

## SCHEDULE

Regulation 9(1)

### PROVISIONS AS TO MEETINGS AND PROCEEDINGS OF THE COUNCIL

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

(2) If a requisition for a meeting, signed by at least one-third (rounded up to a whole number) of the members, is presented to the convener, and the convener either—

(a) refuses to call a meeting; or

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

those members may forthwith call a meeting.

(3) Before each meeting of the Council, a notice of the meeting which—

(a) specifies the principal business proposed to be transacted at it; and

(b) is signed by the convener or by an officer of the Council authorised by the convener to sign it on behalf of the convener,

shall be delivered to each member, or sent by post to the member's last known address, at least 7 clear days before the day of the meeting.

(4) The proceedings of any meeting shall not be invalidated by a failure to deliver such notice to any member.

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

2.—(1) At any meeting of the Council the convener or, in the convener's absence, the deputy convener (if there is one who is present) shall preside.

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

3.—(1) At any meeting of the Council the quorum shall be one third (rounded up to a whole number) of the appointed members plus the convener.

(2) Where the Council is considering the appointment of a chief officer, the Council is not quorate unless the convener is present.

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

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

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

(3) Subject to sub-paragraph (4) below, the minutes, once signed, shall be published in such manner as the Council may determine and a copy of them shall be provided, without charge, by the Council to any person on request.

(4) Where a meeting has been held in private, or any part of a meeting has been conducted in private, sub-paragraph (3) above shall not apply in relation to the minutes of that meeting or part of the meeting.

**Status:** This is the original version (as it was originally made). This item of legislation is currently only available in its original format.

6.—(1) Meetings of the Council shall be open to the public unless, on the motion of the convener, the Council considers that the business to be conducted at a meeting, or for any part of a meeting, is such as to require, for the protection of confidence, that the meeting or that part, be conducted in private.

(2) The chief officer of the Council shall be entitled to attend any meeting of the Council unless in the opinion of the convener such attendance would be inappropriate.