SCHEDULE 3

Regulation 15

RULES AS TO MEETINGS AND PROCEEDINGS OF BOARDS

1. Meetings of a Board 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 the Board at any time.

(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 call a meeting to be held immediately.

(3) Before each meeting of a Board, a notice of the meeting, specifying the business proposed to be transacted at it, and signed by the chair or by an officer authorised by the chair to sign on his or her behalf must be delivered to every member and associate member, or sent by post to the usual place of residence of such member, so as to be available to such member, where reasonably practicable, at least ten clear days before the meeting.

(4) Want of service of the notice on any member does 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 may be transacted at the meeting other than that specified in the notice.

3.—(1) At any meeting of the Board the chair, if present, presides.

(2) If the chair is absent from the meeting, the vice-chair, if present, presides.

(3) If the chair and vice-chair are absent, such non-officer member as the members present choose presides.

4.—(1) 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.

(2) In determining every question at a meeting the members must take account, where relevant, of representations made by persons who represent the interests of the community within the Board's area and health professionals.

(3) In this paragraph "health professionals" ("*proffesiynolion iechyd*") has the meaning assigned to it in section 69 of the Data Protection Act 1998(**1**).

5. The names of the chair, members and associate members present at the meeting must be recorded.

6. No business may be transacted at a meeting unless —

(a) the number of members present is not less than six; and

(b) those present include at least three officer member and three non-officer member.

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

8.—(1) Subject to paragraph (2), any meeting of a Board must be open to the public.

(**1**) 1998 c. 29.

(2) A Board may resolve to exclude the public from a meeting in accordance with the provisions of section 1(2) and (3) of the Public Bodies (Admission to Meetings) Act 1960(**2**).

(**2**) 1960 c. 67.