

SCHEDULE

Regulation 4(1)

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

Calling meetings

1.—(1) The convener may call a meeting of the Commission at any time and the convener of a committee or sub-committee may call a meeting of that committee or sub-committee at any time and shall call a meeting when required to do so by the Commission or committee respectively.

(2) The convener may call a meeting of the Commission on receiving a requisition in writing for a meeting signed by at least one-third of the whole number of members of the Commission, within 14 days of receipt of the requisition, provided that no business shall be transacted at the meeting other than that specified in the requisition.

Notice of meetings

2.—(1) Before each meeting of the Commission, or of a committee or sub committee, a notice of the meeting, specifying the time, place and the business proposed to be transacted at the meeting, shall be given to each member of the Commission, committee or sub committee as the case may be.

(2) The proceedings of any meeting shall not be invalidated by failure to give such notice to any such member.

Quorum

3.—(1) No business shall be transacted at a meeting of the Commission unless at least five members of the Commission of whom at least one shall be a medical commissioner are present.

(2) No business shall be transacted at a meeting of a committee or sub-committee unless at least half of the whole number of members of that committee or sub-committee is present.

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.

Suspension

5.—(1) A member of the Commission or a committee or a sub-committee may on reasonable cause shown, be suspended from a meeting of the Commission, committee or sub-committee, by motion determined by the members of the Commission, committee or sub committee, as the case may be, present at the meeting and a member so suspended shall leave the meeting and take no further part in any business being transacted at the meeting.

(2) A member so suspended, who refuses to leave a meeting may be removed from the meeting by any person authorised by the person presiding to do so.