

## **Article 6: Records of Proceedings**

- 6.1 The Authority shall make arrangements for the names of Members and Substitute Members present at any meeting to be recorded.
- 6.2 Minutes of the proceedings of a meeting of the Authority, or any committee or sub-committee of the Authority shall be kept in such form as the Authority may determine.
- 6.3 Any such minutes are to be signed at the same or next suitable meeting of the Authority, committee or sub-committee by the person chairing that meeting.
- 6.4 Any minute purporting to be signed as mentioned in Article 6.3 shall be received in evidence without further proof.
- 6.5 Until the contrary is provided, a meeting of the Authority, a committee or a sub-committee, a minute of whose proceedings has been signed in accordance with this Article 6, shall be deemed to have been duly convened and held, and all the Members and Substitute Members present at the meeting shall be deemed to have been duly qualified.
- 6.6 A Member of the Authority or of any committee or sub-committee of the Authority has the right to have their vote on any matter recorded in the minutes of the meeting at which the vote was cast.