

## SCHEDULE

Regulation 10

### **Rules as to meetings and proceedings of the Centre**

1. The first meeting of the Centre will be held on such day and at such place as may be fixed by the Assembly and the chair will be responsible for convening the meeting.

2.—(1) The chair may call a meeting of the Centre at any time but shall ensure that at least three meetings of the Centre are convened in the period commencing on 1st April in any year and expiring on 31st March in the following year.

(2) If the chair refuses to call a meeting after a requisition for that purpose, signed by at least one third of the members, has been presented to him or her, or if, without so refusing, the chair does not call a meeting within seven days after such requisition has been presented to him or her, such one third or more members may forthwith call a meeting.

(3) Before each meeting of the Centre, a notice of the meeting, specifying the business proposed to be transacted at it, and signed by the chair or by an officer of the Centre authorised by the chair to sign on his or her behalf must be delivered to every member and to the Assembly, or sent by post to the usual place of residence of such member or to such other address that has been notified in advance by the member, so as to be available to such member at least seven clear days before the meeting.

(4) Want of service of the notice on any member or the Assembly will not affect the validity of a meeting.

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

(6) A representative of the Assembly will be entitled to attend meetings of the Centre or of any committee or sub-committee appointed in accordance with regulation 9.

(7) The proceedings of the Centre will not be invalidated by any vacancy in its membership or by any defect in a member's appointment.

3.—(1) At any meeting of the Centre the chair, if present, will preside.

(2) If the chair is absent from the meeting, the deputy chair, if one has been appointed and is present, will preside.

(3) If the chair and deputy chair are absent, such members as are present will choose who will preside.

4. Every question at a meeting of the Centre will be determined by a majority of the votes of the members present and voting on the question and, in the case of any equality of votes, the person presiding will have a second and casting vote.

5. The names of the chair, members and any other persons present at the meeting will be recorded.

6. No business will be transacted at a meeting of the Centre unless the number present is not less than one third of the whole membership of the Centre.

7. The minutes of the proceedings of a meeting of the Centre will be drawn up and submitted for agreement at the next meeting of the Centre where, if agreed, they will be signed by the person presiding.