

SCIENCE RESEARCH COUNCIL

Rules for Procedure and Quorum

Note by the Chairman

The following rules for procedure are suggested for consideration by the Council.

1. Quorum

The quorum shall be six members.

2. Notices of meetings and of matters to be considered.

The agenda and papers will normally be posted to members at least a week before each meeting.

3. Decisions

Decisions will be taken in accordance with the wishes of the majority of members present. Members who have a personal interest in any matter shall declare that interest and shall not take part in the deliberations which lead to a decision on it.

4. Urgency procedure

When matters are too urgent to await a meeting of Council the Chairman may, at his discretion deal with such matters on the Council's behalf and report action taken to the Council at their next meeting.

5. Minister of Education and Science

Agenda and papers for meetings will be sent to the Minister of State for Education and Science at the same time as they are sent to Members.

6. Assessors

Papers will be sent to the Assessors from other Government departments.

In addition, agenda and papers for meetings will be sent to the Secretaries of the Agricultural and Medical Research Councils and to the Chairmen of the University Grants Committee and the National Environmental Research Council for information.

7. Officers to attend meetings and receive papers

Meetings will be attended by the Secretary and the Headquarters Directors. Other members of the staff will attend for particular items when required.