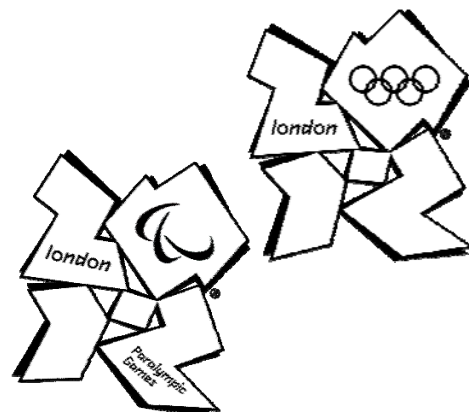


ODA Communications Committee

Standing Orders and Terms of Reference



Constitution and Membership

1. The membership of the Committee shall be determined by the Board who shall appoint the Chair of the committee ("the Chair"). The Committee shall have at least 3 Board members.
2. The Committee shall meet at least once a year. The Chair may convene or request the Secretary to convene a meeting at any time.

Quorum

3. The quorum is **3** members. A duly convened meeting at which a quorum is present shall be competent to exercise all or any of the powers, authorities and discretions for the time being vested in or exercisable by the Committee. At a meeting the Chair shall preside. If the Chair is absent, or if s/he declares an interest in matters under discussion, the members in attendance shall choose one of their number to preside. All questions shall be decided by a majority of votes of Committee members present at a meeting. This may be determined by oral expression or a show of hands. In the case of an equality of votes the Chair of the meeting shall have a second or casting vote.

Terms of Reference

4. The Communications Committee has the following remit:
 - to act as a reference group for and assist in the handling of and decision making in relation to communications issues including media issues, political and stakeholder management, community relations and other areas as appropriate.
5. The provisions of paragraph 28 of Standing Order 1 shall apply to meetings and proceedings of the Communications Committee.

NOTE

Committee Members may often be called upon to advise informally in circumstances when it is not practicable to hold formal meetings.