

# **The U.P. Antarim Zila Parishad (Convening of and Procedure At Meetings) Rules, 1958**

UTTAR PRADESH

India

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### **Rule**

### **THE-U-P-ANTARIM-ZILA-PARISHAD-CONVENING-OF-AND-PROCEDURE AT MEETINGS) RULES, 1958**

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### **041.**

#### **1.**

(1)The Antarim Zila Parishad shall meet for the transaction of the business at least once in every month, except in districts of Kumaun Division where the Parishad shall meet at least once in every quarter.(2)The Adhyaksh may convene a meeting wherever he thinks fit and shall upon a requisition made in writing by not less than one fifth of the members of the Parishad and served on the Adhyaksh or send to him by registered post convene a meeting within a period of twenty days from the date of the service or receipt of such requisition.(3)In absence from the district of the Adhyaksh or in case of his incapacity to work the Upadhyaksh if so authorized under sub-section (2) of section 7 and the Chief Executive Officer all other cases shall exercise the power and discharge the duties of the Adhyaksh under sub-section (2) above.

#### **2.**

- Meetings of the Antarun Zila Parishad may be convened on any day other than a Sunday or any other public holiday.

**3.**

(1) Not less than five days before the date fixed for a meeting of the Antarim Zila Parishad a notice to attend the meeting, signed by the Chief Executive Officer or if so authorised by him the Secretary, shall be sent by post under Certificate of Posting. The Chief Executive Officer may adopt such other method, if any, as he may think fit for intimating the member of the date fixed for the meeting to each member of the Parishad. (2) The notice to attend a meeting shall specify every motion or proposition to be brought forward at the meeting along with the details of any other business to be transacted thereat. (3) In the absence of the Adhyaksh and Upadhyaksh the Parishad shall elect one of its members to preside at the meeting

**4.**

- Every Notice to attend a meeting shall state the place, the day and hour of meeting,

**5.**

- So far as circumstances admit, the Chief Executive Officer, or if so authorised by him the Secretary, shall as soon as may be before a meeting, circulate to the members such correspondence relating to any business to be transacted at the meeting, as the Adhyaksh may consider it desirable that they should have an opportunity of pursuing before they meet.

**6.**

- Any member who desires to bring forward at any time any motion or proposition shall give notice of his intention to do so at the previous meeting or shall, at least one week before the meeting, inform the Adhyaksh in writing of such intention.

**7.**

- Any member may submit a point of order to the Adhyaksh; but there shall be no discussion of any such point unless the Adhyaksh thinks fit to ask members present for their opinion thereon.

**8.**

- Every motion or amendment shall be presented, or taken down in writing.

**9.**

- The Adhyaksh may require that any motion or amendment proposed shall be seconded before it is discussed.

**10.**

- In proposing or discussing any question each member shall speak from his place and address the Adhyaksh.

**10A.**

- The Adhyaksh may stop a member from talking irrelevant things in speech or a motion or amendment or expel a member who indulges in disorderly conduct.

**11.**

- No member, except the proposer, in reply, shall without the permission of the Adhyaksh, speak twice on any motion or amendment.

**12.**

- The quorum for a meeting of the Antarim Zila Parishad shall be one-fifth of the whole membership of the Parishad for the time being.

**13.**

- The course of business shall, unless the Adhyaksh regulate it otherwise be ordered as follows:(1)The minutes of the last meeting shall be read.(2)Communication from the State Government and officers of that Government shall be read.(3)Reports of Committees and members shall be taken into consideration and orders, where necessary, passed.Note - The words "Where necessary" are inserted as Committees may be given final powers and no orders of the Parishad may be required.(4)Motions and propositions of which notice has been given in the manner prescribed by rule 2 (2) shall be discussed and voted upon.(5)Notice shall be given of any motion or proposition which it is proposed to bring at the next meeting.(6)Appeal from orders of Committees, Officers, etc. shall be disposed of.

**14.**

- Notwithstanding anything contained in Rule 3, the Adhyaksh shall have the power to bring forward any motion or proposition not specified, of business not stated, in the notice under rule 3 and which is so urgent that its transaction at the meeting is considered necessary.

**15.**

(1)Unless a poll is demanded by any member present at a meeting a declaration made at the meeting by the Adhyaksh that a resolution has been passed shall be sufficient warrant for the making of any entry to that effect in the minute book.(2)If a poll is demanded by any member present shall be

taken by show of hands; and the result of such poll shall be deemed to be the resolution of the board at the meeting.

## 16.

- At an adjourned meeting no business shall be transacted other than the business left unfinished at the meeting from which adjournment took place, but nothing in this rule shall be deemed to prevent an adjourned meeting taking place on the same day as any other meeting.

## 17.

- Every member of the Parishad shall have the right of the interpolation, which may be exercised subject to the following conditions and restrictions: (1) Every member, who desires to put any question concerning the affairs of the Parishad shall send his question or questions in writing to the Chief Executive Officer of the Parishad at least a week before the next ordinary meeting of the Parishad. (2) The question so received shall be numbered serially by the Chief Executive Officer in the order of their date of receipt and shall be inserted in the agenda of the meeting in the order of their serial number. (3) On receipt of the questions, the Chief Executive Officer shall place them before the Adhyaksh and the Adhyaksh may direct any officer of the Parishad or the Chairman of any Committee to prepare answers to questions received. (4) Question must not be argumentative or hypothetical or defamatory of any person or section of the community. (5) The Adhyaksh may disallow any question, which does not conform to sub-rule (4) above, and in that case the questions shall not be entered in the minutes. (6) At the next meeting of the Parishad, the Adhyaksh or with his permission the Chief Executive Officer or any other officer of the Parishad with whose department the question may directly be concerned or the Chairman of any Committee shall read answers to the questions duly revived before the meeting. (7) The questions and answers thereto shall form part of the proceedings of the meeting and shall be published along with the proceedings unless the Parishad otherwise directs in any particular case. (8) The member putting the question may withdraw the same at any time before the answer is read at the meeting, and in any such case the question shall be expunged from the minutes. (9) If the member who has given due notice of any question, has not withdrawn the question before the meeting is held, but is not present at the meeting, the Adhyaksh may allow the question to be put by any other member present and the answer to the same be read. (10) [ The questions and supplementary questions, if any, shall be answered during the first hour of the meeting. Questions shall be answered in order of priority of their date of receipt by the Chief Executive Officer.] [ Added by Notification No.. 288-B/IX-A-72-13/58, dated 26th June, 1959] (11) [ The Adhyaksh may disallow such supplementary question as may not directly arise from the answer to a question or as may require notice.] [ Added by Notification No.. 288-B/IX-A-72-13/58, dated 26th June, 1959]

## 18.

(a) The Parishad shall have an Executive Committee consisting of - (i) the Adhyaksh of the Parishad, (ii) Upadhyaksh of the Parishad, and (iii) seven members of the Parishad elected by the Parishad. (b) The Chief Executive Officer of the Parishad or in his absence the Secretary shall be the

ex officio Secretary of such Executive Committee.

**19.**

- Any other matter, which is not covered by these rules, shall mutatis mutandis be governed by the provisions of the U.P. District Boards Act and the rules and regulations made thereunder in so far as they are not inconsistent with the provisions of the Uttar Pradesh Antarim Zila Parishad Ordinance, 1958.

**20.**

- In these rules "Secretary" means the Secretary appointed under section 70 of the U.P. District Boards Act, 1922.