

Government of Punjab
Department of Local Government, Punjab, Chandigarh

NOTIFICATION

Dated, Chandigarh 14/06/2018

No: 10/3/2018-4LG3/ 585 The following Business Bye-laws made by Nagar Panchayat, Khanauri in Sangrur District vide Resolution number 1 dated 22.01.2018, in exercise of the powers conferred by section 31 of the Punjab Municipal Act 1911, having been confirmed by Governor of Punjab as required by section 201 of the said Act, are published for general information and shall come into force from the publication of these Bye-laws in the official Gazette.

**NAGAR PUNACHYAT KHANAURI BUSINESS BYE-LAWS
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I. Office of Vice President

1. The Committee shall have two Vice-Presidents one Senior Vice President and Junior Vice President. Each of them shall hold offices for one year except when vacancy is caused by death, resignation, or removal in which case he shall hold office for unexpired period of his predecessor.

II. Time and Place of Meeting

2. Ordinary or Special meeting of the Committee shall be Held on such date and hour and at such place as may be fixed by the President or in his absence by Vice-President for the transaction of any Business.

Provided that Quorum for transacting Business in any Ordinary meeting Shall be three members.

Provided further that Quorum for transacting Business in any Special meeting shall be One-half of the number of members actually serving at the time, but It shall not be less than three members.

III. Manner in which notice shall be given

3. (a) The Notice of every meeting shall provide date, hour and place fixed for it and shall be signed by the President, Vice- President as the case may be.

(b) The Notice shall be accompanied by a list duly attested by the EO setting forth the business to be transacted at the meeting hereinafter called 'Agenda'.

(c) The agenda shall include those matters which are allowed or sanctioned by the President or Vice- President as the case may be. Any member may desire to put to the meeting any matter, provided that a copy of the motion thereon is signed by such member and by a seconder is delivered to the EO at the Committee Office at least seven clear days prior to the date of the meeting. That matter shall be delivered to the President or Vice- President as the case may be for consideration.

4. Notice of an adjourned meeting shall be given by the President or Vice- President at the case may be at the spot and the same shall as soon as thereafter possible be sent to all members of the committee, who were absent. Provided that it shall be lawful for the President or in his absence the Vice- President to alter, with due notice, on an emergency the date and hour of such meeting.

5. All cases on the agenda of a meeting shall be made available in the office of EO for inspection of members, immediately after the dispatch of the agenda.

IV. Conduct, Proceedings and Adjournment of meeting

6. Every meeting shall commence with a motion by the President or Vice- President, as the case may be, that the minutes of the previous meeting be confirmed, such minutes shall ordinarily be taken as read, But if for any reason these have not been previously circulated to the members these shall be read before these are taken into consideration, Any member who was present at the previous meeting may object to the confirmation of the minutes by moving an amendment on the ground that any matter is not correctly recorded or expressed.

7. The President or Vice- President, as the case may be, shall decide all points of orders or procedure and his decision shall be final. Whenever he Speaks on some issue, any member shall resume his seat. The President or Vice- President, as the case may be after finishing his say, shall allow the member to finish the speech.

8. The items on the agenda shall be dealt with in their order provided that the President or Vice- President, as the case may be, with the consent of majority of members present may vary such order or bring before the meeting any matter not included in the Agenda.

9. If more than one member rise to speak at the same time, the President or Vice- President, as the case may be, shall name the member who is to speak.

10. Members when speaking shall stand and address the President or Vice- President, as the case may be, and except on a point of order or personal explanation, the member speaking shall not be interrupted by any member other than the President or Vice- President, as the case may be.

11. No Written speeches shall be delivered.

12. So far as is possible and consistent with the matter under discussion, No member shall direct personal or objectionable remarks at any other members. For the purpose of this bye-law, the ruling of the President or Vice- President, as the case may be, shall be final.

13. A member desiring to raise a point of order or personal explanation shall rise and address the President or Vice- President, as the case may be. The members speaking shall then give way and remain seated until the President or Vice- President, as the case may be, has decided the point raised, provided that the President or Vice- President, as the case may be, may permit any other member including the member called to order to speak on the said point

14. If the meeting refused to obey the ruling of the President or Vice- President, as the case may be, he may adjourn it at once and declare the meeting adjourned on this or on any ground. The subsequent proceedings of the meeting or any residue thereof shall be void and shall not appear in the minutes.

15. The President or Vice- President, as the case may be, may after calling the attention of the meeting to the conduct of a member who persists in irrelevant or in tedious repetition of his own argument or the argument used by other member, direct him to discontinue his speech.

16. The President or Vice- President, as the case may be, may report any unruly member to Government for Consideration under clause (e) of sub-section (1) of Section 16 of the Punjab Municipal Act, 1911.

17. The President or Vice- President, as the case may be, may direct any member whose conduct in his opinion is grossly disorderly to withdraw immediately from the meeting and any member so ordered to withdraw shall do so forthwith and shall unless recalled by the President or Vice- President, as the case may be, shall be presumed to be absent during the remaining period of the meeting. The President or Vice- President, as the case may be, may cause to be summarily removed any member who disobeys the order to withdraw under these bye-laws.

18. Every motion or resolution read and seconded shall be deemed to be before the meeting for discussion. The mover shall speak first in support of the motion, then the seconder may speak or if he desires he may reserve his speech to a late period of the debate.

19. A member may speak on each motion, but the mover or a seconder of substantive motion or resolution may reply at the conclusion of the debate thereon. Provided that the President or Vice- President, as the case may be, at his discretion may any time allow a member, who has already spoken to make a brief explanation.

20. After a motion has been proposed and seconded, any member may propose an amendment there to with the consent of President or Vice- President, as the case may be, An amendment that is not seconded stands rejected.

21. Any Number of amendments may be put before the meeting at the same time, but they shall be put to vote in reverse order to that in which they were moved. After all the amendments have been disposed off, the resolution as amended shall be put to vote.

22. A Member who has already spoken on substantive motion before the meeting is not there by debarred from speaking on an amendment to the motion. Provided in doing so he confines himself strictly to the fresh matter introduced by the amendment.

23. No Motion or amendment shall be withdrawn except with the consent of the meeting.

24. Every motion, resolution or amendment voted on shall be put to the meeting both for and against.

25. Unless a poll is demanded by any member present at the meeting, President or Vice- President, as the case may be, that a motion, resolution or amendment has been carried or lost shall be sufficient warrant for making an entry to the effect in the minutes. If poll is demanded by any member present, it shall be taken by show of hands and result of such poll as declared by the President or Vice- President, as the case may be, shall be deemed to be the resolution of the committee. Provided that the name of any member dissenting from any resolution of the Committee shall be recorded in the minutes.

26. No decision of the Committee shall be re-opened before the lapse of 6 months after it has been recorded except in compliance with an order of the Deputy Commissioner or State Government.

27. Any officer of the Government, not being a member of the committee, may remain present in the meeting with the consent of the majority of the members.

28. All Meeting of the committee may be opened to the reporters of the Press and Public at the discretion of the President or Vice- President, as the case may be. Such permission shall be withdrawn before or during the meeting to the Public or both, If so required by the President or Vice- President, as the case may be.

29. Except as Provided in bye-law 28, no noise or expression of approval or disapproval on the part of Public or reporters present shall be permitted.

30. The President or Vice- President, as the case may be, may cause to be summarily removed from the building in which meeting is being held any person not being a member of the Committee who interrupts the business of the meeting or makes any noise or any expression of approval or disapproval.

31. No member shall inspect the papers relating to a matter in which he or his relative or either of his parents, any of their descendants, has a direct or indirect interest subject to these exceptions:-

(a) Members charged with the performance of any special duty may inspect the paper connected with their duties at the EO's office during the office hours ; and

(b) Any other member may inspect documents and registers at the EO's office during office hours but he may, except in the case provided for in bye-law 5, do so only with the permission in writing of the Executive Officer.

(c) An application for permission to inspect under clause (b) shall be in writing and shall state the papers to be inspected and reason for inspecting them. The President or Vice-President, as the care may be, may refuse permission if reasons given are insufficient in his opinion.

