

Title: Committee Meetings - Substitute Members
Policy No: 61
Responsibility: Chief Executive Officer

Version	Decision Number	Decision Date	History
1	17\1228	25/02/97	Adopted – Version 1
2	19\4604	12/06/07	Reviewed and Amended
3			
4			

Where a Committee Chairman is aware that the forthcoming absence of an elected member/s from a Committee meeting may preclude of quorum from being attained, the Chairman should make arrangements for a substitute elected member/s to attend the Committee meeting to ensure a quorum.

(See ‘Quorum – Power to Co-opt’ delegation which authorises the Chief Executive Officer to co-opt Members – Delegation Number 20)