



British Institute of NDT  
Midsummer House, Riverside Way  
Bedford Road, Northampton, NN1 5NX  
United Kingdom

Tel: +44 (0)1604-438250

E-Mail: [uknandtb@bindt.org](mailto:uknandtb@bindt.org)

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## **NAndtB/05 - METHOD of OPERATION**

The Board shall consider matters of policy at not less than two ordinary meeting per year which shall be convened on the authority of the Chairman by the Secretary with at least 21 day's notice in writing.

Matters of policy to be decided at a meeting shall be supported by written documentation issued in advance of the meeting.

The quorum for a meeting shall be not less than one half of the current voting members.

Working groups may be formed at the direction of the Board to undertake agreed actions. The working group shall report all findings and/or group shall report all findings and/or recommendations to the Board. The composition of the working group shall be documented in UK NANDTB UK NANDTB meeting minutes.

In the event that a vote is necessary, representative members shall have one vote for each organisation represented. Co-opted members and observers will not have voting rights.

Approval of changes to the constitution, terms of reference, method of operation, and invitations for other bodies to be represented on the Board shall be decided by a majority of not less than three quarters of those present at a meeting where such matters are discussed where such matters are discussed. Other matters shall be decided by a simple majority.

Any three voting members of the Board may request a special meeting at any time by written notification to the UK NANDTB UK NANDTB Secretary. Such notification must clearly state the purpose of the proposed meeting, which must be convened to take place within 28 days of receipt of the written the written notification.

Signed on behalf of the Board By : Kevin Pickup.

Signature:

Date: 15 April 2024

Owner	Issue	Change Summary	Date
NANDTB	Issue 1 rev A		12-07-2005
NANDTB	Issue 1 rev C	Chair of the Board signed, and Secretary changed to N Scutt	01-02-2012
NANDTB	Issue 2	The quorum added in for a WG meeting	11-11-2013
NANDTB	Issue 3	Added in operation in paragraph 6 to method of operation as it stated method of working	09-12-2015
NANDTB	Issue 4	Amended the quorum for a working group paragraph changed to begin working group and amended, contact details of BINDT change of address	12-09-2017
NANDTB NANDTB	Issue 5 Issue 5	<p>Amended BINDT Secretariat contact details – Changed to Jennifer Cook BINDT Certification Manager.</p> <p>General grammatical and document formatting review.</p> <p>Amended Chair of the Board. Document to be signed and dated by Mr Kevin Pickup.</p> <p>Document revision status: Document up issued to Issue 5.</p> <p>Amended BINDT Secretariat contact details – Changed to Jennifer Cook BINDT Certification Manager.</p> <p>General grammatical and document formatting review.</p> <p>Amended Chair of the Board. Document to be signed and dated by Mr Kevin Pickup.</p> <p>Document revision status: Document up issued to Issue 5.</p>	01/12/2023