

SCHEDULE

Article 2

MEETINGS AND PROCEEDINGS OF NCIS
SERVICE AUTHORITY AND ITS COMMITTEES

1.—(1) The NCIS Service Authority shall in every year hold an annual meeting.

(2) The annual meeting of the NCIS Service Authority shall be held on such day in the month of March, April or May as the Authority may fix.

(3) An annual meeting of the NCIS Service Authority shall be held at such hour as the Authority may fix, or if no hour is so fixed at twelve noon.

2.—(1) The NCIS Service Authority may in every year hold, in addition to the annual meeting, such other meetings as the Authority may determine.

(2) Those other meetings shall be held at such hour and on such days as the NCIS Service Authority may determine.

3.—(1) Meetings of the NCIS Service Authority shall be held at such place as the Authority may direct.

(2) Not less than seven days before a meeting of the NCIS Service Authority notice of the meeting specifying the business proposed to be transacted thereat and signed by the proper officer of the Authority shall, subject to sub-paragraph (3) below, be left at or sent by post to the usual place of residence of every member of the NCIS Service Authority.

(3) If a member of the NCIS Service Authority gives notice in writing to the proper officer of the Authority that he desires notices to attend meetings of the Authority to be sent to him at some address specified in the notice other than his place of residence, any notice addressed to him and left at or sent by post to that address shall be deemed sufficient service of the notice.

(4) Want of service of the notice on any member of the NCIS Service Authority shall not affect the validity of a meeting of the Authority.

(5) In this article “proper officer” means the officer appointed by the Authority for that purpose.

4.—(1) At a meeting of the NCIS Service Authority the chairman, if present, shall preside.

(2) If the chairman is absent from a meeting of the NCIS Service Authority another member of the Authority chosen by the members of the Authority present shall preside.

5. No business shall be transacted at a meeting of the NCIS Service Authority unless at least a quarter of the whole number of members of the Authority are present.

6.—(1) Subject to the provisions of any enactment all questions coming or arising before the NCIS Service Authority shall be decided by a majority of the members of the Authority present and voting thereon at a meeting of the Authority.

(2) Subject to those provisions in the case of an equality of votes, the person presiding at the meeting shall have a second or casting vote.

7. The names of the members present at a meeting of the NCIS Service Authority shall be recorded.

8.—(1) Minutes of the proceedings of a meeting of the NCIS Service Authority shall, subject to paragraph (2) below, be drawn up and entered in a book kept for that purpose and shall be signed at the same or next meeting of the Authority by the person presiding thereat, and any minute purporting to be so signed shall be received in evidence without further proof.

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(2) Notwithstanding anything in any enactment or rule of law to the contrary, the minutes of the proceedings of meetings of the NCIS Service Authority may be recorded on loose leaves consecutively numbered, the minutes of the proceedings of any meeting being signed, and each leaf comprising those minutes being initiated, at the same or next meeting of the Authority, by the person presiding thereat, and any minute purporting to be so signed shall be received in evidence without further proof.

(3) Until the contrary is proved, a meeting of the NCIS Service Authority a minute of whose proceedings has been made and signed in accordance with this paragraph shall be deemed to have been duly convened and held, and all members present at the meeting shall be deemed to have been duly qualified.

9. The NCIS Service Authority may make standing orders for the regulation of their proceedings and business and may vary or revoke any such orders.

10. The proceedings of the NCIS Service Authority shall not be invalidated by any vacancy among its members or by any defect in the appointment or qualifications of any member thereof.

11.—(1) Paragraphs 6 to 10 above (except paragraph 8(3)) shall apply in relation to a committee of the NCIS Service Authority or a sub-committee of any such committee as they apply in relation to the Authority.

(2) Until the contrary is proved, where a minute of any meeting of any such committee or sub-committee has been made and signed in accordance with paragraph 8 above as applied by this paragraph, the committee or sub-committee shall be deemed to have been duly constituted and to have had power to deal with the matters referred to in the minute, the meeting shall be deemed to have been duly convened and held and the members present at the meeting shall be deemed to have been duly qualified.