

The General Dental Council Standing Orders for the Conduct of Business 2009

Explanatory notes

These standing orders replace the General Dental Council Standing Orders for the Conduct of Business (Interim) Rules 2003, which were passed in October 2003 to ensure continuity of business pending further Council decisions about governance arrangements.

Additional sections to the 2003 rules were approved and incorporated in December 2004 and March 2005.

The General Dental Council, in exercise of the powers conferred by paragraph 8(A) (1)¹ of Schedule 1 to the Dentists Act 1984 make the following standing orders: -

Part 1 – The Council

1. Arrangements for Council meetings

- 1.1 The Council shall take decisions on Council business in public at formal Council meetings.
- 1.2 The Council shall decide when and how frequently it shall meet, provided that the Council shall meet at least twice in each calendar year.
- 1.3 In addition to holding meetings at the times specified by Council, the Registrar shall convene an extraordinary meeting of the Council on receipt of a written request to that effect signed by no fewer than 8 members of the Council stating the business which they wished to be discussed, or at the request of the Chair of the Council (the Chair).
- 1.4 The Registrar shall notify the members in writing and/or by email of the time, date and place of a meeting of the Council at least 15 working days in advance of the date of the meeting.
- 1.5 The Registrar shall send an agenda setting out the business to be discussed at a meeting, and accompanying papers, to the members at least 5 working days in advance of the meeting.
- 1.6 The Chair shall determine the content of the agenda, taking into account competing priorities, having consulted with the Registrar.
- 1.7 A member may propose a motion for discussion at a Council meeting by giving written notice to the Registrar, seconded by at least two other members of Council, in sufficient time for the Registrar to give the notice required under 1.8.

¹ A new power contained in the Dentists Act in Schedule 1, para 8A allows the Council to regulate its procedures by standing orders.

- 1.8 The agenda shall include notice of any motion proposed and seconded in writing by members under rule 1.7 and received by the Registrar no later than 10 working days in advance of the meeting in question.
- 1.9 Subject to rule 1.10 below, the Registrar shall publish details of meetings, the agenda and the papers for the meeting on the Council's website in advance of each meeting.
- 1.10 The Chair, having consulted with the Registrar, may decide that an agenda item should be considered in closed session, if he or she consider it in the public interest to do so. Items to be discussed in closed session will not be issued to the public or the media, will not be posted on the Council website, and may remain confidential after the meeting has taken place².

Urgent action between Council meetings

- 1.11 Subject to the provisions of the Dentists Act, the Chair may, having consulted other members wherever possible, between meetings authorise on behalf of the Council urgent action of a kind which would normally be dealt with at a meeting. Any action taken under this rule will be reported at the next meeting of Council and recorded in the minutes.

2 Quorum

- 2.1 The quorum of the Council shall be 13³.

3 Chief Dental Officers

- 3.1 The Chief Dental Officers for England, Wales, Scotland and Northern Ireland shall be invited to attend Council meetings and shall be sent agendas and papers for Council meetings.
- 3.2 The Chief Dental Officers may participate in discussions at Council meetings but may not take part in any vote of the Council.

4 Persons who are not members of the Council or CDOs

- 4.1 The Chair, or the Council by resolution, may invite any person to speak at a meeting of Council, to give advice to the Council and answer questions through the Chair.

² The Protocols Governing Council's Methods of Working sets out the definition of confidential items at Council and Committee meeting in section 1.10.

³ As set out in article 11 of the General Dental Council (Constitution) Order 2009.

5 Public attendance at Council meetings

- 5.1 Members of the public may attend meetings of the Council but may not participate in them. The public may be excluded from part of a meeting during any item of business to be dealt with in closed session.
- 5.2 If, during the discussion of a particular item of business it becomes apparent that it would be in the public interest to discuss the item in closed session a motion to do so may be moved.
- 5.3 In advance of excluding the public from a meeting under rule 5.1 above, the Chair shall announce the reasons why the Council is to hold a discussion in closed session.
- 5.4 After the conclusion of a discussion in closed session, the Chair shall publicly announce any decision taken in that closed session, provided that there is no requirement in law for him to do otherwise.
- 5.5 The Council may resolve that any person be required to withdraw from a meeting if the person's conduct is such that it seriously disrupts the Council's consideration of the business of the meeting.

6 Procedure at a Council meeting

- 6.1 The Chair shall chair meetings of the Council. If the Chair is absent from a meeting, the members present may elect (in open session) any one of their number to chair that meeting. The election process shall be as specified in rule 6.2 below. Where a member other than the Chair chairs a Council meeting, references to the Chair in rules 6.3-8.8 of these rules shall apply to the member acting as Chair.
- 6.2 The process for electing a Chair in the absence of the Chair at a Council meeting shall be as follows:
 - (a) The Chief Executive shall take the Chair at the beginning of the meeting and shall invite nominations to Chair the meeting;
 - (b) A member may nominate him or herself to Chair the meeting and a member may nominate any other member present to Chair the meeting;
 - (c) If no more than one member is nominated to Chair the meeting, that member shall by default be elected Chair of the meeting;
 - (d) If more than one member is nominated to Chair the meeting, the Chief Executive shall ask the members present at the meeting to elect one of the members nominated as Chair;
 - (e) The election shall be by simple majority vote and shall be conducted electronically or by a show of hands;
 - (f) In the event of a tie there shall be a further vote or votes if necessary until a member is elected as Chair with a simple majority;

- (g) An election may be suspended at any stage if the members nominated can between them reach agreement on which one of them shall Chair the meeting.
- (h) If it is known to the Chief Executive before the day the meeting is held that the Chair will not attend the meeting, the Registrar may invite nominations to chair the meeting from members of Council in advance of the meeting.

Role of Chair

6.3 The Chair shall:

- (a) At the end of each item of business, state the decision that has been made;
- (b) Preserve order and ensure that members have sufficient opportunity to express their views on all matters under discussion;
- (c) Determine in which order members should speak;
- (d) Determine if a conflict of interest requires a member to withdraw from discussion of an agenda item;
- (e) Seek the advice of the Registrar or other officers of the Council where necessary.

Order of business

6.4 The normal Order of Business at full sessions shall be:

Apologies for absence

Approval of minutes of previous meeting

Report of Chair (as required)

Papers for action (where decisions are required on options and policy)

Papers reporting on the exercise of delegated authority

Notice of items for future debate

Confirmation of date of next meeting

- 6.5 Subject to rule 6.6 below, no business shall be considered at a meeting, which does not appear in the agenda for the meeting in question.
- 6.6 The Chair or the Council, by resolution on a motion proposed and seconded to that effect, may agree to the discussion of business not appearing in the agenda. Such business should normally only be discussed after the business on the agenda has been completed.
- 6.7 Report of Committees and the Chief Executive shall be presented to the Council with such frequency as the Council may determine.

Declarations of Interest

- 6.8 Declarations of interest relevant to items on the agenda should be made at the start of the discussion of the item to which it relates and should be recorded in the minutes.
- 6.9 In the event of a member not appreciating at the beginning of a discussion that an interest exists, the member should declare such an interest as soon as he/she becomes aware of it;
- 6.10 In any case of doubt the member should openly declare the possibility of interest.
- 6.11 The Chair will rule on whether an interest is such as to prevent the member participating in discussion or determination of the matter.
- 6.12 If a member of Council believes that another member present has a direct or indirect interest in an item for discussion and that interest has not been declared, he or she should inform the Chair. The Chair will establish whether or not there is an interest which should have been declared, and will if necessary make a ruling in accordance with rule 6.11 above.

Council decisions

- 6.13 Decisions will be reached by vote on the following occasions:
 - (a) When the Chair determines that no clear consensus has emerged;
 - (b) When a member requests a vote to be taken and this is supported by at least one other participating member;
 - (c) Any other circumstance where the Chair concludes that a vote should be taken.
- 6.14 Voting will be by simple majority and will be conducted electronically or by a show of hands.
- 6.15 If an equality of votes occurs there will be further debate and a second vote shall be taken. If, following a second vote, there remains an equality of votes, Council shall decide that either:
 - (a) the Chair should have a casting vote; or
 - (b) the motion should be declared lost.
- 6.16 The minutes of the meeting shall record the results of voting and show the numbers for and against the proposal and the number of abstentions, if any.
- 6.17 A member may, in advance of a vote being taken, request that the names of those who vote for and against the proposal, and the names of those who abstain from voting, if any, are recorded in the minutes of the meeting.

7 Decisions of procedure

- 7.1 At any meeting of the Council and for the purposes of that meeting only, any of these standing orders may be suspended by means of a motion duly moved and carried without debate by not less than two-thirds of the members present.
- 7.2 The Chair's ruling on any question of order or conduct raised at a meeting will be final. Rulings by the Chair will be made in accordance with the provisions of these rules and the Code of Conduct for Council members.

8 Shorthand note of meetings and minutes of meetings

- 8.1 A shorthand note shall be taken at a meeting and a transcript of the shorthand note shall be produced.
- 8.2 Neither the shorthand note of a Council meeting nor the transcript thereof shall constitute an authoritative record of the meeting.
- 8.3 A transcript of the shorthand note of those parts of a meeting held in open session shall be made available to members of the public on request, subject to payment to the Council of the cost of producing and despatching the transcript.
- 8.4 Electronic recording of Council meetings without prior permission from the Chair is prohibited.
- 8.5 The Chief Executive shall be responsible for the production of a minute which, when read in conjunction with the papers presented to the meeting, shall provide a correct and authoritative record of the meeting and shall be sufficiently detailed to provide an audit trail of issues discussed by Council, and the decisions taken.
- 8.6 The minutes shall record the attendance of members.
- 8.7 There shall be an abbreviated public minute of closed session items indicating, where possible, the broad nature of the subject and the decision reached.
- 8.8 At the next meeting of Council after the minutes have been sent to members the Chair shall move that those minutes be approved as a correct record. No discussion shall take place except upon accuracy of the record. When the minutes have been approved they shall be confirmed by the signature of the Chair.

Part 2 – Committees

9 Education Committee

- 9.1 There shall be a Committee of the Council called the Education Committee.

- 9.2 It shall be the function of the Education Committee to advise the Council on all matters related to the education and training of potential registrants and registrants.
- 9.3 The Education Committee shall consist of the Chair and six other members of the Council, elected by members of the Council from among their number, of whom at least one must be a registrant member of Council and at least one must be a lay member of Council.
- 9.4 There shall be a reserved place on the Education Committee for a Chief Dental Officer.
- 9.5 The members of the Education Committee shall elect one of their number to be Chair of the Committee.

10 Registration Committee

- 10.1 There shall be a Committee of the Council called the Registration Committee.
- 10.2 It shall be the function of the Registration Committee to advise Council on the policies and procedures for the registration of dentists, dental care professionals and bodies corporate, and on the application of the Council's policy on continuing professional development, and to review and oversee the effective delivery of policies and procedures through monitoring.
- 10.3 The Registration Committee shall consist of the Chair and six other members of the Council, elected by the members of the Council from among their number, of whom at least one must be a registrant member of Council and at least one must be a lay member of Council.
- 10.4 There shall be a reserved place on the Registration Committee for a Chief Dental Officer.
- 10.5 The members of the Registration Committee shall elect one of their number to be Chair of the Committee.

11 Standards Committee

- 11.1 There shall be a Committee of the Council called the Standards Committee.
- 11.2 It shall be the function of the Standards Committee to establish and review all standards for dentistry and the dental team, to publish guidance on these standards, and to advise the Council and all other committees on the way in which those standards should be used as the framework for dental education, access to the register, and the fitness to practise procedures.
- 11.3 The Standards Committee shall consist of the Chair and six other members of the Council, elected by the members of the Council from among their number, of whom at least one must be a registrant member of Council and at least one must be a lay member of Council.

- 11.4 There shall be a reserved place on the Standards Committee for a Chief Dental Officer.
- 11.5 The members of the Standards Committee shall elect one of their number to be Chair of the Committee.

12 Fitness to Practise Policy Committee

- 12.1 There shall be a Committee of the Council called the Fitness to Practise Policy Committee.
- 12.2 It shall be the function of the Fitness to Practise Policy Committee to develop policy on fitness to practise issues, distinct from the operational responsibilities of the Preliminary Proceedings Committee and the independent Fitness to Practise Panel.
- 12.3 The Fitness to Practise Policy Committee shall consist of the Chair and five other members of the Council, elected by the members of the Council from among their number, of whom at least one must be a registrant member of Council and at least one must be a lay member of Council.
- 12.4 A Chair of the Preliminary Proceedings Committee shall be an ex officio member of the Fitness to Practise Policy Committee.
- 12.5 There shall be a reserved place on the Fitness to Practise Policy Committee for a Chief Dental Officer.
- 12.6 The members of the Fitness to Practise Policy Committee shall elect one of their members to be Chair of the Committee.

13 Finance and Human Resources Committee

- 13.1 There shall be a Committee of the Council called the Finance and Human Resources Committee.
- 13.2 It shall be the function of the Finance and Human Resources Committee to ensure effective financial stewardship of the Council's resources, to ensure best employment practices and to enable Committees, Working Groups, Advisory Groups and staff to monitor and manage their allocated budgets.
- 13.3 The Finance and Human Resources Committee shall consist of the Chair and six other member of the Council, elected by the members of the Council from among their number, of whom at least one must be a registrant member of Council and at least one must be a lay member of Council.
- 13.4 There shall be a reserved place on the Finance and Human Resources Committee for a Chief Dental Officer.
- 13.5 The members of the Finance and Human Resources Committee shall elect one of their members to be Chair of the Committee.

14 Chief Dental Officers

- 14.1 A Chief Dental Officer who is placed on a Committee shall be a member of that Committee and shall have the same rights and duties as an elected Committee member. A Chief Dental Officer will form part of the quorum.

15 Election process for Committee membership

- 15.1 The elections shall determine that every Council member will serve on one Committee with the exception that one Chief Dental Officer will serve on two Committees.
- 15.2 Prior to elections, Council members shall rank their preferred choice of committee. This information will be shown on the voting form for each committee and a composite "Committee preferences chart" will show each member's allocation of preferences in full.
- 15.3 Prior to elections, Chief Dental Officers shall indicate whether they wish to serve on two committees or one committee only.
- 15.4 Voting will take place for all five committees simultaneously. The Chief Dental Officers shall not vote in the elections.
- 15.5 The votes will be counted and members appointed to Committees subject to the following constraints:
- (a) each committee should have at least 1 registrant member and 1 lay member;
 - (b) each committee should only have 1 Chief Dental Officer;
 - (c) any member who is voted onto one committee only, will be elected to that committee.
- 15.6 Once the constraints in 15.5 above have been fulfilled, the remaining members who have not yet secured a place on a committee will be appointed to committees according to the number of votes. This procedure will take place simultaneously for all five committees.
- 15.7 The preferences expressed prior to the voting will be used to allocate any member who is voted onto more than one committee:
- (a) a mid rank of '3' will be allocated for any committee where a preference has not been expressed;
 - (b) where this results in two committees holding the same ranking, the number of votes received by the member will determine the allocation of committee;
 - (c) where the member has received the same number of votes for more than one committee, that member will be asked to express a preference between those committees;
 - (d) where more than one Chief Dental Officer volunteers to serve on two committees, the Chief Dental Officer with the highest total number of votes shall be selected.

15.8 Where two members have received the same number of votes, then the following rules apply:

- (a) if the tie is for the position of highest scoring registrant or lay member, both members will normally be allocated to that committee, and the number of “highest scoring other” places will be reduced accordingly. This rule would also be applied where possible to ties for “highest scoring 1st and 2nd other” places; but
- (b) if any tie would result in there being more members allocated to a committee than there are places, the tied member who has expressed the highest preference for the committee concerned will be allocated to the committee;
- (c) if the preferences of those tied are also tied, a subsidiary ballot will have to take place to establish which member to allocate to the committee.

16 Mid term elections for Committee membership

16.1 Re-election of Council members to non-statutory committees shall take place immediately prior to the mid-term Council meeting.

17 Duration of tenure of Committee Chairs

17.1 Each Committee shall hold new elections to appoint a Chair at fifteen month intervals throughout the four⁴ year term of the Council. These elections shall take place at the next available meeting after the Council session nearest to these intervals.

18 Provision for filling a vacancy on a Committee

18.1 If a vacancy occurs among the elected membership of a committee, a by-election shall be held by the Council to fill the vacancy.

19 Working Groups and Advisory Groups

19.1 Council will define the remit of any Working Groups and Advisory Groups it creates and in doing so specify whether or not a Working Group or Advisory Group shall report direct to it or to a Committee.

19.2 The purpose of Working Groups is to investigate and carry out detailed work on the development of specific, major policy initiatives over a defined period within a framework set by Council.

19.3 The purpose of Advisory Groups is to provide advice on how to deliver aspects of the business plan or areas of policy that have already been approved by Council or one of its Committees.

⁴ In line with the terms of office of Council Members as set out in section 3 of the General Dental Council (Constitution) Order 2009.

19.4 Council shall specify the framework, lifespan, and frequency with which it wishes to receive reports from the Working Groups and Advisory Groups it creates.

20 Appointment of Working Group and Advisory Group members

20.1 When Council or a Committee decides to establish a Working Group or Advisory Group it will agree its remit and its composition, comprising:

- the number of members
- the number of staff, where appropriate
- a list of named external experts, where appropriate

20.2 Expressions of interest will be invited from Council members. Where there are more expressions of interest than places available, each member will be required to vote for their preferred candidates. Where two members receive the same number of votes then a second vote will take place to select between the two candidates

20.3 Staff will be appointed to a Working Group or Advisory Group by the Registrar.

20.4 Where the lifespan of a Working Group or Advisory Group is greater than two years, the Council or Committee will decide whether it is necessary to hold further elections to renew the membership of the Working Group or Advisory Group and, if so, those elections will follow the process described in 20.2 above.

20.5 Working Groups and Advisory Groups do not make policy decisions; all members of a Working Group or an Advisory Group have equal roles in fulfilling its remit.

21 Arrangements for Committee, Working Group and Advisory Group meetings

21.1 Meetings will only be held when the Chair is satisfied that the amount of business or the urgency of business justifies a meeting.

21.2 Subject to 21.1 above, the Chair or Secretary may call a meeting when required.

21.3 The Secretary shall notify the members in writing of the time, date and place of a meeting at least 5 working days in advance of the date of a meeting.

21.4 The Secretary shall send an agenda and papers setting out the business to be discussed at a meeting to the members at least 3 working days in advance of the meeting.

21.5 The Chair and Secretary shall determine the content of the agenda, taking account of competing priorities.

21.6 Subject to rule 21.8 below, agendas, meeting papers and minutes will be made available to the public via the Council's website.

- 21.7 The Chair, having consulted the Secretary, may decide that an agenda item should be considered in confidence, if he or she considers it in the public interest to do so.
- 21.8 Agenda items to be discussed in confidence will not be issued to the public or the media, and may remain confidential after the meeting has taken place.
- 21.9 A declaration of interest relevant to an item on the agenda should be made at the start of the discussion of the item to which it relates, or as soon as an interest becomes apparent during the discussion, and should be recorded in the minutes.
- 21.10 The Chair will rule on whether an interest is such as to prevent that member of the Committee, Working Group or Advisory Group from participating in discussion or determination of the matter.
- 21.11 If a member of the Committee, Working Group or Advisory Group believes that another member present has a direct or indirect interest in an item for discussion and that interest has not been declared, he or she should inform the Chair. The Chair will establish whether or not there is an interest which should have been declared and will, if necessary, make a ruling in accordance with rule 21.10 above.

Issues requiring urgent response between Committee meetings

- 21.12 Issues, which occur between Committee meetings requiring an urgent response, concern action within existing policy, and require additional input beyond that provided by relevant staff, should be put to the relevant Committee Chair and Secretary, who will consult Committee members wherever possible.
- 21.13 Any action taken under rule 21.12 above shall be reported at the next Committee meeting and recorded in the minutes.

22 Quorum

- 22.1 The quorum of a Committee shall amount to one half of the membership of that Committee.
- 22.2 In calculating the quorum of a Committee with an unequal number of members, the quorum shall be rounded up to the nearest whole number.

23 Conduct of Committee

- 23.1 Meetings of Committees will be held in public where the Committee considers it in the public interest to do so.
- 23.2 All Committees are directly accountable to the Council.
- 23.3 The Registrar is ex officio, the Secretary to all Committees.
- 23.4 The Registrar may appoint another officer of the Council to act as Secretary to a Committee.

- 23.5 Subject to rule 23.11 below, Committees may co-opt up to two individuals from outside the Council to serve on Committees as members. If a Committee wishes to co-opt more than two individuals onto the Committee, it must seek the approval of Council in advance.
- 23.6 Co-opted members shall have the right to receive relevant Committee papers, to take part in discussion, and to make decisions. They will not form part of the quorum.
- 23.7 Committee Chairs may, with the agreement of their Committees, invite individuals from outside the Council to attend Committee meetings. Such individuals will have the right to receive relevant Committee papers. They may take part in the discussion but may not make decisions.
- 23.8 Council members may attend meetings of Committees of which they are not members but may not take part in Committee discussions except with the permission of the Chair and may not make decisions.
- 23.9 Proposals from Committees for the creation of Advisory Groups or Working Groups, and the proposed membership, term and remit of such groups must be approved in advance by Council.
- 23.10 Any proposed changes to the remit of a Committee must be approved by Council.
- 23.11 No Committee will carry out any activity requiring expenditure beyond what has already been approved by Council.

24 Conduct of Working Groups and Advisory Groups

- 24.1 The Registrar is ex officio, the Secretary to all Working Groups and Advisory Groups.
- 24.2 The Registrar may appoint another officer of the Council to act as Secretary to a Working Group or an Advisory Group.
- 24.3 Any proposed changes to the remit of a Working Group or Advisory Group must be approved by Council or the Committee responsible for establishing the group.
- 24.4 No Working Group or Advisory Group will carry out any activity requiring expenditure beyond what has already been approved by Council.

25 Procedure at a Committee meeting

- 25.1 The Chair shall:
- (a) Preserve order and ensure that members have sufficient opportunity to express their views on all matters under discussion;
 - (b) Act as co-ordinator of the debate and direct the Committee towards the decisions that are required;

- (c) At the end of each item of business, state the decisions or conclusions that have been reached;
- (d) Seek the advice of the Committee Secretary when necessary;
- (e) Confirm that the Committee is satisfied that it has access to sufficient expertise to address each issue on the agenda.

26 Committee decisions

- 26.1 Decisions will be reached by vote on the following occasions:
 - (a) When the Chair determines that no clear consensus has emerged;
 - (b) When a member requests a vote to be taken and this is supported by at least one other member;
 - (c) Any other circumstance where the Chair concludes that a vote should be taken.
- 26.2 Voting will be by simple majority and will be conducted by a show of hands.
- 26.3 If an equality of votes occurs the Committee shall decide that either:
 - (a) the Chair shall have a casting vote; or
 - (b) the motion should be declared lost.
- 26.4 The minutes of the meeting will record the results of voting and show the numbers for and against the proposal and the number of abstentions, if any.
- 26.5 A member may, in advance of a vote being taken, request that the names of those who vote for and against the proposal, and the names of those who abstain from voting, if any, are recorded in the minutes of the meeting.

27 Minutes of Committee, Working Group and Advisory Group meetings

- 27.1 The Secretary shall be responsible for the preparation of minutes of each meeting which, when read in conjunction with the papers presented to the meeting, provide a correct record of the meeting and are sufficiently detailed to provide an audit trail of issues, and any decisions taken.
- 27.2 The minutes shall record the attendance of members.
- 27.3 The minutes shall include an abbreviated public minute of any confidential items indicating, where possible, the broad nature of the subject and the decision reached.
- 27.4 At each meeting the Committee, Working Group or Advisory Group shall approve the minutes of the preceding meeting as a correct record.

When the minutes have been approved they shall be confirmed by the signature of the Chair.

Part 3 – The Registrar

28 The Registrar

- 28.1 The Registrar appointed in accordance with section 14 of the Act shall hold office for the period determined by the Council. In the event of a vacancy in the office of Registrar, or if the Registrar is unable to act, the Chair shall appoint a person to act temporarily as Registrar or on behalf of the Registrar, and shall notify the Council of the matter at its next meeting. Reference in these rules to the Registrar shall be deemed to include any person appointed under this paragraph to act as Registrar or on behalf of the Registrar.
- 28.2 The Registrar shall be the Chief Executive and Accounting Officer of the Council and shall act as Secretary to the Council and to the nominees. The duties of the Registrar shall include: custody of the register of all records and other documents and responsibility for keeping the register and for the conduct of business of the Council in accordance with the provisions of the Act and of these Rules and Regulations. The Registrar shall have control over the office and staff of the Council.
- 28.3 The Registrar may delegate to Assistant Registrars of the Council authority to perform such duties, as the Registrar may from time to time think fit. Assistant Registrars may be known by such other titles as the Registrar thinks fit. The Registrar may appoint an Assistant Registrar to be Deputy Registrar.

Part 4 – The Corporate Seal

29 Custody and Affixing of Corporate Seal

- 29.1 The Corporate Seal of the Council shall be in the custody of the Registrar.
- 29.2 The Seal shall be affixed only by the order or under the authority of the Council and shall be attested by the signature of:
- (a) the Chair or another member of the Council duly authorised by the Chair for that purpose and
 - (b) the Registrar or another member of staff duly authorised by the Registrar for that purpose.
- 29.3 A person shall be duly authorised for the purposes of rules 29.2 if that person has received a memorandum of authority signed by the Chair or the Registrar, as the case may be, to attest the affixing of the Seal to a particular document, a copy of which has been annexed to the memorandum of authority.

29.4 The Registrar shall keep a record of the affixing of the Seal and shall report its use to the Council.

Revocation

30 The General Dental Council Standing Orders for the Conduct of Business Rules 2003 are hereby revoked.

Given under the official seal of the General Dental Council on 16 October 2009.

Hew Byrne Mathewson
Chair

Duncan Hugh Rudkin
Registrar