



5. Meetings

5.1 Frequency

Meetings shall be held quarterly and ad-hoc as required. Extraordinary meetings may be called on an ad hoc basis and ordinary meetings may be cancelled by the Chairman with prior notice of at least 3 days.

5.2 Length of meetings

Meetings should have a maximum length of 2 hours.

5.3 Attendance

Members may attend meetings either in person, via telephone, or via video conference. Meetings will take place as long as a quorum is guaranteed. Voting Members should attend as many meetings as possible and will ensure that they attend at least two thirds of the meetings held in one calendar year.

6. Committee operations

6.1 Agenda

The Members as well as senior representatives of the Unit will forward to the Secretary any issues which they want to be subject to discussion and decision at the next meeting. The Chairman shall set the agenda for each meeting taking into account the issues communicated by the Members / senior representatives of the Unit as well as any other issues the Chairman deems to be relevant. The Chairman (or designee, including the Secretary) shall circulate a written agenda to the Members in advance of each meeting.

6.2 Submission of documents

The meeting agenda and other documents prepared for the meeting should be distributed at least 36 hours in advance of the meeting to the Members (and to the other attendees, if applicable). The Members must be given reasonable time to review the documentation. If the documentation is not distributed in a timely manner, Voting Members can refer to the delayed distribution as a reason to abstain from voting. This needs to be reflected in the minutes. The Chairman may grant exceptions to this requirement in case of extraordinary meetings.

6.3 Minutes

The Secretary shall take written minutes of each meeting. Such minutes shall include the names of each attendee, all decisions taken and the major discussion points. The minutes shall be sent to the Members for review within seven business days of the meeting.