

SCHEDULES

SCHEDULE I

RULES AS TO MEETINGS AND PROCEEDINGS.

(1.) Rules applicable to Local Boards.

- 1 Every local board shall from time to time make regulations with respect to the summoning notice place management and adjournment of their meetings, and generally with respect to the transaction and management of their business under this Act.
- 2 No business shall be transacted at any such meeting unless at least one third of the full number of members be present thereat, subject to this qualification, that in no case shall a larger quorum than seven members be required.
- 3 Every local board shall from time to time at their annual meeting appoint one of their number to be chairman for one year at all meetings at which he is present.
- 4 If the chairman so appointed dies resigns or becomes incapable of acting, another member shall be appointed to be chairman for the period during which the person so dying resigning or becoming incapable would have been entitled to continue in office, and no longer.
- 5 If the chairman is absent from any meeting at the time appointed for holding the same, the members present shall appoint one of their number to act as chairman thereat.
- 6 The names of the members present, as well as of those voting on each question, shall be recorded, so as to show whether each vote given was for or against the question.
- 7 Every question at a meeting shall be decided by a majority of votes of the members present, and voting on that question.
- 8 In case of an equal division of votes the chairman shall have a second or casting vote.
- 9 The proceedings of a local board shall not be invalidated by any vacancy or vacancies among their members, or by any defect in the election of such board, or in the election or selection or qualification of any member's thereof.
- 10 Any minute made of proceedings at a meeting, and copies of any orders made or resolutions passed at a meeting, if purporting to be signed by the chairman of the meeting at which such proceedings took place or such orders were made or resolutions passed, or by the chairman of the next ensuing meeting, shall be received as evidence in all legal proceedings; and, until the contrary is proved, every meeting where minutes of the proceedings have been so made shall be deemed to have been duly convened and held, and all the proceedings thereat to have been duly had.
- 11 The annual meeting of a local board shall be held as soon as may be convenient after the fifteenth of April in each year.

Status: This is the original version (as it was originally enacted).

- 12 The first meeting of a local board for a district constituted after the passing of this Act shall be held at such place and on such day (not being more than ten days after the completion of the election) as the returning officer may by written notice to each member of the board appoint; and the members shall appoint one of their number to be chairman at such meeting, and shall also appoint one of their number to be chairman for one year at all meetings at which he is present.
- 13 Nothing in these rules contained with respect to the appointment of chairman shall apply to the Oxford district, and in that district a chairman shall be appointed as heretofore.

*(2) Rules applicable to Committees of Local Authorities,
other than Councils of Boroughs, and to Joint Boards.*

- 1 A committee or joint board may meet and adjourn as it thinks proper.
- 2 The quorum of a committee or joint board shall consist of such number of members as may be prescribed by the authority that appointed the committee or joint board, or, if no number is prescribed, of three members.
- 3 A committee or joint board may appoint a chairman of its meetings.
- 4 If no chairman is elected, or if the chairman elected is not present at the time appointed for holding any meeting, the members present shall choose one of their number to be chairman of such meeting.
- 5 Every question at a meeting shall be determined by a majority of votes of the members present and voting on that question.
- 6 In case of an equal division of votes the chairman shall have a second or casting vote.
- 7 The proceedings of a committee or joint board shall not be invalidated by reason of any vacancy or vacancies amongst their members, or any defect in the mode of appointment of such committee or joint board or of any member thereof.
- 8 Any minute made of proceedings at a meeting, and copies of any orders made or resolutions passed at a meeting, purporting to be signed by the chairman of the meeting at which such proceedings took place or such orders were made or resolutions passed, or by the chairman of the next ensuing meeting, shall be received as evidence in all legal proceedings; and, until the contrary is proved, every meeting where minutes of the proceedings have been so made shall be deemed to have been duly convened and held, and all the proceedings thereat to have been duly had.