

NA-005 Meetings:

Notice of Meetings: The Chairman may call for meetings as is necessary to conduct the business of the Board. Advice of all meetings shall be sent by the secretary with a minimum of two weeks notice. Board members will be notified in writing, which may be electronic, including an agenda. A meeting shall be held at least each twelve months, noting the requirements for election of officials and ordinary members.

Grounds for calling meetings: In addition to the calling of meetings as described above, additional meetings may be called by members if more than half of the current Board members notify the Secretary in writing that they wish a meeting to be held and the agenda of that meeting.

Meeting agenda / procedure: The following is the procedure of business to be followed by the Board:

- Opening
- Apologies
- Acceptance of the agenda
- Disclosures of interest
- Acceptance of previous minutes
- Business arising from the minutes and not included in the main agenda
- Correspondence in / out
- Chairman's report
- Sub-committee reports
- General business
- Election of officials or representatives (if required)
- Agreed actions
- Schedule of next meeting / Close

Minutes: The Board shall keep minutes of proceedings of management committee meetings and general meetings. Minutes are posted on the Board's web site for inspection by members or interested parties.

Quorum: For the purposes of convening a meeting, a quorum shall comprise any two of the elected officials and any four of the ordinary members. Where the elected Board is less than twelve members, the number of ordinary members needed for a quorum is reduced by one for each two members that the Board is less than twelve. Where all three elected officials are present, one may be regarded as an ordinary member for the purposes of a quorum.

Guests: The policy and conditions for the invitation and attendance of guests to Board meetings is to be found in procedure NA-018.

Note1: On matters resolved by ballot, each member has one vote with the Chairman having a second vote if required to resolve an impasse.

Note 2: Proxies granted by one representative to another must be in writing on company letterhead.