

SCHEDULE

MATTERS TO BE INCLUDED IN STANDING ORDERS REGULATING PROCEDURE OF THE COMMISSION AND ITS COMMITTEES AND SUB-COMMITTEES

Minutes

4.—(1) The names of the members of the Commission, committee or sub-committee present and the person presiding at a meeting of the Commission or of a committee or sub-committee, shall be recorded in the minutes of the proceedings of the meeting.

(2) Where there is a formal vote, the number of votes cast in relation to any question at a meeting shall be recorded in the minutes of proceedings of the meeting.

(3) The minutes of the proceedings of a meeting shall be drawn up and submitted to the next meeting for approval and signed by the person presiding at that meeting.

(4) The minutes of proceedings of a meeting of a committee shall, after approval by that committee, be submitted to the next meeting of the Commission.