

The Punjab School Education Board Business Regulations

PUNJAB

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Rule

THE-PUNJAB-SCHOOL-EDUCATION-BOARD-BUSINESS-REGULATION of 1971

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1. Short title.

- These Regulations shall be known as the Punjab School Education Board Business Regulations.

2. Commencement.

- These shall come into force at once.

3. Definitions.

- In these Regulations, unless there is anything repugnant in the subject or context -(a)'Officers' means the Officers of the Board;(b)'State Government' means the Punjab State Government.

4. Meetings.

- (1)The meeting of the Board shall be held at least once a quarter in each year and shall be convened by the Chairman or in his absence by the Vice-Chairman, provided that if one-third of the members, jointly give a requisition, in writing, for a meeting stating the business to be brought before the Board, the Chairman or in his absence the Vice-Chariman shall convene such a meeting within a fortnight of the receipt of the requisition.(2)Meetings of the Board shall be held at the headquarters

of the Board or such other place in the Punjab as the Chairman may decide.(3)Ordinarily not less than 15 days' notice shall be given of each meeting of the Board specifying the date, hour and place of the meeting, and such notice, shall be sent by registered post to every member at the address registered with the Board provided that in case of requisitioned meeting or emergency, the Chairman or the Vice-Chairman may convene a meeting at a shorter notice.(4)A notice convening a meeting of the Board shall be signed by the Secretary or in his absence by the Assistant Secretary or any other officer authorised by the Chairman to do so.(5)No business, other than that contained in the agenda paper shall be transacted at a meeting of the Board, except with the consent of the Chairman and the majority of the members present unless one clear week's notice has been given of the same in writing to the Chairman.(6)Any meeting may be adjourned from time to time to date and hour specified to conclude an unfinished business.(7)One-third of the total members shall form a quorum at a meeting of the Board; provided that if a meeting is adjourned for want of quorum, no quorum shall be necessary at the next meeting for transacting the same business.(8)If a quorum is not present within half an hour after the time fixed for the meeting, the meeting shall be adjourned and the Secretary shall make a record of that fact.(9)If, in the course of the meeting, any member calls attention to the absence of a quorum, the Chairman shall adjourn the meeting.(10)No motion which has been negatived by the Board shall again be brought forward within six month from the date on which it was negatived except with the permission of the Chairman.(11)The Chairman, or in his absence the Vice-Chairman, shall preside at every meeting of the Board provided that if the Vice-Chairman is also absent, the members present at a meeting shall elect from amongst themselves a member to preside at that meeting.(12)All questions as to whether proper notice of a motion has been given shall be decided by the Chairman whose decision shall be final.

5. Agenda.

- Not less than 7 days before the date of a meeting the Secretary shall under the directions of the Chairman, or in his absence of the Vice- Chairman, issue to every member an agenda paper specifying the items of business to be brought before the meeting provided that the Chairman may bring before the meeting any business, which is urgent, with shorter notice or without placing the same on the agenda paper.

6. Notice of resolution by the members.

(1)Any member who wishes to move a resolution at a meeting shall forward a copy of the resolution to the Secretary so as to reach him not less than 7 days before the date of the meeting. He may withdraw the resolution by giving a written notice which should reach the Secretary not less than two days before the date of meeting.(2)The Secretary shall place the proposed resolution before the Chairman, for his orders regarding its inclusion in the agenda; when a resolution is not included in the agenda paper under orders of the Chairman, the Secretary shall intimate the fact to the Members stating the objection.

7. Transaction of Business.

(1) Order of business. - The items of business of a meeting shall ordinarily be conducted in the order in which they appear on the agenda but the Chairman shall have discretion to make a change provided that it shall be open to a member to move for a change in the order of business as stated in the agenda paper and if the motion is agreed to by the majority of the members present at the meeting the business shall be transacted in the changed order. (2) Motion without notice. - No motion or resolution or amendment of which due notice has been given may be moved at a meeting of the Board except with the permission of the Chairman. (3) Motions to be moved and seconded; debate of motion or amendment and voting: - (a) Every motion or amendment to a resolution must be seconded otherwise it shall drop. (b) Chairman will conduct the meeting in a manner considered by him to be appropriate under the rules. (c) All items on the agenda shall be decided by a majority of votes of the members present in the meeting. (d) A ruling given by the Chairman shall be final. (e) A motion or amendment may be withdrawn with the permission of the Chairman by any member who has given notice of such motion or amendment. (f) Any motion or amendment standing in the name of a member who is absent from the meeting may, with the permission of the Chairman be brought forward by any other member. (g) appointment of Committees - (a) A motion for the appointment of a committee on a subject under debate may be made by any member at any time and without previous notice. (b) A motion for the appointment of a committee must define the purpose for which the committee is to serve and the number of members to compose it. Amendments for enlarging or restricting the number may be made without previous notice. If the motion is carried the member moving shall name the persons whom he wishes to form the committee. Other names may also be proposed. The motion shall be put to vote and the requisite number appointed from those who obtained the largest number of votes. The Chairman shall nominate one of the members elected as Convenner of the Committee. (c) The proceedings of a committee appointed by the Board shall be presented to the Board at its next meeting subject to due notice unless the Board otherwise decides. (d) The Convener of the Committee shall furnish to the Secretary a copy of the report of every meeting of the committee together with a list of the members present. (e) The quorum of a committee shall not be less than one-third of the members constituting it. (f) No quorum shall be necessary at an adjourned meeting of a committee. (g) In all cases of election other than those specifically provided, the candidates shall be proposed and seconded. If no more candidates are nominated than there are vacancies to be filled, the Chairman shall declare those candidates to be elected. If the number of candidates exceeds the number of vacancies the voters shall state on the ballot paper the names of the candidates they desire to vote for upto the limit of the number of vacancies. The Chairman shall then appoint tellers to count of votes and declare the result of voting forthwith. The candidates getting highest votes up to the number the members to be appointed on the sub-committee shall be declared elected. (h) At all meetings of the Board or its committees every question shall be decided by a majority of the votes of the members present. In the case of votes being equally divided the Chairman or the Convener as the case may be, shall have a second or a casting vote.

8.

The minutes of each meeting of the Board shall be recorded by the Secretary and submitted to the Chairman of the meeting for approval and signature. A copy of the minutes shall then be sent by the Secretary to the State Government and to each member, and such of the members as were present shall within a fortnight of the issue of the minutes, communicate to the Secretary any exception they may take to the correctness thereof. The minutes and the exception taken, if any shall be laid before the next meeting of the Board and the minutes in the final form shall then be confirmed.

9.

In any case not provided for by these regulations the Chairman shall be entitled to give his own ruling as to procedure.

10. [Regulations. [Substituted vide Board's resolution No. 4(2) dated 6.1.1987.]

- The Board shall appoint annually a Regulations Committee consisting of the Chairman, the Vice-Chairman, the Advocate General or the Legal Remembrancer whosoever happens to be member of the Board and two other members to be elected by the Board. All draft Regulations shall be examined by the Committee and submitted to the Board with its recommendations. A copy of regulations passed by the board shall be submitted to the Government for information]