

SCHEDULE

Regulation 12

MEETINGS AND PROCEEDINGS OF COUNCILS

1. The first meeting of a Council shall be held on such day and at such place as may be fixed by the Secretary of State who shall be responsible for convening the meeting.

2. A meeting of the Council shall take place at least once in every period of three months.

3.—(1) After the first meeting, the chairman may call a meeting of the Council at any time.

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

(a) refuses to call a meeting; or

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

those members may forthwith call a meeting.

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

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

(b) is signed by the Chief Officer or by an officer of the Council authorised by the Chief Officer to sign on his behalf,

shall be delivered to each member, or sent by post to his usual place of residence or business, at least seven clear days before the day of the meeting.

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

(5) In the case of a meeting called by members in default of the chairman, the notice shall be signed by those members and no business shall be transacted at the meeting other than that specified in the notice.

4.—(1) At any meeting of a Council the chairman, if present, shall preside.

(2) If the chairman is absent from the meeting a vice-chairman, if present, shall preside.

(3) If the chairman and vice-chairman are absent, such member as the members present shall choose shall preside.

5. Every question at a meeting shall be 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 shall have a second and casting vote.

6. No business shall be transacted at a meeting unless at least one-third of the members are present.

7.—(1) The minutes of the proceedings of a meeting shall be drawn up and submitted for agreement at the next meeting of the Council, where they shall be signed by the person presiding at it.

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

8. In paragraph 3 of this Schedule “chairman” includes a vice-chairman acting as chairman.