

# ORDINANCE 3

## BOARD OF TRUSTEES PROCEDURES

### DEFINITIONS

**the Chair** shall be the Chair of the Board of Trustees appointed by the Board of Trustees and shall be an independent member of the Board of Trustees. For the purpose of this Ordinance, the Chair shall be the Chair of the Board of Trustees should the Chair be absent from a meeting or be otherwise unavailable.

**the Deputy Chair**

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7. Meetings of the Board of Trustees may be varied or cancelled by the Secretary but only at the request of the Chair of the Board of Trustees.

#### **EXTRAORDINARY MEETINGS**

8. The Secretary, at the request of the Chair, or at the written request of at least five members of the Board of Trustees, shall summon an extraordinary meeting of the Board of Trustees.
9. Notice shall be sent to members of the Board of Trustees no less than four clear working days before the meeting, stating the time, place and the agenda of the meeting. Notice of the meeting shall be sent electronically to an email address and/or by post to each member. The email and postal addresses used for any member shall be those notified by him/her to the Secretary.
10. The accidental omission to notify any member of the Board of Trustees, or the non-receipt of notification by any member, shall not invalidate the meeting.

#### **URGENT BUSINESS**

11. The Chair

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18. The Board of Trustees acts on the basis of collective responsibility. Members of the Board of Trustees are encouraged to express any differing views within the Board of Trustees internal decision-making process.
19. The Board of Trustees may conduct its business by correspondence and a proposal in writing, which has been sent to each member of the Board of Trustees, including by email, shall, if endorsed by a majority of members of the Board of Trustees, be as legitimate as if agreed at a formal meeting of the Board of Trustees.

### **RESCINDING DECISIONS**

20. A decision of the Board of Trustees may be rescinded or varied at a subsequent meeting of the Board of Trustees only if notice of the proposal to rescind or vary the decision has been given and if the subject matter of the decision (and any proposed variation) appears in the agenda and supporting papers of the meeting.

### **AGENDA**

21. Not less than three clear working days before an ordinary meeting of the Board of Trustees, an agenda and supporting papers specifying the business to be transacted shall be sent to every member; accidental omission to send or the non-receipt of an agenda and/or supporting papers by a member shall not invalidate a meeting.
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### MINUTES

28. Minutes of meetings of the Board of Trustees will be taken and will be submitted to the next ordinary meeting. Discussion on minutes shall be confined to their accuracy. After the Minutes have been confirmed,