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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 days 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 and shall report findings/recommendations to the Board. The composition of the working group shall be documented in 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 and 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. 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 Secretary. Such notification must state clearly the purpose of the proposed meeting, which must be convened to take place within 28 days of receipt of the notification.

Signed for the Board

A handwritten signature in black ink, appearing to be 'JB', written in a cursive style.

Jon Biddulph
Chairman of the NAndtB

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, amended contact details of BINDT change of address	12-09-2017