Managers of the Newbold Verdon Par[l] *School.*

MINUTE BOOK.

The following Rules are contained in Schedule I. to the Education Act, 1902 :—

1. A body of Managers may choose their Chairman, except in cases where there is an ex-officio Chairman, and regulate their quorum and proceedings in such manner as they think fit, subject, in the case of the Managers of a school provided by the local education authority, to any directions of that authority.

Provided that the quorum shall not be less than three, or one-third of the whole number of Managers, whichever is the greater.

2. Every question at a meeting of a body of Managers shall be determined by a majority of the votes of the Managers present and voting on the question, and in case of an equal division of votes the Chairman of the meeting shall have a second or casting vote.

3. The proceedings of a body of Managers shall not be invalidated by any vacancy in their number, or by any defect in the election, appointment, or qualification of any Manager.

4. The body of Managers of a school provided by the local education authority shall deal with such matters relating to the management of the school, and subject to such conditions and restrictions, as the local education authority determine.

5. A Manager of a school not provided by the local education authority, appointed by that authority or by the minor local authority, shall be removable by the authority by whom he is appointed, and any such Manager may resign his office.

6. The body of Managers shall hold a meeting at least once in every three months.

7. Any two Managers may convene a meeting of the body of Managers.

8. The minutes of the proceedings of every body of Managers shall be kept in a book provided for that purpose.

9. A minute of the proceedings of a body of Managers, signed at the same or the next ensuing meeting by a person describing himself as, or appearing to be, Chairman of the meeting at which the minute is signed, shall be received in evidence without further proof.

10. The minutes of a body of Managers shall be open to inspection by the local education authority.

11. Until the contrary is proved, a body of Managers shall be deemed to be duly constituted and to have power to deal with the matters referred to in their minutes.

REGULATIONS

AS TO

THE QUORUM AND PROCEEDINGS OF THE MANAGERS

OF THE

Newbold Verdon Parochial SCHOOL.

Meetings of the Managers.

1. The Meetings which the Managers are required by law to hold once in every three months shall be styled Quarterly Meetings and shall be held on ~~the~~[1] _____ Such days as the Chairman shall appoint ~~in each of the months of~~[2] _____

[1] *Insert* "First Monday" *or as may be.*

[2] *Insert* the months.

Provided always, that when any day on which, in pursuance of the foregoing Order, a meeting is directed to be held shall fall on Good Friday, Christmas Day, or on a Bank holiday, the meeting shall be held on the same week-day in the following week.

Quorum.

2. No business shall be transacted at any meeting unless at least three Managers be present thereat.

Chairman.

3. The Managers shall at their first meeting in the month of April in every year appoint one of their number to be Chairman for one year at all meetings at which he is present.

4. If the Chairman so appointed dies, resigns, or becomes incapable of acting, another member shall be appointed to be Chairman for the period during which the person so dying, resigning, or becoming incapable would have been entitled to continue in office, and no longer.

5. If the Chairman is absent from any meeting at the time appointed for holding the same, the members present shall appoint one of their number to act as Chairman thereat.

Notice of Intended Meeting.

6. Three clear days at least before any meeting notice thereof, specifying the time and place of the intended meeting, and the business to be transacted at the meeting and signed by or on behalf of the Chairman shall be given to every Manager.

Provided always, that in cases of urgency the Chairman may at any time convene a meeting of the Managers after one clear day's notice.

Notice of Business.

7. No business other than such as may be specially brought forward by the Chairman shall be transacted at a meeting of the Managers unless notice thereof was contained in the notice convening the meeting.

Any notice required to be given to any Manager may be left at or sent by post to the usual place of abode of such Manager.

Attendance Book.

8. Every Manager attending a meeting shall sign his name in the Attendance Book kept for the purpose.

Minutes.

9. Minutes of the proceedings of every meeting of the Managers shall be kept in a book or books provided for that purpose.

Order of Business.

10. At every meeting of the Managers the minutes of the last meeting shall be read as the first business after the Chairman has taken his seat, and if accurate, shall be signed by the Chairman.

Voting.

11. Every matter brought before the Managers shall be decided by show of hands.

Any Manager present and voting may require the names of the persons voting, and the vote given, to be entered in the Minutes.

Adjournment of Meetings.

12. The Managers may adjourn any meeting to a later hour on the same day, or to any other day and hour.

If any meeting be adjourned to a specified date, the adjourned meeting shall be deemed a continuation of the original meeting. If an ordinary meeting is adjourned *sine die*, any business left unfinished shall be postponed until the next ordinary meeting.

No business shall be transacted at any adjourned meeting which was not included in the notice convening the meeting of which it is an adjournment.

When any meeting is adjourned to another day, notice of the adjourned meeting shall be sent to each Manager specifying the business to be transacted.

Chairman to decide Questions of Order.

13. The ruling of the Chairman as to whether a notice of motion given at or before a meeting, is in order, or as to any point of order raised at a meeting, or as to the right of any Manager to address the Managers for the purpose of making a personal explanation shall be final and shall not be open to discussion.

Order of Debate.

14. A Manager when speaking shall address the Chair.

15. A Manager who speaks shall direct his speech strictly to the motion under discussion, or to a motion or amendment to be proposed by himself, or to a question of order.

16. A motion or amendment once made and seconded shall not be altered or withdrawn without the consent of the Managers.

17. Every amendment shall be relevant to the motion on which it is moved.

18. Whenever an amendment upon an original motion has been moved and seconded, no second or subsequent amendment shall be moved until the first amendment shall have been disposed of; but notice of any number of amendments may be given.

19. An amendment shall be either—

(*a*) To leave out words.
(*b*) To leave out words and insert or add others.
(*c*) To insert or add words.

If an amendment be carried, the motion as amended shall take the place of the original motion, and shall become the question upon which any further amendment may be moved.

If an amendment be rejected, other amendments may be moved on the original motion.

Suspension of Standing Orders.

20. Any one or more of the preceding Standing Orders, in any case of urgency, or upon motion made on a notice duly given, may be suspended at any meeting, so far as regards any business at such meeting, provided that a clear majority of the whole of the Managers be present at, and that the majority of the members voting shall so decide.

Given at a meeting of the Managers, this twenty Sixth day of November 1903.