

SCHEDULE

Constitution

PART 1

Procedure, meetings and voting

Chairing meetings

1. Meetings of the South West Wales CJC must be chaired by—
 - (a) the chairperson appointed under paragraph 2, or
 - (b) if the chairperson is absent, the vice-chairperson appointed under that paragraph.

Appointment of chairperson and vice-chairperson

- 2.—(1) At the first meeting of the South West Wales CJC—
 - (a) the appointment of a chairperson and vice-chairperson is to be the first business transacted, and
 - (b) the council member for Carmarthenshire county council must chair the meeting until the chairperson is appointed (and the chairperson is to chair the remainder of the meeting).
- (2) At each annual general meeting of the South West Wales CJC—
 - (a) the continuing appointment of the chairperson and vice-chairperson must be confirmed, or
 - (b) a new chairperson, vice-chairperson or both must be appointed.
- (3) The chairperson and vice-chairperson must be appointed from among the council members.
- (4) The chairperson and vice-chairperson must be appointed, or confirmed by—
 - (a) the council members, and
 - (b) any co-opted participants entitled to vote on the matter.
- (5) A person appointed as chairperson or vice-chairperson may at any time resign that office by notice in writing given to the other members.
- (6) If a vacancy arises in the office of chairperson or vice chairperson, an appointment to fill the vacancy must be made at the first meeting of the South West Wales CJC held after the vacancy has arisen.
- (7) If the office of chairperson is vacant, the vice-chairperson may carry out the functions of chairperson until the vacancy is filled.
- (8) Despite paragraph 1, where the offices of both chairperson and vice-chairperson are simultaneously vacant, the meeting referred to in sub-paragraph (6) must be chaired, until one of the vacancies is filled, by the council member for Carmarthenshire county council.

Annual general meetings

3. The South West Wales CJC must hold an annual general meeting in each financial year on a date determined by the CJC.

Other meetings

4.—(1) The South West Wales CJC may hold other meetings on dates specified in the standing orders.

(2) An extraordinary meeting of the South West Wales CJC may be called at any time by any person entitled to vote on a matter to be decided at that meeting.

Quorum

5. No business is to be transacted in relation to a matter to be decided at a meeting of the South West Wales CJC unless—

(a) in the case of a matter to be decided under—

(i) regulation 17, or

(ii) paragraph 7 of this Schedule,

all of the persons entitled to vote on the decision are present, and

(b) in any other case, no fewer than 70% of the persons entitled to vote are present.

Voting procedure

6.—(1) Subject to sub-paragraphs (2) and (3) of this paragraph and paragraph 7 of this Schedule, in relation to any matter to be decided at a meeting of the South West Wales CJC—

(a) the number of co-opted participants entitled to vote may not exceed the number of members entitled to vote,

(b) each person entitled to vote has one vote,

(c) the matter, is to be decided by simple majority, and

(d) if a vote is tied the matter is not carried.

(2) In the case of a matter to be decided under—

(a) regulation 17, or

(b) paragraph 7 of this Schedule,

sub-paragraph (1)(c) and (d) does not apply.

(3) Where the matter to be decided relates to strategic planning functions, sub-paragraph (1)(d) does not apply and the chairperson (or if presiding, the vice-chairperson) has the casting vote.

Adoption of alternative voting procedure

7.—(1) Subject to the requirements of this paragraph, the South West Wales CJC may adopt an alternative voting procedure in relation to any matter to be decided by it.

(2) But the South West Wales CJC may not adopt an alternative procedure in relation to any matter to be decided under—

(a) regulation 17, or

(b) this paragraph.

(3) A procedure adopted under this paragraph—

(a) must specify which of the matters to be decided by the South West Wales CJC it applies to;

(b) may not modify the effect of paragraph 6(3).

(4) A procedure adopted under this paragraph must be adopted by the unanimous agreement of—

(a) the members of the South West Wales CJC, and

- (b) any co-opted participant entitled to vote on adopting the procedure.
- (5) Any alternative voting procedure adopted under this paragraph must be set out in the standing orders.

Standing Orders

8.—(1) The South West Wales CJC must make standing orders for the regulation of its proceedings and business so far as not regulated by these Regulations or any other enactment.

- (2) The standing orders may be varied or may be revoked and replaced.