
**GUJARAT RAJYA KHADI AND GRAMODYOG BOARD
(PROCEDURE AND DISPOSAL OF BUSINESS AT MEETINGS)
REGULATIONS, 1973**

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In exercise of the powers conferred by sub- section (1) read with clause (a) of sub-section (2) of section 30 of the Bombay Khadi and Village Industries Act, 1960 (Bom. XIX of 1960) and in supersession of all regulations in force in this behalf the Gujarat Rajya Khadi Gramodyog Board hereby with the previous sanction of the Gujarat - given under letter No. VIS-1073- 4759-K, dt. 12-11-1973 (the Industries, Mines and Power Department) makes the following regulations namely:-

1. Short title :-

These regulations may be called the Gujarat Rajya Khadi Gramodyog Board (Procedure and Disposal of business at Meeting) Regulations, 1973.

2. Definition :-

In these regulations unless the context otherwise requires, -

- (a) "Act" means the Bombay Khadi and Village Industries Act, 1960.
- (b) "Chairman" means the chairman of the Board;
- (c) "Meeting" means a meeting of the Board;
- (d) "Section" means the section of the Act;
- (e) "Vice-Chairman" means the Vice-Chairman of the Board.

3. Date of meetings :-

The Board may meet on such day as may be fixed by the Chairman.

4. Time and Place of Meeting :-

The time and the place at which a meeting shall be held shall be fixed by the Chairman.

5. Intimation of Ordinary Meeting :-

The Member-Secretary and in his absence, the Executive Officer, shall send intimation of the date, time and place, and also a copy of the agenda of all ordinary meetings to all the members of the Board atleast seven clear days before the date fixed for the meeting.

6. Special Meeting :-

(1) The Chairman may, whenever he thinks fit and shall on a written requisition of not less than seven members, call a special meeting of the Board,

(2) such written requisition shall be accompanied by a detailed note on the subjects which are proposed to be discussed at the meeting.

7. Intimation of Special Meeting :-

The Member Secretary and in his absence the executive officer, shall send intimation of such special meeting to all the members atleast five clear days before the date fixed for the meeting and shall send a copy of the agenda alongwith the intimation.

8. Discussion of matter not included in agenda :-

The Chairman or other person presiding over the meeting may place or permit to be placed for the consideration of the Board any matter not included in the agenda of a meeting of the Board on the advice or decision of the Board is required and the Board shall consider the matter at such meeting.

9. Notice of resolution by a member :-

Where any member desired to move a resolution relating to any of the functions and powers of the Board at any ordinary meeting he shall send a notice of such resolution to the Member-Secretary atleast fifteen clear days before the date fixed for such meeting.

10. Chairman to preside at the meeting :-

(1) Every meeting shall be presided by the Chairman and, in his absence by the Vice- Chairman.

(2) Where at any meeting neither the Chairman nor the Vice-Chairman is present within thirty minutes from the time of appointed for holding the meeting, the members present at that meeting shall choose one of the members present not being a Member Secretary to preside over the meeting:

Provided that where the Chairman or Vice Chairman attends at any time during the course of such meetings. The person so presiding over to the meeting shall vacate the Chair and the meeting shall continue under the chairmanship of the Chairman or the Vice-Chairman as the case may be.

11. Quorum :-

No business shall be transacted at any meeting unless there is a quorum of one third of the total members at the time when the meeting is held.

12. Procedure where there is no quorum :-

(1) If within thirty minutes from the time appointed for the meeting, there is no quorum the meeting if convened upon the requisition of members shall be dissolved, and in any other case, it shall stand adjourned to the same day in the next week at the same time and place, or to such other day, time and place as are fixed by the Chairman. Notice of such adjournment shall be displayed on the notice board at the office of the Board and the business which would have been brought before the original meeting, had there been a quorum thereat, shall be brought before the adjourned meeting and may be disposed off, at the adjourned meeting or any subsequent adjourned meeting whether there is a quorum thereat or not.

13. Procedure at meeting :-

(1) All matters coming before the Boards shall be decided by a

majority of the votes of the members present and voting:

Provided that any question relating to procedure shall be decided by the Chairman or other person presiding over the meeting.

(2) All votes shall be taken by show of the hands unless in any particular case the Chairman of the meeting decides that votes shall be taken by ballot.

(3) In the case of in equality of votes, the Chairman or other person presiding shall have and exercise a second or casting vote.

14. Right to address the Board :-

Except with the permission of the Chairman or other person presiding, no member other than the mover of any resolution shall have the right to address the Board more than once.

15. Meeting may be adjourned with consent :-

A meeting at which there is quorum may, with the majority of members present, be adjourned from time to time but no business other than the business left unfinished shall be transacted at any adjourned meeting. The date, time and place of the adjourned meeting shall be announced at the meeting before it is adjourned and no separate notice shall be necessary.

16. Minutes of the meeting :-

The proceedings of each meeting of the Board shall be recorded in a bound book under the general supervision and control of the Member Secretary and shall be placed before the next meeting of the Board for confirmation. The Minutes of the meeting shall inter alia show the names of the persons who attended the meeting and the decisions taken thereat. The Chairman of the meeting shall sign the minutes, after they are confirmed.