

Rules of Procedure for Trustee Meetings - The Protocol

Application

- a. The Protocol shall apply to all the Trust Funds administered by the Trustees.
- b. If any provision of the Protocol shall be inconsistent with a provision of an individual Trust Fund then the latter shall prevail.
- c. The Protocol shall be adopted and formally minuted, at the first meeting of Trustees held after each AGM of the Society.

Quorum

A meeting shall be quorate if at least one-third of the total number of Trustees at the time, or two Trustees (whichever is the greater) are present throughout the meeting – whether the meeting is held in person or remotely, see the next provision.

Meetings held in person or remotely

A meeting may be held either in person or by suitable electronic or telephonic means agreed by the Trustees in which all participants may communicate with all the other participants.

Frequency and content of meetings

Meetings shall be held at least three times per year.

At a meeting business of a number of different Trust Funds may be discussed, whether or not notice of the particular business has been given in the agenda, provided that a formal minute of such business is made.

Chairman of meetings

The chairman of Trustees, as elected by the Trustees, shall take the chair at all meetings. In his absence he shall designate one of the other Trustees to take the chair.

Minutes

One of the Trustees, as designated by the chairman, shall take and circulate minutes of the meeting.

Attendance at meetings

In addition to the Trustees, the President, Immediate Past President, President Designate, Hon.Secretary and Treasurer shall be entitled to attend all meetings, but shall not be entitled to vote.

Conflicts of Interest

Each Trustee undertakes to make disclosure of any circumstances that may lead to a conflict of interests between the trusts and investments under the control of the Trustees and the personal or professional interests of the Trustee.

At or before each meeting he or she shall declare any interest he or she may have in any matter to be discussed at the meeting:

- (a) a Trustee shall declare an interest and shall withdraw from the meeting for that part of the discussion and not be entitled to vote in respect of the matter in which he or she is interested;
- (b) a Trustee shall not be counted in the quorum present at a meeting in relation to a resolution on which he or she is not entitled to vote; and

(c) if a question arises at a meeting as to the right of a Trustee to vote, the question may, before the conclusion of the meeting, be referred to the chairman of the meeting and his ruling in relation to any trustee other than himself shall be final and conclusive.

Amendments to the Protocol

Any amendment shall require the approval of a majority of the total number of the Trustees at the time.