

Plumbers & Drainers Licensing Board - Policy

Policy Number: PL 001

Subject: Board Meeting Procedure

Effective Date: 20 August 2003

Revised on: 8 May 2007

Frequency of Meetings

Meetings will be held monthly, but dates are subject to review at any time.

Quorum

3 members constitute a quorum for any Board Meeting.

Matters for Board consideration

Matters for Board consideration must be received by the Registrar on or before the closing date for the meeting.

Agenda Closing Date

The closing date for agendas is the Wednesday before the meeting date.

Visitors & Observers

Anyone wishing to address the Board must arrange to do so through the Registrar in consultation with the Chairman.

Agendas for Meetings

The agenda and meeting papers are to be circulated to members a minimum of 2 days before the meeting.

Minutes of Meetings

Minutes are to be circulated to members as soon as possible but no later than a week after each meeting. Minutes will be taken as correct if no response is received from members within 5 working days of sending.


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Chairman

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30 . 5 . 07
Date