

Schedule 4 – Committee Meeting Rules

S4.1 Chair and Secretary

- (a) Subject to any specific requirement to the contrary in this Deed, at the first convened meeting of a committee, the members of the committee shall elect from among the committee members a Chair and a Secretary.
- (b) A person elected as Chair or Secretary under this clause S4.1 shall hold office until the election of a successor.
- (c) The Chair of the committee shall preside at all committee meetings at which the Chair is present.
- (d) The Chair has a right to vote at meetings.
- (e) The Secretary is responsible for keeping minutes of each meeting.

S4.2 Holding Committee Meetings

- (a) A committee must meet at least once each Financial Year or as otherwise directed by the Trustee.
- (b) Meetings of the committee shall be held at such times and places as the committee determines.

S4.3 Attendance at Committee Meetings

A committee meeting may be attended by:

- (a) the committee members; and
- (b) any person that the committee invites to attend a committee meeting.

S4.4 Quorum and Voting

- (a) No business shall be transacted at any meeting of a committee unless at least a quorum of committee members is present for the whole time during which the business is transacted.
- (b) At a meeting of a committee:
 - (i) not less than half of the committee members form a quorum; and
 - (ii) unless otherwise provided in this Deed, every question before the committee must be determined by a majority of the votes of the committee members present and voting on that question.

S4.5 Meeting Business

- (a) The content of the agenda for a committee meeting is to be determined by the Chair.
- (b) A committee member may apply to the Chair to have an item placed on the agenda.

S4.6 Minutes

- (a) The Secretary is responsible for keeping minutes of each meeting.
- (b) At each meeting:
 - (i) the minutes of the previous meeting must be distributed to each committee member;
 - (ii) if necessary, the minutes may be Modified; and
 - (iii) the minutes must be signed and dated by the Chair confirming the minutes as a true record of the proceedings.

S4.7 Reporting to the Trustee

The Chair of the committee must:

- (a) provide the minutes of each meeting of that committee to the Trustee; and
- (b) provide the recommendations of the committee to the Trustee in connection with the purpose for which the committee was established and as requested or directed by the Trustee.

S4.8 Use of Technology

- (a) With the consent of all of the committee members, the committee may hold a meeting at two or more venues using any technology that gives the committee members as a whole a reasonable opportunity to participate.
- (b) The consent may be a standing one.
- (c) A committee member may only withdraw his or her consent within a reasonable period before the meeting.