

## SECOND SCHEDULE

### CONDUCT OF PROCEEDINGS BY BOARD

Meeting of Board.

1. The Chairman or, where for any reason the Chairman is unable to act, the Deputy Chairman—

(a) shall, not less than once every two months convene such meetings of the Board as are necessary for the efficient conduct of its functions; and

(b) shall, on receipt of a written request signed by not fewer than four members, convene a meeting of the Board.

Convening of meeting.

2. The Minister may, at any time, convene a meeting of the Board by written notice to the Chairman.

Quorum.

3. The quorum of a meeting of the Board shall be five members.

Procedure at meetings.

4. (1) The Chairman shall preside at all meetings of the Board at which he is present.

(2) In the event of the absence of the Chairman from a meeting of the Board, the Deputy Chairman shall preside at the meeting.

(3) In the event of the absence of both the Chairman and the Deputy Chairman from a meeting of the Board, the members present shall elect one of their number to preside at that meeting.

(4) All questions arising at a meeting of the Board shall be decided by a majority of the votes of the members present and voting, including the member presiding.

(5) In the event of an equality of votes on a resolution proposed at a meeting of the Board, the resolution shall be taken not to be passed but where the same resolution is proposed at the first meeting of the Board held after the date of that first mentioned meeting and there is again an equality of votes, the member presiding has a casting vote on the resolution.

(6) The Board may, by resolution, determine rules for conduct of proceedings of meetings.

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