

## APPENDIX

### **SCHEME FOR THE ADMINISTRATION OF THE CHARITY KNOWN AS THE CHEADLE ROYAL HOSPITAL SITUATE AT CHEADLE MEETINGS OF TRUSTEES**

#### **Ordinary meetings**

14.—(1) The first meeting after the Scheme comes into effect shall be called by Jeremy Wilkinson or, if he does not do so within three months from that date, by any two Trustees.

(2) The Trustees must hold at least two ordinary meetings in each twelve month period.

(3) Ordinary meetings require at least ten days' notice.

(4) The chairman, or any two Trustees may call an ordinary meeting at any time.

#### **Special meetings**

15.—(1) The chairman, or any two Trustees, may call a special meeting at any time.

(2) Special meetings require at least four days' notice, except that meetings to consider the appointment of a Co-opted Trustee require at least 21 days' notice.

(3) The notice calling a special meeting must include details of the business to be transacted at the meeting.

(4) A special meeting may, but need not, be held immediately before or after an ordinary meeting.

#### **Quorum**

16. No business may be transacted at a meeting unless at least three Trustees are present.

#### **Voting**

17.—(1) Every matter must be decided by majority decision of the Trustees present and voting at a duly convened meeting of the Trustees.

(2) The chairman of the meeting may cast a second or casting vote only if there is a tied vote.

#### **Recordings of meetings**

18. The Trustees must keep a proper record of their meetings.

#### **Trustees to act jointly**

19. The Trustees must exercise their powers jointly, at properly convened meetings.