

employees as provided under the service rules;

- g) consideration of budget proposals and revised budget estimates to be submitted to the government;
- h) consideration of investment schemes to be undertaken by the Authority;
- i) purchase of any items worth above Rs.2.00 million;
- j) annual formulation of development and financial programmes in respect of the katchi abadis and determination of implementation strategy of such programmes;
- k) award of works contract involving foreign exchange component;
- l) remuneration and allowances to non-official members of Governing Body as per entitlement;
- m) report of the Director General regarding implementation of the decisions and resolutions of the Governing Body taken in previous meetings; and
- n) any other matter which under any provision of the Act or any rule or regulation made there under is within the duties or powers of the Governing Body.

- (3) In case of urgency or in other exceptional circumstances the Chairman may give directions as to the manner of disposal of any case on behalf of the Governing Body, but such cases shall be placed before the Governing Body at the earliest opportunity thereafter for confirmation.

**MEETING OF THE
GOVERNING BODY**

- 4. (1) The meeting of the Governing Body shall ordinarily be held at least once in three months and at the time and place fixed by the Chairman.

Provided that the Chairman may call a special meeting of the Governing Body on any day, time and place fixed by him.

- (2) Any four members may request the Chairman in writing to convene a special meeting to discuss some urgent matters connected with Authority and the Chairman shall, on receipt of such request, convene a meeting or include the matter in agenda of next meeting.
- (3) The Chairman shall preside over all meetings of the Governing Body provided that the Chairman may nominate any member to act as chairman in his absence.

5. (1) All cases to be submitted to the Governing Body shall be drawn up with the Chairman's approval in a list to be called Agenda. A separate working paper shall be prepared by the Director General giving a concise and lucid background and relevant facts of the case and the point(s) for decision. The working paper shall be self-contained as far as possible and shall include as appendices such relevant papers as may be necessary for the proper appreciation of the case;

**MANNER OF
SUBMISSION OF
CASE TO THE
GOVERNING BODY**

- (2) Financial implication, if any, should be fully mentioned in the working paper;
- (3) No case shall be discussed unless the working paper relating to it has been circulated;

Provided that the Chairman/Presiding Officer may dispense with the requirements of this clause if, on the representation of the Director General, he is satisfied that the circumstances were such that the working paper could not be supplied.

6. (1) The Secretary shall ordinarily send the agenda of the meeting together with the working paper relating to the items on the agenda to all members not less than 7 days before the meeting, but in case of special meeting, short notice may be issued.

**AGENDA OF
MEETING**

- (2) A case shall not be included in the agenda unless it reaches to the Secretary not less than 20 days before the meeting of the Governing Body.

7. (1) Any matter required to be decided by the Authority shall be referred to the Governing Body and disposed off;

**METHOD OF
DISPOSAL OF
CASES**

- a) by discussion at a meeting of the Governing Body;
- b) by discussion at a meeting of a committee of the Governing Body;

Provided that the decisions of the committee shall be ratified by the Governing Body unless the Governing Body has authorized otherwise;

- c) by circulation among the members.

8. (1) Committees of the Governing Body may be constituted and terms of reference may be laid down by the Governing Body. Such committees may be called standing or special committees.

**CONSTITUTION OF
COMMITTEES**

- (2) Meeting of a committee of the Governing Body shall be convened by the Secretary under directions of the Chairman of the committee who shall preside such meeting.

DECISION BY VOTE 9. (1) Each member shall have one vote.

- (2) Unless otherwise provided in the rules or regulations made under the Act, all matters before the meeting shall be decided by a majority vote of the members present at the meeting. In case of equality of votes, the Chairman shall have a casting vote.
- (3) No discussion shall be allowed after voting has commenced.
- (4) Unless otherwise provided in the Act rules or regulations framed there under, votes may be counted by show of hand. No member shall be compelled to vote.
- (5) The Chairman shall have the power to divide, if necessary, two or more distinct parts of any motion or amendment and to put each or any part separately to vote as he may deem fit.

**PROCEDURE
REGARDING
DISPOSAL OF
CASES BY
CIRCULATION**

10. (1) When a case is circulated to the members for recording opinion, the Secretary shall specify the time by which opinion should be communicated. If a member does not communicate his opinion by that time, it shall be presumed that he accepts the recommendations contained in the working paper.
- (2) If a difference of opinion amongst the members is observed in the course of circulation, the Secretary shall unless the Chairman directs otherwise, obtain further observations of the members concerned with a view to reaching agreed conclusions.
- (3) When all opinion have been received and the further observation of the members concerned have been obtained or after the time specified has expired, the Secretary shall:
- a) in the event of full agreement to the recommendations in the working paper, treat a decision of the Governing Body after obtaining the approval of the Chairman and communicate such decision to all members, and
- b) if the Chairman directs that the case be discussed at a meeting of the Governing Body, shall circulate the opinions recorded by the members in the form of supplementary working paper.

11. (1) No decision of the Governing Body shall be invalid merely on the ground that the notice of the meeting at which the decision was taken was not served upon or received by any member.

**VALIDITY OF ACTS
PROCEEDINGS**

- (2) No act or proceeding of the Authority shall be invalid merely by reason of vacancy in the Governing Body or defect in its constitution.

12. Unless Government otherwise directs, no subject finally disposed off by the Governing Body shall be reconsidered by it within three months of its disposal save on a requisition by not less than two third of the total number of the members of the Governing Body.

**RECONSIDERATION
OF MATTER ONCE
DISPOSED OFF**

13. (1) All decisions of the Governing Body shall be recorded in "Minute Book". The duty of recording of minutes shall be discharged by the Secretary and in his absence any member of the Governing Body as directed by the Presiding Officer.

MINUTE BOOK

- (2) The minutes of every meeting of the Governing Body, stating among other things the names of the members present, shall be drawn up and after their authentication by the signature of the minutes shall be sent to the members within 30 days of the meeting.

- (3) If a member, who was present at a meeting finds that there has been mistake or omission in recording the minutes, he shall point it out to the Secretary within 7 days of issue of minutes and thereafter the Secretary shall obtain the orders of the Chairman and finalize the minutes.

- (4) Minutes of the proceedings at each meeting shall be taken as real at the succeeding meeting and confirmed by majority of those members who were present in that meeting. The Chairman/ Presiding Officer of the meeting shall thereupon affix his signature on the minutes in token of their confirmation.

- (5) A member who was present at the meeting to which the minutes related may object to the incorporation therein of any portion, and if such objection prevails, a suitable amendment shall be made before the Chairman puts his signature in token of confirmation.

- (6) A copy of the minutes of the proceedings at each meeting duly confirmed shall be recorded in a minutes book maintained for the purpose.

- (7) A member voting against a proposition may request that his dissent may be recorded.

- (8) Minutes shall deem to be a confidential document and shall be treated as such by all those persons to whom a copy thereof is supplied.

IMPLEMENTATION OF DECISIONS AND RESOLUTIONS

14. (1) Action on the resolutions/decisions shall be taken after confirmation of the relevant minutes, save in the exceptional cases where the Chairman may, by order in writing, otherwise direct.
- (2) The Director General shall keep the record of decisions of Governing Body, keep constant watch over the progress of the action taken thereon and be responsible for consulting or informing any other department, agency and organization in order to ensure full implementation of the decisions.
- (3) The Director General shall ensure the implementation of each decision of the Governing Body and for that purpose take such actions as he may think necessary.
- (4) The Director General who shall take necessary steps for the implementation of the decision of the Governing Body, shall prepare a statement of such decisions and resolutions of the Governing Body as could not be given effect to, together with reasons thereof and place the same before the Governing Body at a subsequent meeting.

QUORUM

15. (1) One third of the total members of the Governing Body shall form a quorum for a meeting.
- (2) Except as provided above, any business transacted in the absence of the quorum shall be invalid and shall not appear in the Minutes Book.

ADJOURNMENT OF MEETING

16. (1) A meeting may be adjourned by the Presiding Officer on either of the following grounds:
- for lack of quorum provided that no meeting shall be adjourned for want of quorum until 45 minutes have passed from the time fixed for the commencement of the meeting;
 - for any other reason considered to be sufficient.
- (2) If at the time appointed for a meeting or within 45 minutes the quorum is not constituted the meeting shall stand adjourned to such further date and time, as the Chairman may fix.

SUSPENSION OF MEETING

17. In case of grave disorder at a meeting the Presiding Officer may suspend any sitting for a period to be specified by him.

POSTPONEMENT OF MEETING

18. A meeting may be postponed by the Chairman either on his own motion for reason to be recorded in writing or on a written request signed by majority of the total members of the Governing Body;

Provided that no meeting shall, except with the prior permission of Government, be postponed on more than two consecutive occasions.

MEMBERS AND RESOLUTIONS

19. (1) A member who desires to bring forward any business at a meeting or move a resolution shall give a written notice thereof at least 15 days before the meeting;

Provided that the Chairman may, on his discretion, allow a motion or resolution at a shorter notice or without notice.

- (2) All notices of motions and resolutions shall be included in the agenda.
 - (3) Motions and resolutions allowed by the Chairman after the dispatch of the agenda shall be circulated among the members as soon as possible after their receipt.
 - (4) The Chairman may, in his discretion to be exercised for sufficient reasons, refuse or allow any motion or resolution to be moved.
 - (5) A motion or resolution may be move only by the member giving the notice. If a motion or resolution is not moved, it shall be deemed to have been withdrawn.
 - (6) A motion or resolution may not be moved in a form different from that in which it appears in the notice unless the Chairman or the Presiding Officer, as the case may be, on his discretion permits it to be moved in an altered form.
 - (7) At any time before a motion or resolution has been put to vote it may be withdrawn by its mover. No discussion on a withdrawn motion or resolution shall be held.
20. (1) Motion or resolution moved but not seconded shall not be spoken on or discussed;

**ALL MOTIONS AND
RESOLUTIONS SHALL
BE SECONDED**

Provided that the mover of motion or resolution shall be allowed to speak thereon in order to explain the same before it seconded.

- (2) On a motion or a resolution being seconded the Presiding Officer shall cause the same to be read to the meeting and it shall then be considered to be before the meeting for discussion.

21. (1) The matter of every speech shall be strictly relevant to the matter before the meeting.

**CONDUCT OF
DISCUSSION**

- (2) A member while speaking shall not;

- a) use the name of the Chairman, or Presiding Officer or any other authority to influence the debate;
utter defamatory words or make use of offensive expressions;
- b) refer to matter of fact on which a judicial decision is pending;
- c) make a personal charge against a member;
- d) use any right for wilfully obstructing the business of the meeting;
- e) speak or refer to the Chairman, the Presiding Officer, or the Members.

- (3) When quotations from documents or references are read out, their original shall, if required by the Presiding Officer, be placed on the table.

- (4) The Presiding Officer may direct the member speaking to discontinue his speech if such member, after being warned by the Presiding Officer, persists in the violation of his own arguments or the rules of the meeting.

POINT OF ORDER

22. (1) Any member may at any time submit a point of order for the decision of the Presiding Officer of the meeting but in doing so shall confine himself to stating the point.
- (2) When a point of order has been raised, the member speaking shall suspend his speech.
- (3) The Presiding Officer shall decide all points of order and his decision shall be final.
- (4) No discussion on any point of order shall be allowed without the consent of the Presiding Officer.
- (5) After a decision has been given on a point of order, the member speaking before the point of order shall resume his speech.

PRESERVATION OF ORDER AT THE MEETING

23. The Chairman or the Presiding Officer, as the case may be, shall preserve order at the meeting and have all powers necessary for enforcing these regulations for conducting the proceedings.

CO-OPTION

24. The Governing Body may co-opt any person for its committees whose assistance or advice is considered necessary in connection with any item or items on the agenda. But such person shall have no right to vote.

DUTIES OF THE SECRETARY

25. The Secretary shall:
- a) attend all meetings of the Governing Body;
 - b) prepare a brief record of discussion which, in the absence of special direction of the Chairman, shall be of impersonal nature;
 - c) record the decision, without any statement or reasons thereof
 - d) circulate among the members a copy of record prepared under clauses (b) and (c) for their perusal and
 - e) assist the Chairman in disposal of business at the meeting and may take part in discussions, but shall have no right of vote

PRESENCE OF OFFICERS

26. (1) The Director General may direct any officer of the Authority to assist the Secretary in disposal of business at the meetings.
- (2) Heads of departments shall, if required by the Director General, attend the meeting to explain the subject matter under discussion.

Kashif Gulzar Shaikh
Director General
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