

## SCHEDULE

Regulation 9(1)

### RULES ABOUT MEETINGS AND PROCEEDINGS OF THE COUNCIL

1. The first meeting of the Council shall be held on such day and at such place as may be fixed by the chair, and he or she shall be responsible for convening the meeting.

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

(2) If a requisition for a meeting, signed by at least five members, is presented to the chair, and the chair either—

(a) refuses to call a meeting; or

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

(3) (a) Before each meeting of the Council a notice of the meeting which specifies the principal business proposed to be transacted at it shall be delivered to each member, or sent by post to his or her last known address, at least seven clear days before the day of the meeting.

(b) In the case of a meeting called by the chair, the notice shall be signed by the chair or by a person authorised to sign on his or her behalf.

(c) In the case of a meeting called under sub-paragraph (2) by members, the notice shall be signed by those members and no business other than that specified in the notice shall be transacted at the meeting.

(4) The proceedings of any meeting shall not be invalidated if any member fails to receive the notice required to be delivered or sent under this paragraph.

3.—(1) At any meeting of the Council the chair, or in his absence the deputy chair (if there is one and he or she is present) shall preside.

(2) If the chair and any deputy chair are absent, such other member present as the other members present shall choose for the purpose shall preside.

4. Every question at a meeting shall be determined by a majority of votes of the members present and competent to vote on the question and, in the case of an equality of votes, the chair or, in his or her absence, the person presiding at the meeting shall have a second and casting vote.

5.—(1) Subject to subparagraph (2) no business shall be transacted at any meeting unless at least five members are present.

(2) If the Council has less than five members then all members must be present.

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

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