

**Regulations made by the Middle Level Board governing their proceedings and made under  
Section 67 of the Middle Level Act 1862**

**1. Regulations as to Proceedings**

1. (a) Meetings of the Board, for which 14 days notice will be given, will be open to the public and press who will on the invitation of the Chairman be able to speak at the meeting. The Board can pass a resolution to exclude the public and/or press from a meeting or part thereof.  
  
(b) In the event of the need for an emergency meeting the requirement for notice will be waived.
2. For each meeting, other than for one arranged as an emergency meeting, members will receive an Agenda and any accompanying papers by post or other means despatched at least seven days before the meeting.
3. No business shall be transacted by the Board, other than that which appears on the Agenda, unless 75% of the members present agree to any such additional issue being discussed.
4. (a) A formal meeting of the Board cannot be conducted unless 5 members are present at the start of and during the meeting. If departures reduce the number below 5 then the Chairman will terminate the meeting at that point.  
  
(b) All resolutions and proposals will be decided by a majority of votes of the members present.  
  
(c) In the case of an equality of votes at any meeting, the Chairman for the time being of such meeting shall have a second or casting vote.
5. The Board shall meet either at their offices or at a venue to be determined from time to time with such venue being confirmed in the Agenda.
6. (a) At any meeting of the Board the Chairman, if present, shall preside.  
  
(b) If the Chairman is absent from a meeting of the Board, the Vice Chairman, if present, shall preside.  
  
(c) If at any meeting of the Board both the Chairman and Vice Chairman are not present at the time, the members present shall choose one of their number to be Chairman of such meeting.
7. The Board shall cause Minutes to be made of all meetings and recorded in an appropriate form:-
  - a) of all appointment of Officers made by the Commissioners
  - b) of the names of the members present at each meeting of the Board and Committees or Sub Committees of the Board