

**THE PUNJAB WATER SUPPLY AND SEWERAGE BOARD
(CONDUCT OF BUSINESS) RULES, 1980**

as amended

**The Punjab Water Supply and Sewerage Board,
(Conduct of Business) (First Amendment) Rules, 1983.**

and

**The Punjab Water Supply and Sewerage Board,
(Conduct of Business) (Second Amendment) Rules, 1983.**

Government of Punjab
Department of Local Government
Housing and Urban Development

NOTIFICATION

The 1st. January, 1980

No.G.S.R.3/P.A. 28/76/S 71/80-With reference to Government of Punjab Department of Local Government, Housing and Urban Development Notification No. G.S.R./143/P.A.28/76/S.71/79 dated the 19th September, 1979, and in exercise of the powers conferred by clause (a) of sub-section (2) of section 71 read with section 16 of the Punjab Water Supply and Sewerage Board Act.1976 (Punjab Act.No. 28 of 1976), the Governor of Punjab is pleased to make the following rules namely:-

RULES

1. Short title and commencement-(1) These rules may be called the Punjab Water Supply and Sewerage Board (Conduct of Business) Rules, 1980.

(2) They shall come into force at once.

2. Definitions-In these rules, unless, there is anything repugnant in the subject or context: -

(a) "Act" means the Punjab Water Supply and Sewerage Board Act, 1976.

(b) "Agenda" means the items of business proposed to be transacted at a meeting.

(c) "amendment" means an alteration or modification in the terms of a motion or a resolution;

(d) "Minutes" means the record, in a summary form, covering the proceeding at a meeting of the Board:

(e) "motion" means a proposal moved at a meeting or circulated amongst the directors and includes a resolution.

(f) "Quorum" means the minimum number of Directors whose presence is essential for the proper or valid transaction of business at meeting.

(g) "Secretary" means the Secretary of the Board.

3. Manner of calling meeting of Board-(1) A meeting of the Board shall normally be held during office hours at the headquarters of the Board or at such other place in the State of Punjab as the Chairman may decide.

(2) A notice of not less than ten clear days shall be given for each meeting of the Board specifying therein the date, hour and place of meeting and such notice shall be sent to every director at the address registered with the Board.

*Provided that on the receipt of a requisition signed by not less than three directors as provided in section 16 of the Act or in an emergency, the Chairman may convene a meeting by giving not less than four clear days notice.

(3) The notice convening a meeting of the Board shall be signed by the Secretary or in his absence by any other officer authorized by Chairman in this behalf.

(4) No business other than that contained in the agenda shall be transacted at a meeting of the Board, except with the consent of the Chairman and the majority of the directors present.

(5) Any meeting may, with the consent of the majority of the directors present, be adjourned from time to time to a date and hour specified to conclude an unfinished business.

*(6) If the quorum is not present with thirty minutes after the appointed time for the meeting, the meeting shall be adjourned and the secretary shall make a record of that fact.

*(7) If during the course of meeting, any director calls attention to the lack of quorum, the Chairman shall adjourn the meeting.

*(8) No motion or amendment which was negatived by the Board, shall again be brought forward within six months from the date of negation except with the permission of the Chairman:

Provided that no such motion shall be brought forward within three months from the date of negation.

(9) No motion or amendment of which due notice has not been given may be move at a meeting of the Board except with the permission of the Chairman.

(10) The question whether a proper notice of motion has been given or not shall be decided by the Chairman, whose decision shall be final.

4. Agenda-Not less than ten days before the date of a meeting, the Secretary shall under the direction of the Chairman, issue to every director an agenda specifying the item 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.

*5 Notice of motion or amendment by the Director-(1)Any director who wishes to move a motion or amendment at a meeting shall forward a copy of the motion or amendment to the Secretary so as to reach him not less than seven days before the date of the meeting.

* Amended by notification No. G.S.R. 24/P.A.28/76/S.71 dated 4th March,1983.

*(2) The Secretary shall place the motion or amendment received under sub rule(1) before the Chairman through the Managing Director for orders regarding its inclusion in the agenda

when a motion or amendment, is not included in the agenda under orders of the Chairman, the Secretary shall intimate this fact to the Director concerned stating the objection before the commencement of the meeting.

6. Transaction of business-(1) The business of the meeting shall ordinary be transacted in the order in which the items of business appear on the agenda:

*Provided that the Chairman shall have the power to make any change in the order of the items of the business with the approval of the Board.

Provided further that the any director may also move for the change in items of the business and if the motion is seconded and agreed to by majority of directors present at the meeting, the business shall be transacted accordingly.

** (2) If any motion is not seconded, it shall be treated as dropped.

(3) A motion or amendment may be withdrawn with the permission of the Chairman by the director who has given notice of such motion or amendment, as the case may be;

(4) Any motion or amendment standing in the name of the director, who is absent from the meeting, may, with the permission of the Chairman, be brought forward by any other director.

*7 Procedure for confirmation of minutes of meeting of the Board. The minutes of each meeting of the Board shall be recorded by the Secretary and submitted to the Chairman of the meeting through the Managing Director for approval. A copy of the minutes shall then be sent to the Government and to each director within three days, after the meeting is held, and such of the director as were preent in the meeting concerned shall within a for night of the issue of the minutes communicate to the Managing Director any exception they may take to the correctness thereof. The minutes and the exceptions taken if any, shall be laid before the next meeting of the Board and the minutes in the final form shall then be confirmed.

8. Modification or cancellation of the decision of the Board-No decision of the Board shall be modified or cancelled within three months after the date of such decision except by a decision of two third of total number of directors of the Board.

9. General-In any case not provided for by these rules Chairman shall be competent to give his rulling as to procedure.

G.K.SEKHON
Secretary to Government,Punjab,
Department of Local Government,
Housing and Urban Development.

*Amended by notification G.S.R. 24/P.A. 28/76/S.71 dated 4th March, 1983.

**Amended by notofocation No. G.S.R. 81/P.A. 28/76/S.71/Amd. (2)/83 dated 8th Nov.1983.