

any persons appointed by the Board to act as Chairman in the absence of the Chairman) and Secretary of the Committee;

“ The Scheme ” means the Central Scheme or the District Scheme (as the case may require) for the time being in force under Part I. of the Act, in relation to which the Committee is constituted.

(ii) The Interpretation Act, 1889, applies to the interpretation of these Directions as it applies to the interpretation of an Act of Parliament.

#### MEETINGS.

3. The Committee shall hold such ordinary or special meetings as may be necessary for the transaction of business, and shall hold their ordinary meetings on such days and at such hours as they may determine:

Provided that the time of holding the first meeting shall be fixed by the Chairman.

#### CHAIRMAN TO PRESIDE.

4. Save as otherwise provided by these Directions, the Chairman shall preside at every meeting of the Committee.

#### ABSENCE OF CHAIRMAN.

5. (i) If the Chairman is absent from any meeting the members of the Committee present shall elect from among themselves some person to act as Deputy for the Chairman at that meeting:

Provided that a final decision on a complaint under investigation by the Committee shall not be taken at any meeting from which the Chairman is absent.

(ii) Should the Chairman be absent from three consecutive meetings of the Committee, the Secretary shall immediately after the third of such meetings report the matter to the Board, stating the reason for the Chairman's absence, and the Board may thereupon, if they think fit, appoint some other person to act as Chairman, either temporarily until the absent Chairman is able to resume his functions or permanently in the place of such absent Chairman, who shall, in the latter case, cease to be Chairman.

#### SPECIAL MEETINGS.

6. A special meeting of the Committee shall be held whenever any member of the Committee shall by notice in writing to the Secretary so require. The time appointed for the special meeting shall be not less than three clear days later than the date of such notice and such notice shall include particulars of the business for which the special meeting is required.

#### NOTICE OF MEETINGS.

7. Not less than three clear days before any ordinary meeting of the Committee, and as early as possible before any special meeting thereof, the Secretary shall send to each member of the Committee a notice in writing specifying the time and place of the meeting and the items of business to be considered.

#### QUORUM.

8 (i) Six members in the case of the National Committee of Investigation and three

members in the case of the Committee of Investigation for any district shall respectively form a quorum.

(ii) If within half an hour from the time appointed for a meeting a quorum is not present, the meeting shall be adjourned until such time as the Chairman or Deputy for the Chairman may appoint, not being less than three nor more than seven days after the time originally appointed for such meeting, and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting the members present shall be a quorum.

#### VOTING.

9. Every question at any meeting of the Committee shall be determined by a majority of the votes of the members present and voting on the question, and in the case of an equal division of votes the Chairman or, in the absence of the Chairman, the Deputy for the Chairman shall have a second or casting vote. Voting shall be by a show of hands.

#### MINUTES.

10. (i) The Committee shall cause minutes of their proceedings to be kept in a Minute Book, and such minutes shall be signed by the Chairman or, in the absence of the Chairman, by the Deputy for the Chairman at the Meeting at which they are approved as correct. The Committee shall also cause a record to be kept showing the names of the members present at each meeting. The Minute Book and record of attendances shall be open to inspection when required by any officer of the Board.

(ii) Unless and until the contrary is proved, every meeting of the Committee in respect of the proceedings whereof a minute has been made in accordance with the provisions of these Directions shall be deemed to have been duly convened and held, and all the members present at the meeting shall be deemed to have been duly qualified.

#### MEETINGS TO BE PRIVATE.

11. Unless the Committee shall otherwise determine, the Committee shall sit in private.

#### INVESTIGATION OF COMPLAINTS.

12 (i) The Committee shall require every complaint made to them with regard to the operation of the Scheme to be stated by the complainant in writing.

(ii) Upon receipt of any complaint (not being a complaint which the Committee is precluded under the Act from investigating) the Committee shall investigate the same at the earliest possible moment and shall hold such meeting or meetings and do all such other things as may be necessary for the purpose of investigating the complaint, and shall make without delay any report or representations in relation thereto which it may be the duty of the Committee to make under the provisions of the Act.

(iii) If, in the opinion of the Committee, information beyond that given in the complaint is necessary in order to enable them properly to investigate the complaint, they shall call for such information as they consider necessary for the purposes of their investigation, either from the complainant or