

## 2015 - ADAMAWA STATE COLLEGE OF EDUCATION HONG LAW

*A Law to Establish the College of Education Hong and to provide for the Administrative Structure, composition and functions and for other purposes connected therewith.*

*[2nd April 2014]*

BE IT ENACTED by Adamawa State House of Assembly and by the authority of same as follows

### **PART I. – PRELIMINARY**

1. This Law may be cited as the Adamawa State College of Education Hong, Law 2015 and shall be deemed to have come into operation on the 2nd day of April, 2014.

2. In this Law, unless the context requires:–

"Board" means the Academic Board of the College;

"Bursar" means the Bursar of the College;

"Chairman" means the Chairman of the Council;

"College" means Adamawa State College of Education Hong;

"College Librarian" means the Librarian of the College; "Council" means the Governing Council of the College established by or pursuant to section 7 of this Law;

"Committee" means the Finance and General purposes committee as in Section 16; the appointments and promotions committee as in section 27 and any other committee established by the Council for the College;

"Dean" means the Dean of a school in the College;

"Department" means an Academic Department of a School;

"Deputy Provost" means the Deputy Provost of the college;

"Director of Medical Services" means the Medical Officer in charge of the College Clinic;

"Director of Remedial Programmes" means the coordinator of Remedial and Pre-NCE Programmes;

"Director of Works" means the Head of Works Department of the College;

"Governor" means the Governor of the State;

"Head of Department" means a Head of an Academic Department of a School;

"Members of Staff" means the member of staff of the College, including the Provost;  
"Provost" means the Provost of the College appointed under Section 60;  
"Registrar" means the Registrar of the College;  
"School" means an Academic Unit consisting of various departments;  
"State" means Adamawa State of Nigeria;  
"Statutes" means the Statutes of the College which are made by the Council.

## **PART II – ESTABLISHMENT, OBJECTIVES, FUNCTIONS AND POWERS OF THE COLLEGE**

3. (1) There shall be established in the State a College to be known and called the Adamawa State College of Education Hong, which shall be a body corporate, with perpetual succession and; a common seal, and shall have power to acquire, hold and dispose of any movable and immovable property and may sue and be sued in its corporate name.

(2) The College shall be composed of the following schools. Directorates and any other such units as the Council may determine from time to time:–

- (a) School of Arts and Social Science;
- (b) School of Education;
- (c) School of Languages;
- (d) School of Science;
- (e) School of Vocational and Technical Education;
- (f) Directorate of Remedial Programme.

4. The College shall have the following objectives:–

- (a) to provide full-time courses in teaching, instruction and training in arts, social science, humanities, education, applied science etc. and such other fields of learning relevant to the needs of the development of the State in particular and Nigeria in general as the Council may from time to time determine;
- (b) to offer courses leading to the Nigeria Certificate in Education (N.C.E.) through a three year academic and professional courses on successful completion of which candidates shall qualify as teachers in primary and post primary schools;
- (c) to offer courses leading to degree and diploma in education;
- (d) to get as center for research in to the various areas of educational theory and practice;

- (e) to run from time to time, in-service Vacation courses for serving teachers;
- (f) to play a consultancy role in all sections of the teaching profession. .
- (g) to arrange conferences, seminars and workshops relevant to the fields of learning specified above; and
- (h) to perform such other functions as in the opinion of the Council may serve to promote the objectives of the College.

5. The College shall function essentially as a teaching and examining body and shall provide courses of institution in academic and professional subjects for the students of the College and for appropriate persons and:

- (a) to prepare and conduct examinations that shall be external moderated for the award of the N.C.E.. Degrees. Diplomas and other Certificates.
- (b) to provide for and foster mass education such as through the Universal Basic Education (U.B.E.) Programmes;
- (c) to promote research and publications;
- (d) to develop and disseminate educational materials for schools and communities; and
- (e) to develop its staffer the attainment of the objectives of the College.

6. (1) Subject to the provisions of this Law and the statutes of the College, the College shall have the following powers.:-

- (a) to stipulate the requisite conditions for the admission of students into the College;
- (b) to set up schools. Directorates, Departments and other relevant units of learning and research in accordance with the aims and objectives of the College;
- (c) to create such offices and posts as may be required by the College to pursue its goals, and to appoint and or remove persons from such offices or posts and to prescribe their conditions of service;
- (d) to provide such physical facilities as libraries, class room blocks, lecture theatres, laboratories, work-shops, hostels, dining halls, sports fields and other buildings or facilities as the College may require for its purposes;
- (e) to provide adequate residential, recreational and welfare amenities for the members of staff of the College;

- (f) to draw up rules for the discipline of the students of the College;
- (g) to conduct and to arrange for the award of certificates and other distinctions to persons who have successfully pursued their courses of study and any other requirements prescribed in the programme;
- (h) to print or publish academic materials or undertake academic services as may be considered with the aims and objectives of the college.
- (i) to stipulate fees for students and for any other service as may be determined by the council, from time to time;
- (j) to operate its own bank account, borrow and invest money, accept gifts, donations, legacies, endowments and bequests from individual or bodies;
- (k) to adapt its programmes in accordance with the National Commission for Colleges of Education (NCCE) provisions, Federal and State Ministries of education and relevant professional bodies;
- (l) to do all other things which are incidental to its powers, as may advance the objectives and functions of the college.

(2) The college shall have power to hold land and to enter into contracts.

(3) Subject to the provision of this Law or the Statutes, powers conferred on the college by Sub-sections (1) and (2) of this section shall be exercised on behalf of the college by the council or by the Board or in other manner which may be authorized by the statutes.

### **PART III- THE COLLEGE COUNCIL**

7. There shall be established a Council to be called the Adamawa State College of Education Hong, Governing Council.

8. The Council shall be composed of the following members:-

- (a) a chairman who shall be appointed by the Governor
- (b) the Provost;
- (c) four ex-officio members who shall be:-
  - (i) The Permanent Secretary State Ministry of Higher Education Science and Technology or his representative
  - (ii) the Permanent Secretary, State Ministry of Finance or his representative;

- (iii) the Permanent Secretary, State Ministry of Justice or his representative;
- (iv) Director Inspectorate Division, Ministry of Higher Education, Science and Technology.

(d) Six. members to be appointed by the Governor and these shall be:-

- (i) three persons representing Local Governments with each representing a Senatorial District;
- (ii) one person representing the Hong Community;
- (iii) one principal of a post-primary institution in the State;
- (iv) distinguished member of the teaching profession;

(e) Five other members who shall, be:-

- (i) two senior member of staff; who shall each represent the Academic Staff union and the Non Academic Staff Union;
- (ii) a representative of the National Commission for Colleges of Education;
- (iii) a representative of an. Institute of Education or Faculty of education of Nigeria University of the College's Choice;
- (iv) one person to be nominated by the Federal Ministry of Education;

(f) a representative of the Academic Board.

9. (1) The Chairman shall hold office for a period of four years from the date of his first appointment and shall be eligible for reappointment

(2) Any member of the Council, other than an ex-officio member, shall hold office for such a period not exceeding four years as 'may be determined by the appointing authority and he shall be eligible for a reappointment and no more.

(3) Any member of the Council other than an ex-officio member, may by a written notice to the Council, resign his office.

(4) Any vacancy occurring in the membership of the Council shall be filled by the appointment of a successor to hold office for the remainder of the term of office of his predecessor in office and such successor shall represent the same interest as his predecessor.

10. (1) Subject to the provisions of this Law; the governance of the College and the direction of

its affairs shall vest in the Governing Council of the College.

(2) Without prejudice to the generality of Sub-section (1) of this Section, it shall be the responsibility of the Council to consider and approve:-

- (a) the plan of activities of the College;
- (b) the programme of studies, courses and research to be undertaken by the College;
- (c) the annual estimates of the College;
- (d) investment plans of the College;
- (e) making amendment or revocation of the statutes on the direction and regulation of the affairs of the College;
- (f) the control of the property and finance College;
- (g) anything else which is incidental to its powers under this Law.

(3) The Council may delegate any of its functions except the powers to make or amend or revoke the provision of any statute, to the Chairman or to any other person, it may authorize, such person being an officer of the College, or to any Committee, but no decision of such person or Committee shall, take effect until it is confirmed by the Council .

11. (1) The Registrar shall in addition to other duties conferred on him Registrar, by or under this Law, be the Secretary to the Council or any of it committees and shall attend all its meetings unless excused for good cause by the Chairman.

(2) in the absence of the Registrar, the Chairman may in consultation with the provost appoint a suitable person to act as Secretary for any particular meeting.

(3) The Registrar as Secretary of Council shall not vote on any question before the Council or count towards a quorum

#### **PART IV THE ACADEMIC BOARD OF THE COLLEGE**

12. There shall be established for the College a Board to be known as the Academic Board which shall consist of the following members

- (a) the Provost of the College who shall be the Chairman;
- (b) deputy Provost;

- (c) Deans of Schools and Directors of Academic units;
- (d) all Heads of the Teaching Departments of College;
- (e) the Librarian;
- (f) the Academic Secretary., who shall be the Secretary to the Board;
- (g) two senior members of staff to be elected from academic and non-academic staff;
- (h) one person to represent the National Commission for Colleges of Education;
- (i) one person to represent a Nigerian University;
- (j) two persons, whether or not members of staff as may be appointed by the Provost;
- (k) any member of staff that the Board may consider desirable on the Board, such a member is not eligible to vote or be voted for; and
- (l) director Planning, Research and Evaluation.

13. The Board shall have direct control over the academic work and activities of the College, and in particular, it shall be responsible for:-

- (a) the direction and management of academic matters of the College including the regulation of admissions of students, the award of Certificates, Diplomas, Degrees. Scholarships, prizes and other academic distinctions;
- (b) making regulations for the purpose of exercising any function conferred upon it by this Law;
- (c) appointing committees of the Board and assigning them such functions as the Board may determine, in accordance with N.C.C.E; guidelines;
- (d) making periodic reports on such academic matters to the Council as the Council may from time to time direct;
- (e) discharging any other function which the Council may from time delegate to it.

14. There shall be paid to the members of the Academic Board and any other Committee established under this Law allowances in respect to travelling and other reasonable expenses at such rates as may; from time to time, be approved by .the Council.

#### **PART V - THE FINANCE AND GENERAL PURPOSES COMMITTEE**

15. There shall be established a committee of the Council to be known as the Finance and General purposes Committee.

16. The Committee shall be composed of the following members:-

- (a) the Chairman of the Council who shall be Chairman of the Committee;
- (b) the Provost;
- (c) the Permanent Secretary, State ministry of Finance or his representative;
- (d) the Permanent Secretary Ministry of Higher Education. Science and Technology;
- (e) the Permanent Secretary State Ministry of Justice or his representative;
- (f) five other members of the Council one of whom shall, be a member of the Board, two representing the two Unions and the others to be appointed by the Council; and
- (g) the representative of post-Primary institutions in the State.

17. Subject to the direction of the Council, the Committee may:-

- (a) exercise control over the property; revenue and expenditure of the College;
- (b) deal on behalf of the Council, with any matter requiring decision in the intervals between meetings of the Council; and
- (c) perform such other Junctions as the Council may, from time to time, delegate to it.

18. The supplementary provisions contained in the First schedule shall have effect in relation to the constitution and proceedings of the various bodies appointed under or by virtue of the provisions of this Law including the Committee established under Part V.

19. The Governor may; by order published in the State Gazette, transfer all or any of the properties, whether the movable or immovable, held, used by or being without further assurance, vest in the College and shall be used and applied for the purpose of the College, as from the date of the order.

20. (1) The Council may; on behalf of the College acquire and hold such movable or immovable property as may be necessary or expedient for the carrying into effect the provisions of this Law; and for the same purpose, may sell, lease, mortgage, or otherwise alienate or dispose of any property so acquired.

(2) The Council shall have power to enter into contracts on behalf of the College.

21. The Council may with the approval of the Governor, on behalf of the College, invest the funds of the College in such manner and to such extent as may be necessary or expedient for



carrying into effect the provisions of this Law.

22. The revenue of the College shall include:—

- (a) revenue from time to time accruing to the College by way of government grants, subvention, endowment or other forms of grant-in-aid;
- (b) fees charged by and payable to the College in respect of students;
- (c) rents or other amounts, charges or dues receivable by the Council;
- (d) payment for publications or other service rendered by the College;
- (e) donations and legacies; and
- (f) any other amounts that may be lent to the Council.

23. Before the end of each financial year or at such times as may, be required by the Council, the Provost shall present for scrutiny and acceptance by the Council estimates of revenue and expenditure for the following financial year and the accepted estimates shall, immediately after acceptance be presented to the Governor as inputs in the Appropriation Bill for consideration by the House of Assembly.

24. (1) Without prejudice to the powers of the State Auditor-General under the constitution, the Council shall for the purposes of auditing the accounts of the College, appoint an independent Auditor who: –

- (a) shall hold office for two years and is eligible for reappointment; and
- (b) shall receive such remuneration as the Council may determine, in accordance with the relevant scale of fees for Auditors.

(2) The auditor shall have the right of access to the books, accounts and vouchers of the College and shall be entitled to such information and explanation as he may deem necessary for the audit of the College accounts.

(3) The auditor shall audit the accounts of the College and submit a report to the Provost who shall submit same to Council.

25. (1) A statement of accounts, showing revenue and expenditure shall be prepared in respect of the previous financial year the accounts which are to be audited, together with a statement of the assets and liabilities of the College for the same financial year as at the last day

(2) The statement, duly certified by the Provost, shall be audited and, after verification by the Council, shall together with the auditors' report on it, be forwarded to the Governor who shall cause the report to be submitted to the State House of Assembly.

#### **PART VI – THE APPOINTMENTS AND PROMOTIONS COMMITTEE**

26, There shall be established a Committee of the Council to be known as the Appointments and Promotions Committee.

27, The Committee shall be composed of the following members:-

- (a) the Chairman of the Council, who shall be the Chairman of the Committee;
- (b) the Provost;
- (c) the Permanent secretary to Education, Science and Technology;
- (d) the Permanent Secretary of the State Ministry of Justice;
- (e) representative of the Federal Ministry of Education;
- (f) four other members of the Council as follows:-
  - (i) the Academic Staff Union representative;
  - (ii) the Non-Academic staff Union representative who must be a Senior Staff
  - (iii) the Academic Board representative;
  - (iv) any of the member of the Council to be appointed by the Council; and
  - (v) the N.C.C.E. representative.

28. Subject to the direction of the Council the Committee may:-

- (a) exercise control over all appointments, promotions, disciplinary control, dismissals of senior academic and non-academic staff and make appropriate recommendations to the Council; and
- (b) perform such other function of the Council as the Council may, from time to time delegate to it.

#### **PART VII – APPOINTMENT OF STAFF**

29. The power to appoint the intermediate and junior staff of the College shall be exercised by the Provost with assistance of such a Committee as shall be constituted by him for that purpose and Council shall be informed of such exercise accordingly.

30. (1) There shall be a Provost for the College who shall be appointed by the Governor on the advice of the State Commissioner-in-charge of Higher Education after consultation with the Council.

(2) The Provost shall hold office for a period of four years from the date of his appointment; and is eligible for reappointment for another four years only.

(3) A Provost may for reasons of misconduct or inefficiency, be removed from office by the Governor on the advice of the Commissioner for Higher Education Science and Technology after consultation with Council.

(4) Subject to the general control of the Council, the Provost shall be the Chief Executive of the College and shall be charged with general responsibility for matters relating to the day to day management and operations of the College.

31. (1) The Registrar, Bursar, Director of Works, Director of Medical Services and College Librarian shall be appointed officers by the Council and shall, unless the Council removes them for misconduct or incompetence serve for a period of four years, and such officers shall be eligible for reappointment for another four years only.

(2) There shall be two Deputy Provost for the College to be designated as Deputy Provost (Academic) and Deputy Provost (Administration).

(3) Any of the Deputy Provosts shall act as the Provost in the absence of the Provost as the Provost may direct.

(4) The Provost shall submit three names to the Council, two of whom shall be appointed and assigned portfolios as Deputy Provosts as in Section 31 (2) of this Law.

(5) A Deputy Provost shall hold office for two years and is eligible for reappointment for another two years only.

(6) A Deputy Provost shall be removed from office reasons of misconduct or inefficiency by the Council.

32. Deans, Directors of Academic Units and Head of Departments shall be appointed in accordance with the N.C.C.E. guidelines.

33. There shall be a Director of Physical Planning Research and Evaluation to be appointed by

the Provost.

34. There shall be a Director of Sandwich Programmes to be appointed by the Provost.

35. There shall be a Director of Sports to be appointed by the Provost.

36. Any staff if vacancies existing in the College shall, except for good reason which must be stated on record, be filled through advertisement.

37. Subject to the provisions of this Law the rates of remuneration, scales of salary, allowances, benefits and conditions of service of the members of the staff of the College shall be determined by the Council in line with what obtain in government and N.C.C.E. provisions.

38. (1) Any member of the College staff may subject to such conditions as may be determined by the Council resign his appointment with the College by a written notice to the Council.

(2) A member of staff of the College who ceases to hold office otherwise than by removal for misconduct or inefficiency is eligible for reappointment.

39. (1) Subject to the provisions Section 30 (3) and Section 31 (6) of this Law any other senior member of the staff of the College may for reasons of misconduct or inefficiency be removed from office by the Council.

(2) The Provost may suspend or remove from office any member of the intermediate or junior staff of the college, subject to such conditions as may be determined by the Council.

(3) No member of the college staff shall be office unless he has been given reasons thereof and an opportunity to make representations in defence of himself

## **PART VIII—OFFICERS OF THE COLLEGE**

40. (1) The officers of the College shall be:—

- (a) the Charmian of the Council.
- (b) the Provost;
- (c) the Deputy Provost (Academic)
- (d) the Deputy Provost (administration);
- (e) the Registrar;

- (f) the Librarian;
- (g) the Bursar;
- (h) the Director of Works;
- (j) the Director of Medical Services;
- (j) Deans;
- (k) the Director of Remedial Programmes;
- (l) the Director Physical Planning, Research and Evaluation;
- (m) the Director of Sports;
- (n) the Director of Sandwich Programmes;
- (o) Heads of Department.

(2) The Provost shall be the professional and administrative Head of the College and shall be responsible to the Council for promoting and maintaining efficiency, security and discipline in the College.

(3) The Deputy Provost (Academic) shall assist the Provost on academic matters,

(4) The Deputy<sup>7</sup> Provost (Administration) shall assist the Provost on administrative matters.

(5) The Registrar, in addition to the duties assigned to him under the provision of this Law, shall be responsible to the Provost for the execution of the decisions made by the Council or by the Board and for administrative matters pertaining to staff appointments, the admission of students and their graduation.

(6) The Librarian shall be responsible to the Provost for the ad-ministration of the College Library and for the coordination of Library services in the College.

(7) The Bursar shall be responsible to the Provost for the day-to-day administration of the financial affairs of the College.

(8) The Director of Works shall be responsible to the Provost for maintenance of the College buildings and other physical facilities, minor works, transport and the supervision of the College projects.

(9) The Director of Medical Services shall be responsible to die Provost for the day-to-day running of the College Clinic.

(10) The Dean of a School shall be responsible to the Provost for the academic and administrative matters of the School, ,

(11)The Director of Remedial Programmer shall be responsible to the Provost for the running of the Remedial Programmes of the College

(12) The Director of Physical Planning, Research and Evaluation shall be responsible to the Provost for physical and academic planning, coordination of research and evaluation, appraisal

of College Programmes and compilation of statistical data on staff and students of the College.

(I 3) The Director of Sports shall be responsible to the Provost for the promotion of sporting activities in the College.

(14) The Director of Sandwich Programmes shall be responsible to the Provost in the coordination of Sandwich Programmes of the College.

(15) The Head of an Academic Department shall be the professional and administrative Head of his Department and responsible to the Provost.

41. The compulsory retirement age for the staff of the College in accordance with the College of Education and Polytechnics (Harmonization) Act 2012 shall be:-

- (a) academic staff in the professorial cadre shall be 70 years; and
- (b) other academic and non-academic staff shall be 65 years;
- (c) the 35 years of service limit shall not apply to the staff of the College.

#### **PART IX – MISCELLANEOUS PROVISIONS**

42. (1) Subject to the provision of this Law and of any statutes or Regulations made there under, the quorum and procedure of any committee established by virtue of this Law, shall be that as may be determined by that committee.

(2) The Chairman shall be an Ex-officio member of the committee of the Council and of the Board.

(3) The Provost shall be an Ex-officio member of the committee of the Council and of the Board and of all Joint Committee thereof

43. (1) Subject to the provisions of the Statutes, the Provost shall enforce and maintain discipline in the College and shall have power to, suspend, for such a period as he may/in his discretion determine any student or group of students, from attending 'the' College for any cause which he consider adequate to warrant that action and any discipline of students by suspension shall, immediately thereafter, be reported to the Board.

(2) The provost may, in consultation with the Board expel a student or group of students from the College for misconduct and report same to the Council.

(3) Notwithstanding the provision of Sub-sections (1) and (2) of this Section, the College may specify in the rules it may make under section 6 (i) of this Law which type of misconduct warrants suspension and which warrants expulsion

44. The conditions laid down in the second schedule to this Law may govern the transitional status and conditions of service of the staff of the College.

45. (1) The Registrar shall have the custody of the Common Seal of the College and shall be responsible for affixing it to documents,

(2) The Common Seal of the College shall not be used except on direction of the Council and when used shall be authenticated by the signature of the chairman or some other person duly authorized by the Council and by the secretary in the manner specified in the statutes; and it shall be officially and judicially noticed.

46. The Council may, with the approval of the Governor, make, add to, delete from, or otherwise amend the provisions of any statute and the provisions shall as so-made, add to, deleted from, or amended, be published in the State Gazette.

47. (1) The Governor, may after consultations with the Council, give to the Council directions of a general nature as to the discharge by the Council of its functions in relation to matters appearing to the Governor to affect the public interest and the Council shall give effect to such directions.

(2) The Governor may, after consultations with the Council, give to the Council specific directions for the purpose of remedying any defect which may be discovered in the general condition of the Council for the discharge of its functions under this Law and the Council shall give effect to such directions.

(3) The Council shall afford the Governor facilities for-

(a) obtaining information with respect to the property of the College and the functions of Council; and

(b) the verification of the information furnished in such a manner and at such times as the Governor may require and the Council shall also furnish him with returns of accounts and other information with report thereon.

48. In the event of any doubt or dispute arising at any time regarding the meaning of any of the provisions of this Law or the statutes, the matter shall be referred to the Governor who shall advise thereon and give his decision accordingly and the decision shall be binding upon the authorities, the staff and the students of the College.

49. (1) The Gongola State Advanced Teachers College Law, No 4 of 1982 is hereby

repealed.

(2) Without prejudice to the general effects of the Law mentioned above, the repeal of the Law shall not affect the existing structures, obligations or appointments made there under before the repeal.

**FIRST SCHEDULE (Section 81)**  
**SUPPLEMENTARY PROVISION RELATING TO THE COUNCIL AND OTHER CONSTITUENT**  
**BODIES OF THE COLLEGE.**

1. (1) The Chairman, or in his absence, the person appointed or elected to act as Chairman may, at any time direct the Secretary to summon a meeting of the Council.

(2) Any seven members of the council may by notice in writing signed by them, request the Chairman to summon a special meeting of the Council for the purpose set out in the notice, and Chairman shall thereupon order a special meeting to be summoned..

(3) The Council shall meet at the College, except where it becomes necessary to hold it elsewhere, and shall hold at least two meetings in each academic year

(4) At the meeting of die Council:-

- (a) the Chairman of the Council shall' if present, be the Charmian of meeting;
- (b) if and so long as the Charmian is not present, or if the office of the Chairman is vacant, the members of the Council who are present shall elect one of their members to be Chairman of the meeting.

2. (1) Where upon any special occasion, the Council desires to obtain the advice of, or any special information from any person on any particular matter, the Council may co-opt that person to be a member for the meeting or meetings for, which he may be required and that person, whilst so co-opted, shall have all the rights and privileges of a member, save that he shall not be entitled to vote on any question.

(2) Where upon any special occasion, the Board, the Appointments and Promotions Commute, the Finance and General Purposes Committer or any other Committee appointed under the provisions of this Law desires to obtain any advice or any special information from any person, that person may be co-opted as a member of the Board or of the particular Committee for the meetings for which he may be required, and that person, whilst so co-opted shall have all the rights and privileges of a member, save that he shall not be entitled to vote on any question.



3. (1) The quorum for a meeting of the Council shall be ten members who shall include at least one Ex-officio member, but the quorum for a special meeting of the Council shall be twelve members.

(2) The quorum for a meeting, for the following bodies shall be:-

- (a) the Board one third of its total membership;
- (b) the Appointment and Promotions Committee, the Finance and General Purposes Committee the Chairman and or the Provost and four other members of the Committee; and
- (c) any other Committee; one half of the total membership of the Committee.

4. (1) The Provost may, at any time, direct the Secretary to summon a meeting of the Board.

(2) The Chairman or in his absence the Deputy Chairman, if any has been appointed by any Committee, may summon a meeting of the particular Committee.

5. (1) Every question at any meeting of the Council or any other body established under the provisions of this Law, shall be determined by a majority of the votes of the members present.

(2) Each member, including the Chairman, present and voting at any meeting shall have one vote but in the case of an equal division of votes the Chairman of the meeting shall have a second or casting vote.

6. (1) The Secretary of the Council or that of each established body shall keep an accurate record of the proceedings of each meeting of the Council or the body as the case may be in a minutes book to be kept for the purpose.

(2) The minutes of every meeting shall be signed by the Chairman of the meeting after it has been approved at the next meeting.

(3) Where the Secretary is absent at a meeting of the Council or a body established under this Law the Chairman may appoint any suitable person to act as Secretary for the particular meeting.

7. Subject to the provisions of Sections 10 (3) and 45 of this Law; the Council may appoint Committees to which it may delegate any of its responsibilities and functions.

8. (1) Without prejudice to die provisions of this Law; the Council may make standing orders for its meetings and in them:-

- (a) provide for the notice to be given of meetings and for the proceedings, the custody and production for inspection of the minutes of meetings; and
- (b) provide for other procedural matters that may be considered necessary or desirable.

(2) The Board, the Appointment and Promotions Committee, and Finance and General Purposes Committee may, with the approval of the Council, for their purposes make similar Standing orders as in sub paragraph (1) of this paragraph and without prejudice to the generality of the sub paragraph (1) the Standing orders may make provisions for meetings special for the election of deputy or temporary Chairman.

9. No act or other proceedings of the Council, the Board, the Committee or any other committee shall be invalid by reason only that:-

- (a) there is some defect in the appointment of a person purporting to be a member of it; or
- (b) there is vacancy among the members of it.

## **SECOND SCHEDULE (Section 44)**

### **TRANSITIONAL STATUS STAFF**

1. As from the date of commencement of this Law all the existing staff of the College who were in the Civil Service of the government of the State shall be considered to have been on secondment to the College for a period of two years with status, designation and functions which correspond as nearly as may be to those which appertained to them while in the Government service.

2. (1) During the period of secondment any staff concerned may apply in writing to the Council for his transfer to the service of the College.

(2) An officer concerned who does not apply for a transfer as in Sub-paragraph (1) of this paragraph or whose transfer is not approved by the Council, shall at the expiry of the period of two years of secondment revert to the Civil Service of the State.

3. (1) In special circumstances and subject to an agreement between the Council, the Ministry of education of the State and any particular officer concerned, the period of

secondment referred to in paragraph (1) of this Schedule may, in respect of that officer, be extended for a further period to be stated in the agreement.

(2) The extension under this paragraph of the period of secondment shall be subject to approval of the Civil Service Commission of the State.

4. Any Contract Officer in the public service of the State who wishes to take up appointment with the College shall first resign from the civil service of the State.

This printed impression has been carefully compared by me with the Bill which has passed the House and found by me to be a true and correctly printed copy of the Bill.

**MR. FRANCIS R. GBANSENSO**

*Clerk to Adamawa State House of Assembly*

I assent this 7th day of April, 2015.

**BARR. BALA JAMES NGGILARI**

*Governor,*

*Adamawa State of Nigeria,*

### SCHEDULE OF BILL

SHORT TITLE	LONG TITLE	SUMMARY OF CONTENT	DATE PASSED BY HOUSE
Adamawa State College of Education Hong Law, 2015.	A Bill for a Law to Establish the College of Education Hong and to provide for the Administrative Structure, Composition and Functions and to provide for matters incidental, thereto.	The Bill seeks to establish the State College of Education Hong and also to provide for the Administrative Structure, Composition and Functions and Powers of the College and new retirement age for the staff of the College.	10th March, 2015

**MR. FRANCIS R. GBANSENSO,**

*Clerk to Adamawa State House of Assembly.*