

BOARD OF TRUSTEES OF THE PORT OF MUMBAI

(PROCEDURE AT COMMITTEE MEETINGS)

REGULATIONS, 1975

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1. Short title, application and commencement –

(1) These regulations may be called the Board of Trustees of the Port of Bombay (Procedure at Committee Meetings) Regulations, 1975.

(2) They shall apply to the business transacted at the meetings of a committee constituted by the Board of Trustees of the Port of Bombay.

(3) They shall come into force on the date* of their publication in the Official Gazette.

2. Definitions –

In these regulations, unless the context otherwise requires, -

(a) "Act" means the Major Port Trusts Act, 1963 (38 of 1963);

(b) "Board" means the Board of Trustees constituted under the Act for the Port of Bombay;

(c) "Chairman" means the Chairman of the Board;

(d) "Committee" means a Committee constituted under section 17 of the Act;

(e) "Deputy Chairman" means the Deputy Chairman of the Board and includes the person appointed to act in his place under section 14 of the Act;

(f) "Member" means a member of a Committee.

*Effective from 4.10.1976.

3. Frequency of meetings of Committee and place of meeting thereof -

(1) A meeting of a Committee shall be held at least once in a month.

(2) A meeting of a Committee shall be held in the Board Room in the Bombay Port Trust Administrative Offices Building at Bombay.

4. **Power to extend time for holding of meetings of Committee -**

If the Chairman, or in his absence, the Deputy Chairman, is satisfied that there is not sufficient business to warrant the holding of a meeting of a Committee in a particular month, he may, by notice to the members of that Committee, direct that no meeting be held in that month.

5. **Calling of special meetings -**

The Chairman, or in his absence, the Deputy Chairman, whenever he thinks fit, and shall, upon the written request of not less than two members of a Committee, call a special meeting of that Committee.

6. **President of meetings of a Committee -**

The Chairman, or, in his absence, Deputy Chairman, and in the absence of both, any person chosen by the members present from among themselves, shall preside at the meeting of a Committee.

7. **Disposal of business at meetings of a Committee -**

All questions at a meeting of a Committee shall be decided by a majority of the votes of the members present and voting and, in the case of an equality of votes, the person presiding shall have a second or casting vote.

8. **Disposal of business by circulation of notes -**

The Chairman, or, in his absence, the Deputy Chairman, may, if he thinks fit, direct that any matter shall be decided by circulation of the relevant notes to the members of a Committee and by securing their written opinion, provided that no decision thereon shall be taken, unless it is supported by a majority of the members of that Committee.

9. **Quorum for meetings -**

No business shall be transacted at any meeting of a Committee unless at least one half, not being less than three in number, of the members of the Committee are present throughout such meeting.

10. **Circulation of agenda papers -**

The agenda and notes thereon, if any, for any meeting of a Committee, except a special meeting, shall be circulated to the members of that Committee at least three days before the date of the meeting. In the case of a special meeting, such papers shall be circulated at least one day before the date of meeting.

11. **Discussion of items not included in the agenda -**

The person presiding a meeting of Committee may, at his discretion, include for discussion at any of the meetings of a Committee, 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 consideration at a subsequent meeting.

12. **Poll -**

If a poll is demanded, the names of the members present and voting and the nature of their votes shall be recorded by the person presiding that meeting.

13. **Minutes of the meeting -**

- (1) Minutes of the proceedings at each meeting of a Committee shall be recorded in a book, to be provided for the purpose, which shall be signed by the person presiding the meeting and shall be open to inspection by any Trustee during office hours.
- (2) The names of the Trustees present at each meeting shall be recorded in the minutes book.

14. **Adjournment of meetings -**

The person presiding a meeting may, with its consent, adjourn it to a later date which shall be announced at the meeting and also communicated to the members not present at the meeting not later than the following day. If, however, the date when the adjourned meeting should take place is fixed subsequently, notice thereof shall be sent to all the members at least three days before the date of the adjourned meeting.
