

6. *Order of Business*.—The order of business shall be as follows:—

- (1) Minutes of the last meeting.
- (2) Notices of motion.
- (3) Reports of Committees.
- (4) Correspondence.
- (5) Business arising directly under the Act.
- (6) Statement of Accounts.
- (7) Bills and claims.
- (8) Any other competent business.
- (9) Date of next meeting.

Provided that the Board may at any meeting vary the order of business on the ground of urgency or convenience.

7. *Absence of Chairman and Deputy-Chairman*.—In the event of the Chairman and Deputy-Chairman not being present at any meeting of the Board, the Board shall elect a presiding Chairman for that meeting.

8. *Agenda*.—No business which is not upon the Agenda Paper shall be discussed at any meeting of the Board (except routine business) unless the Chairman shall declare such business to be of an urgent nature, and shall be supported by two-thirds of the members present and voting.

9. *Voting*.—Every question, the manner of voting on which is not otherwise specified in these rules, shall be decided on a show of hands by a majority of members present and voting, but any member may call for a division, in which case the names for and against shall be taken down in writing and entered on the Minutes. In the case of an equality of votes the presiding Chairman shall have a second or casting vote.

10. *Motions*.—Every motion or amendment shall be moved and seconded, and handed to the Chairman in writing, and shall be read, before it is further discussed or put to the meeting.

11. *Notices of Motion*.—Every notice of motion shall be in writing, signed by the member giving the notice, and shall be given or sent to the Secretary, who shall insert in the Agenda Paper of the next ordinary meeting of the Board all notices of motion which he may have received not less than forty-eight hours prior to the day on which the Agenda Paper is sent out to members, in the order in which they have been received by him.

12. *Rescinding of Resolution*.—No resolution of the Board shall be altered or rescinded at a subsequent meeting except upon a notice of motion of which a copy has been sent out to members by the Secretary fourteen clear days before such meeting.

13. *Committees*.—There shall be the following Committees of the Board:—

- (1) A Standing Committee consisting of the whole Board. (The Quorum shall be four.)
- (2) A Penal Cases Committee. (The Quorum shall be three.)
- (3) A Finance Committee. (The Quorum shall be three.)

The two latter Committees shall be appointed annually at the first ordinary meeting in the month of February, and shall hold office until their successors are appointed. Other Committees may be appointed for special purposes from time to time.

Every Committee appointed by the Board shall make a report of its proceedings to the Board in writing, and the recommendations of every Committee shall, so far as practicable, be in the form of resolutions, to be considered by the Board; and the acts and proceedings of every Committee shall be submitted to the Board for approval, unless the resolution of the Board appointing the Committee shall otherwise direct in respect of all or any of the matters referred to it.

14. *Reports*.—Every report from a Committee shall be submitted by the Convener of the Committee (if present), who shall move that it be received by the Board, and on the motion being carried, the Convener, or any other member of the Committee, may move to agree with the resolutions of the Committee, and such resolutions shall be considered *seriatim*. The question that the report (if necessary, as amended) be now approved shall be put from the Chair, but no debate shall be allowed thereon.

15. *Bills and Claims*.—All bills and claims shall be examined by the Secretary and laid by him before the Finance Committee, who shall report them to the Board, and such bills and claims as are allowed shall be initialled by the presiding Chairman for payment.

16. *Cheques*.—All cheques for the payment of money shall be signed by two members of the Board, and countersigned by the Secretary.

17. *Financial Statement*.—At every Monthly Meeting of the Board the Secretary shall present a statement in writing showing the receipts and expenditure of the Board for the current year up to the date of such Meeting, and showing the existing balance, if any, to the credit of the Board.

18. *Decision of Chairman*.—The presiding Chairman shall decide upon any point of order or procedure, and his decision shall be final.

19. *Expenses of Members*.—The Scale of Expenses of members of the Board shall be such as may from time to time be recommended by the Central Midwives Board for Scotland, and approved by the Privy Council.

RULES B.—REGULATING THE ISSUE OF CERTIFICATES AND THE CONDITIONS OF ADMISSION TO THE ROLL OF MIDWIVES.

1. Candidates must satisfy the Board that they have reached a sufficient standard of general education, and submit the following documents, duly filled in and signed:—

- (a) A certificate of birth, or of baptism, or a statutory declaration made by a competent person, showing that the candidate is not under twenty-one years of age, and, where the candidate has been married, the certificate of marriage also;