

By-law 3

3. OPERATION OF THE EXECUTIVE COMMITTEE

- (1) The Executive Committee shall be responsible for the ongoing administration of the Institute on behalf of the Council in accordance with the Rules of Association, the Corporate Plan and the decisions of the Council.
- (2) The powers of the Executive Committee are normally limited to those of an administrative nature, with matters of policy being determined by the Council. In the exceptional event of a policy decision being essential when it is not practicable to convene a meeting of the Council, the Executive Committee shall endeavour to seek the views of all Councillors by mail or electronic mail and shall seek to have such policy decision ratified at the next Council meeting.
- (3) The Executive Committee may regulate its meetings as it thinks fit, and may meet for the dispatch of business in person, by post, by telephone or by other telegraphic or electronic communication.
- (4) A majority of members of the Executive Committee constitute a quorum for the transaction of the business of the meeting of the Executive Committee.
- (5) At meetings of the Executive Committee:
 - (a) The President or, if absent, one of the Vice-Presidents shall preside; or
 - (b) If the President and both Vice-Presidents are absent, such one of the remaining members of the Executive Committee as may be chosen by the members present shall preside