

CONDUCT OF EXECUTIVE COUNCIL

3. 5.6. 7- 8. 9. IO. 11 12 3 Regulation- 2 Conduct of Executive Council {Refer Section 40(1a) } Executive Council shall meet at least once in three months there shall be two kinds of meetings:- a. meeting. and b. Special meeting. An Ordinary meeting shall be held on a fixed day of the month as may be decided by the Executive Council from time to time. A special meeting shall be held whenever the Kuipati thinks it necessary. If the day of the month fixed for the ordinary meeting is a holiday, the meeting shall be held on a day which previous notice shall be given in the preceding meeting. Agenda of the meeting will be decided by the Kuipati. The agenda of ordinary with the minutes of last meeting) be sent Six clear days in advance of the day of meeting and day of dispatch of any matter in the Agenda may be taken up for consideration with the permission of the Chairman. Supplementary Agenda to be taken up by the Executive Council at a meeting shall reach the members ordinarily Three days before the meeting or shall be placed at the table during the meeting. Special meeting may be held at anytime. No other matter except that given in the Agenda taken up except with the permission of the Chairman. Provided that in case of emergency the meeting may be held at short notice. The Chairman shall preside over the meeting and in his absence, the members present shall elect a member amongst themselves to preside over the meeting. Those agenda which are not received within time limit will not be considered for discussion. Kuipati regarding completion of any agenda in full or in part shall be final. If members want any further information regarding the Agenda, they may write to the Chairman clear days before the date of the meeting and the Registrar shall supply him 14. 15. 16. 17. 18. 19. 20. 21

02. Regulation: 2.4 Agenda of the meeting **Items of the Agenda** **ordinarily be sent with the notice.** Items of the Agenda will be accompanied by a short note where necessary. Notice of a resolution proposed at an ordinary meeting of the Council must reach the Registrar not less than 15 days before the date of the meeting. Amendment to a motion of a resolution brought on the Agenda can be moved in the meeting itself with the permission of the Chairman. If a member in whose name a resolution or a motion stands in the Agenda, is absent; the said resolution may be considered with the permission of the Kuipati. The decision of the Executive Council on important items shall, as far as possible, be recorded after the disposal of that item. Notes for the amendment of the minutes of a meeting must reach the Registrar three days before the meeting of the Executive Council in which they have to be confirmed. A meeting, however, may, with the permission of the Chairman, move an amendment of the minutes in the meeting at the time of confirmation. Such items on the Agenda as may remain undisposed of shall be included in the Agenda of the next meeting. If quorum is not completed after 30 minutes of the fixed date & time, meeting can be adjourned for next date and there is no quorum for the adjourned meeting. If any other provision has been made in this regulation for the conduct of the meeting Kuipati will have right to give its own direction/verdict.