

SCHEDULE

Regulation 12(1)

RULES AS TO MEETINGS AND PROCEEDINGS OF HEE

1. The first meeting of HEE is to 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 HEE 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 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 immediately call a meeting.

(3) In sub-paragraph (2), “total number of members” means the total number of members excluding the chair and any member for the time being suspended under regulation 6.

3.—(1) Before each meeting of HEE, other than a meeting called pursuant to paragraph 2(2), a notice of the meeting which—

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

(b) is signed by the chair or by an officer of HEE authorised by the chair to sign on the chair’s behalf,

must be delivered to each member, or sent by post to each member’s last known postal address, at least seven clear days before the date of the meeting.

(2) The proceedings of a meeting are not invalidated by failure to deliver such notice to a member.

(3) Sub-paragraph (1) of this rule does not apply if the chair thinks that it is necessary to call a meeting without notice.

4.—(1) At HEE’s first meeting the chair must preside.

(2) At a meeting of HEE (other than its first meeting) the chair or, in the chair’s absence, the vice-chair (if there is one and they are present), must preside.

(3) If at a meeting of HEE (other than its first meeting) the chair and any vice-chair are absent, such other non-officer member present as the other members present may choose for the purpose must preside.

5. Every question at a meeting must 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 the chair’s absence, the person presiding at the meeting has a second or casting vote.

6.—(1) Subject to sub-paragraph (2), no business may be transacted at a meeting unless at least two members are present.

(2) The chief executive must be present at a meeting of HEE at which other members who are officers of HEE are appointed.

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

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