

## SCHEDULES

### SCHEDULE 2

Regulation 15(1)

#### RULES FOR THE MEETINGS AND PROCEEDINGS OF HEIW

**1.** Meetings of HEIW must be held on such day and at such place as may be fixed by the chair and the chair is responsible for convening the meeting.

**2.—(1)** The chair may call a meeting of HEIW at any time.

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

(a) refuses to call a meeting, or

(b) without so refusing, does not call a meeting within 21 days after the requisition has been presented to him or her,

those members may call a meeting to be held immediately.

(3) In sub-paragraph (2), “total number of members” means the total number of members excluding the chair and any member suspended for the time being under regulation 9.

**3.—(1)** Before each meeting, other than a meeting called under paragraph 2(2), a notice of the meeting must be delivered to each member, or sent by post to each member’s last known address at least 10 clear days before the date of the meeting.

(2) A notice under sub-paragraph (1) must—

(a) specify the principal business proposed to be transacted at the meeting, and

(b) be signed by the chair or by an officer authorised by the chair to sign on the chair’s behalf.

(3) The proceedings of a meeting are not invalidated by failure to deliver such notice to a member.

(4) Sub-paragraph (1) does not apply if the chair thinks it is necessary to call a meeting without notice.

**4.—(1)** At HEIW’s first meeting the chair must preside.

(2) At a meeting of HEIW (other than its first meeting) the chair, or in the chair’s absence, the vice-chair (if there is one and they are present) presides.

(3) If at a meeting of HEIW (other than its first meeting) the chair and any vice-chair are absent, such other non-officer member present as the other members present may choose for the purpose presides.

**5.** Every question at a meeting is 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 has a second and casting vote.

**6.—(1)** Subject to sub-paragraph (2) and any directions given by the Welsh Ministers, no business may be transacted at a meeting unless six members are present.

(2) The chief executive must be present at a meeting of HEIW at which other members who are officers of HEIW are appointed.

**Status:** *This is the original version (as it was originally made).*

7.—(1) The minutes of the proceedings of a meeting must be drawn up and must be signed at the next ensuing meeting by the person presiding at the meeting.

(2) The names of the members present at a meeting must be recorded in the minutes.