

Haryana Urban Development Authority (Conduct of Meetings) Regulations, 1977

HARYANA

India

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Rule

HARYANA-URBAN-DEVELOPMENT-AUTHORITY-CONDUCT-OF-MEETINGS of 1977

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Haryana Urban Development Authority (Conduct of Meetings) Regulations, 1977Published vide Notification Haryana Government Gazette Part 3, dated 7.6.1977

1. Short title.

- These regulations shall be called the Haryana Urban Development Authority (Conduct of Meetings) Regulations, 1977.

2. Definitions.

- In these regulations unless there is anything repugnant in the subject or context -(a) `Authority' means the Haryana Urban Development Authority.(b) `Agenda' means the item of business proposed to be transacted at a Meeting.(c) `Chairman' means the Chairman of the Authority.(d) `Chief Administrator' means the Chief Administrator of the Authority.(e) `Member' means a member of the Authority.(f) `Minutes' means the record of proceedings of a meeting of the Authority.(g) `Presiding Authority' means the Chairman or in his absence the Vice Chairman or such other Member chosen to preside by the Members present at the meeting.(h) `Quorum' means the minimum number of members of the Authority/Committee whose presence is essential for the proper or valid transaction of business at a meeting.(i) `Secretary' means Secretary of the Authority.

3. Holding of Meetings.

- The Authority may hold a meeting either ordinary or special for the transaction of business, adjourn and or regulate it and its proceedings as deemed fit, provided, however that an ordinary meeting shall be held once at least every 3 months. There shall ordinarily be not, an interval or more than 90 days between any two successive meetings.

4. Who may call a meeting.

- The Chairman may, at any time, and shall on receipt of written request of two third of the number of members actually serving for the time being, convene a meeting of the Authority, provided that the special meeting shall be called by the Chairman alone, whenever there is an urgent matter for consideration at such a meeting.

5. Date, time and place of Meeting.

- The meeting of the Authority shall normally be held at the head office of the Authority during office hours. The exact date, time and place of each meeting shall be fixed by the Secretary of the Authority with the prior approval of the Chairman.

6. Quorum.

- The quorum for every meeting of the Authority shall be one third of the number of members actually serving for the time being but shall not, in any case, be less than four. The quorum for a meeting of the Committee shall, however, be three members except where the total number of members in a Committee is itself three, the quorum shall be two.

7. When quorum not present at a meeting.

- (i) If within fifteen minutes from the time appointed for the meeting, a quorum is not present, the meeting if convened on the written request of the members as laid down under Regulation 4, shall be dissolved, but in any other case shall stand adjourned to any future day or to any hour of the same day, as the Presiding Authority may determine and announce at the time of adjournment. If at such adjourned meeting, a quorum is still not present within 15 minutes from the time appointed, the meeting shall stand dissolved.(ii)When the quorum has once been constituted and the business of the meeting properly started, it shall continue, unless some member objects and calls the attention of the Presiding Authority to the absence of quorum. In such circumstances, the Presiding Authority would make a count and if there is no quorum within next fifteen minutes, he shall adjourn the meeting to any future day or to any hour of the same day, as he may determine. The procedure thereafter shall be as prescribed in Regulation 7(i).

8. Power to adjourn meeting.

- The Presiding Authority may, if he thinks it necessary or expedient, and shall, if so directed by the meeting, adjourn the meeting from time to time and place to place, but no business shall be transacted at the adjourned meeting other than the business left unfinished at the meeting which had been adjourned. When an adjourned meeting is to be held within 48 hours, it shall not be necessary to give a fresh notice. A notice shall be sent to all the members in the case of a regular meeting.

9. Decisions in a meeting in which quorum is present.

- All questions or items at such a meeting shall be decided by a majority of votes, of the members present and voting and in case of equality of votes, the member presiding shall have a second or casting vote.

10. Who shall preside at the meeting.

- The Chairman shall preside at every meeting, or in his absence, the Vice-Chairman and if there be no Chairman or Vice-Chairman, present, then any one of the members present, whom the members present may elect, shall preside.

11. Agenda for meetings.

- The agenda for each meeting of the Authority shall be prepared by the Secretary, on the basis of the proposals received from the Chief Administrator. Before any item is included in the Agenda, the Secretary shall ensure that the item has been approved for inclusion by the Chief Administrator. Each item to be included in the agenda should be self-explanatory. If approval of the Authority is required on any item by calculation, approval of the Chief Administrator shall be obtained by the Secretary before circulation of that item.

12. Notice for the meeting.

- (i) At least seven days' notice in writing for an ordinary meeting shall be given to each member by the Secretary. An extra-ordinary meeting could, however, be convened at 24 hours' notice. A copy of the agenda for meeting shall also be sent to the members either with the notice or as soon thereafter as possible, but at least 3 days before the ordinary meeting. (ii) If any member is out of India, or is otherwise not in a position to attend the meeting, the service of notice on such a member may be dispensed with by the Secretary with the prior approval of the Chief Administrator, provided that if any member is present without issue of notice, the proceedings of such meeting shall not be challenged on the ground of non-issuance of notice. (iii) A notice shall be deemed to be duly served, if it is sent within the prescribed time limit to the member personally by hand or by post at the registered address communicated by the member in writing to the Authority.

13. Constitution of Committee.

- The authority may appoint Committees and Sub-committees consisting of such members as it may think fit and with such powers and functions as it may specify.

14. Participation of non-members in the deliberation of the meeting of the Authority.

- (i) The Chairman's all have power to invite in a meeting any person(s) whose assistance or advice is considered necessary. Such person(s) shall have the right to attend such meeting of the Authority and to take part in their deliberations, but not the right to vote.(ii)The Secretary and any other officer(s)/official(s) of the Authority permitted by the Chairman shall attend the meeting and shall furnish or explain any information as may be asked by the Authority. The Secretary will participate in the discussion as and when required, but shall have no right to vote.

15. Recording and confirmation of minutes.

- (i) Minutes shall be kept of the names of the members present and of the proceedings at each meeting in a book to be provided for the purpose, which shall be signed at the next ensuing meeting by the person presiding at such meeting, and shall be open to inspection by any member during office hours.(ii)The proceedings of each meeting shall be prepared by the Secretary, after approval and signatures of the Presiding Authority, the proceedings shall be duly kept by the Secretary in his personal custody.(iii)No person shall be entitled to object to the text of the minutes of any meeting unless he was present at the meeting to which they relate.

16. Removal from membership.

- The State Government may remove, from office of any member -(i)who, without excuse, sufficient in the opinion of the State Government, is absent for more than four consecutive meetings of the Authority.(ii)who has, in the opinion of the State Government so abused his position as a member as to render his continuance on the Authority detrimental to the interest of the Authority.