—
 - (a) the chair refuses to call a meeting of the joint committee after being presented with a requisition for that purpose signed by three voting members of the joint committee; or
 - (b) without so refusing, the chair does not call a meeting within seven days after being presented with such a requisition,any three members of the joint committee may, on that refusal or on the expiration of seven days (as the case may be), call a meeting of the joint committee.
- (3) At least five clear working days before a meeting of the joint committee—
 - (a) notice of the time and place of the intended meeting shall be published at the offices of each constituent authority and, where the meeting is called by members of the joint committee,

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the notice shall be signed by those members and shall specify the business proposed to be transacted at that meeting; and

- (b) subject to sub-paragraph (4), a summons to attend the meeting, specifying the agenda for that meeting, and signed by the chair shall be left at or sent by post to the usual place of residence of every member of the joint committee with a copy to the proper officer of every constituent authority.

(4) Lack of service of the summons in accordance with sub-paragraph (3)(b) shall not affect the validity of a meeting.

(5) A voting member who is unable to attend any meeting of the joint committee shall inform the chair of the joint committee in writing as soon as practicable and in any event not later than 24 hours before the meeting is due to take place.

(6) Where the chair receives notification in accordance with sub-paragraph (5)—

- (a) the voting member giving the notification shall be deemed not to be a member of the joint committee for the whole of the meeting to which the notification relates; and
- (b) the voting member's substitute may attend the meeting; and
- (c) the voting member's substitute shall be deemed to be a voting member of the joint committee for the whole of that meeting.

(7) Where the office of chair is vacant, sub-paragraphs (1) to (6) shall apply as if references to the chair of the joint committee were references to the vice-chair of the joint committee.

Quorum

6. No business shall be transacted at a meeting of the joint committee unless at least three voting members are present.

Proceedings of meetings

7.—(1) Subject to sub-paragraph (2), all questions coming or arising before a meeting of the joint committee shall be decided by a majority of the voting members of the joint committee present and voting at that meeting.

(2) A decision to invite a body to appoint a co-opted member of the joint committee must be a unanimous decision of all voting members of the joint committee.

(3) The minutes of the proceedings of each meeting of the joint committee shall be drawn up and shall be signed at the next ensuing meeting of the joint committee by the person presiding at that next meeting.

(4) A copy of the minutes of the proceedings of each meeting of the joint committee shall be sent to the proper officer of each constituent authority within 14 days after the date of the meeting at which they were signed.

(5) The names of the members present at each meeting of the joint committee shall be recorded in the minutes of the proceedings of that meeting.

Standing orders

8. Subject to the provisions of this Order, the joint committee may make standing orders for the regulation of its proceedings and may vary or revoke any such orders.