

## **Major Port Trusts (Procedure at Board Meetings) Rules, 1981.**

NOW, THEREFORE, in exercise of the powers conferred by sub-section (1) of section 122 of the said Act (and in supersession of the Major Port Trusts (Procedure at Board Meetings) Rules, 1964, the Marmugao Port Trust (Procedure at Board Meetings) Rules, 1964, the Paradip Port Trust (Procedure at Board Meetings) Rules, 1967, the Board of Trustees of the Port of Calcutta (Procedure at Board Meetings) Rules, 1975, the Board of Trustees of the Port of Bombay (Procedure at Board Meetings) Rules, 1975, the Board of Trustees of the Port of Madras (Procedure at Board Meetings) Rules, 1975, the Tuticorin Port Trust (Procedure at Board Meetings) Rules, 1979 and the New Mangalore Port Trust (Procedure at Board Meetings) Rules, 1980 except as respects things done or omitted to be done before such supersession, the Central Government hereby makes the following rules, namely :

1. (1) These rules may be called the Major Port Trusts (Procedure at Board Meetings) Rules, 1981.
- (2) They shall come into force on the \*date of their final publication in the official Gazette.
- (3) They shall, subject to the provisions of section 16 of the Major Port Trusts Act, 1963 (38 of 1963), apply to the business transacted at the meetings of the Board of Trustees of the Ports of Calcutta, Mumbai, Madras, Cochin, Visakhapatnam, Kandla, Mormugao, Paradip, + (Tuticorin, New Mangalore and Nhava Sheva).
2. (1) Frequency of meetings : A meeting of the Board other than a special meeting referred to in rule 3, shall be held at least @(once in three months).
- (2) The Board shall, from time to time, determine the date and time of its meetings.  

Provided that where the Board is unable to do so for any reason, the Chairman, may do so, for reasons to be recorded in writing.
- (3) A meeting of the Board shall be held at port premises of the respective ports, except where the Board in advance decided to hold any meeting at any other place for reasons to be recorded in writing.
3. **Calling of special meetings :** The Chairman or in his absence the Dy. Chairman, if appointed, may whenever he thinks fit, and shall, upon the written request of not less than three Trustees, call a special meeting of the Board.

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\* Effective from 1.8.1981

+ Amended by MOSFT Notification F.No.PR-11012/3/87-PG dated 28.7.1988.

@ Amended by MOSFT Notification F.No.PR-11012/3/87-PG dated 28.7.1988.

4. **Circulation of agenda, etc. :** Agenda and notes or memoranda thereon, if any, for any meeting of the Board shall be circulated to the Trustees at least three days before the date of the meeting.

Provided that in the case of a special meeting, such agenda and notes or memoranda shall be circulated at least one day before the date of the meeting.

5. **Discussion on items not included in the agenda :** The Chairman, or in his absence, the Dy. Chairman, if appointed, may at his discretion, include for discussion at any of the meetings of the Board, including a special meeting, any item not included in the agenda, if the same is, in his opinion, of sufficient importance or urgency or both and cannot be held over for the consideration of the Board at any subsequent meeting.

6. **Poll :** If a poll is demanded on any question, the names of the Trustees voting and the nature of their votes shall be recorded by the President of the meeting.

**Explanation :** For the purpose of this rule and rules 7 and 8, the expression 'President' shall mean the Chairman or, in his absence, the Dy. Chairman, if appointed, and in the absence of both, any person chosen by the Trustees present from among themselves to preside at the meeting of the Board.

7. **Minutes of the meeting** (1) Minutes of the proceedings at each meeting of the Board shall be recorded in the book to be provided by the Board for this purpose, which shall be signed as soon as practicable by the President of such meeting and shall be open to inspection by any Trustee during office hours.

(2) Minutes of the proceedings excepting such portion thereof as the Chairman or in his absence the Dy. Chairman, if appointed, may direct in any particular case, shall also be open to the inspection of the public at the office of the Board during office hours.

(3) The names of the Trustees present at each meeting shall be recorded in the minutes book.

(4) A Trustee present at any meeting of the Board shall sign his name in a book or register to be provided by the Board for the purpose.

8. **Adjournment of meeting :**

The President of a meeting may adjourn it to a later date shall either be announced at the meeting in which case intimation shall be sent to the Trustees absent at the \*meeting @[at least three days in advance or communicated to the Trustees at least three days] before the date of the meeting.

\* [Omitted by MOSFT Notification F No.PR-11012/3/87-PG dated 9.3.1988]

@ [Inserted by MOSFT Notification No.H-11017/4/90-PG dated 14.10.1991]