





The Corporate Secretary shall send notice of the meeting at least three (3) days before any meeting, specifying therein the place, date and time, and the agenda thereof.

The quorum for any meeting of the BROC shall be at least a majority of the members present throughout the meeting. When a quorum exists, the vote of a majority of the members present shall constitute a valid action or decision of the BROC.

5. . The Corporate Secretary shall prepare the minutes of the BROC meetings and keep its records. Such records shall be open for inspection by any member of the BROC upon reasonable prior notice and during office hours. Minutes of any meeting shall be signed by the BROC Chairman and the members present during the meeting.

. The BROC Chairman shall likewise submit and present a report to the Board, containing updates on all actions taken by the BROC at the Board meeting following the BROC meeting.

The BROC Chairman shall likewise submit and present an Annual Report to the Board during its first meeting following the immediately preceding calendar year. The Annual Report shall include a summary of the BFC 70 activities during io 591.94 1 188 501.07 Tm 507