

# **Tamil Nadu District Planning Committee Conduct of Meetings, Quorum and Procedure In Regard To Transaction of Business Rules, 1999**

TAMILNADU

India

## **Tamil Nadu District Planning Committee Conduct of Meetings, Quorum and Procedure In Regard To Transaction of Business Rules, 1999**

### **Rule 100 of 1999**

- Published on 8 June 1999
- Commenced on 8 June 1999
- [This is the version of this document from 8 June 1999.]
- [Note: The original publication document is not available and this content could not be verified.]

Tamil Nadu District Planning Committee Conduct of Meetings, Quorum and Procedure In Regard To Transaction of Business Rules, 1999 Published vide Notification No. G.O. Ms. No. 100, Rural Development (C-4), dated the 8th June 1999 - No. SRO A-52/99 Published in Part III - Section 1(a), of the Tamil Nadu Government Gazette Extraordinary, dated the 7th July 1999. G.O. Ms. No. 100. - In exercise of the powers conferred by sub-section (5) of section 241 of the Tamil Nadu Panchayats Act, 1994 (Tamil Nadu Act 21 of 1994), the Governor of Tamil Nadu hereby makes the following rules: -

#### **1. Short title.**

- These rules may be called the Tamil Nadu District Planning Committee Conduct of Meetings, Quorum and Procedure in regard to Transaction of Business Rules, 1999.

#### **2. Definition.**

- In these rules, unless the context otherwise requires, -(i)"Act" means the Tamil Nadu Panchayats Act, 1994 (Tamil Nadu Act 21 of 1994);(ii)"Committee" means District Planning Committee;(iii)"urban local bodies" means the town panchayats, municipal councils and municipal corporation as defined in the explanation to section 241 of the Act;(iv)All other words and expressions used in these rules, but not defined therein shall have the meanings, respectively, assigned to them in the Act.

### **3. Period of membership in the committee.**

- Elected representative of the Panchayats, Urban local bodies, Members of House of People, Members of the Council of States, Members of the Tamil Nadu Legislative Assembly shall cease to be the member of the Committee the moment they cease to be representative of the respective panchayats, urban local bodies, House of People, Council of States, the Tamil Nadu Legislative Assembly. This shall also apply for the post of vice-chairman of the Committee.

### **4. Procedure for convening and conduct of meeting.**

(1)The meeting shall be conducted at the place specified by the chairperson.(2)No meeting shall be held on any day declared by the Government as holiday and other local holidays declared by the Collector of district concerned.(3)The committee shall meet at least once in three months for the transaction of business on such days at such time as it may arrange and also at such other times as often as a meeting shall be convened by the chairperson.

### **5. Notice of the meeting.**

- No meeting shall be held unless notice of the day and time when the meeting is to be held and of the business to be transacted thereat, has been given not less than ten clear days prior to the day of the meeting.

### **6. Agenda.**

- The agenda for the meeting shall be prepared within the limits of the functions mentioned in sub-sections (6) and (7) of section 241 of the Act by the secretary and approved by the chairperson.

### **7. Service of meeting notice and agenda.**

- Notice of the meeting with the agenda shall be served on all the members of the committee following the procedure specified below: -(a)by giving or tendering notice of the meeting to the member concerned in person; or(b)in case personal service could not be effected by tendering it to an adult member of the committee member's family; or(c)if no adult member of his family is available for such service, it shall be sent by registered post with acknowledgement due; or(d)if no adult member of his family is available for such service by affixing it on the conspicuous place of his last known residence or business place of member in the presence of Village Administrative Officer of that village;(e)The copies of the notice of the meeting with agenda of the committee may be supplied to the local press representatives.

### **8. Attendance of the meeting.**

- The members attending the meeting of the committee shall sign in a attendance register kept for the purpose.

## **9. Quorum.**

(1) No business shall be transacted at a meeting unless there be present not less than one-fifth of the number of members of the committee throughout the duration of the meeting. (2) If within half an hour after the time appointed for a meeting, a quorum is not present, the meeting shall be adjourned to a date and time to be specified by the chairperson.

## **10. Adjournment of the meeting for other reasons.**

- The chairperson, while transacting the business at the meeting, can adjourn any meeting sine die for valid reasons.

## **11. Minutes of the proceedings.**

- At each meeting of the committee, minutes shall be drawn up and entered in a book kept for that purpose.

## **12. Custody of records.**

- The secretary of the committee shall have the custody of proceedings and records of the committee.

## **13. Official members without voting right.**

- All District Officers of Government departments and Government bodies as specified by the Government by order, from time to time, shall be the special invitees of the committee without voting right. They cannot be counted for the purpose of the quorum.