

## SCHEDULE 3

Regulation 22

### Meetings and Proceedings of Councils

1. The first meeting of a Council must be held on such day and at such place as may be fixed by the Welsh Ministers who are responsible for convening the meeting.

2. A meeting of the Council must take place at least once in every period of three months and meetings must be open to the public.

3. After the first meeting, the chair may call a meeting of the Council at any time.

4. 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 ten days after the requisition has been presented to him call a meeting,

those members may forthwith call a meeting.

5. 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,

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

6. Want of service of the notice on any member does not affect the validity of a meeting.

7. In the case of a meeting called by members in default of the chair, the notice must be signed by those members and no business may be transacted at the meeting other than that specified in the notice.

8. At any meeting of a Council the chair, if present, must preside—

(a) if the chair is absent from the meeting the vice-chair, if present, must preside;

(b) If the chair and vice-chair are absent, such member as the members present choose must preside.

9. Every question at a meeting must 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 has a second and casting vote.

10. No business may be transacted at a meeting unless at least one-third of members (excluding vacancies and co-opted members) are present.

11. The minutes of the proceedings of a meeting must be drawn up and submitted for agreement at the next meeting of the Council, where they must be signed by the person presiding at it.

12. The names of members and chairs present at a meeting must be recorded in the minutes of the meeting.

13. In paragraph 3 of this Schedule “chair” includes a vice-chair acting as chair.