have a second or casting vote.

- 30. No business shall be transacted at any Executive Committee meeting unless a quorum of Executive Committee members is present at the time when the meeting proceeds to business, and such quorum shall consist of not less than 50% of the Executive Committee members.
- 31. The Executive Committee may, transact any of their business by the circulation of papers, and a resolution in writing (including a facsimile) signed by members thereof comprising the necessary forum shall be valid and effectual as if it had been passed at a meeting of the Executive Committee.
- 32. A meeting of the Executive Committee for the time being at which a quorum is present shall be competent to exercise all the authorities, powers and discretions vested in the Executive Committee generally.
- 33. The Executive Committee may invite such persons to attend its meeting as observers or to exclude any observer from any meeting as the Executive Committee may from time to time think fit.
- 34. The Executive Committee shall cause proper minutes to be made in books provided for the purpose:-
  - (a) of all appointments of officers made by the Executive Committee;
  - (b) of the names of the members present at each meeting of the Executive Committee and of any sub-committees thereof; and
  - (c) of all resolutions and proceedings at all meetings of the Association, and of the Executive Committee and any sub-committees.
- 35. A member of the Executive Committee shall not vote in respect of any contract in which he is interested or any matter arising thereout, and if he does so vote his vote shall not be counted.

## Disqualification of Executive Committee Members

- 36. The office of a member of the Executive Committee shall be vacated if such a member:-
  - (a) ceases to be a member of the Association; or