

# Gandhinagar Municipal Corporation

## Rules regulating the constitution, conduct of business of meeting etc., of the Special committees.

1. Constitution of Special Committees- A Special Committee which the corporation may from time to time appoint under Section 30 of the Act shall consist of such number of Councillors not less than three and not more than twelve as the Corporation may by resolution decide in this behalf.
2. **Appointment and Term of Office- Subject to Section 30 of the Act.**
  - (1) Corporation shall at its first meeting called by the Mayor or Dy. Mayor after the general election and at its meeting in each succeeding year appoint the prescribed number of persons out of its own body to be members of the Special Committee for a term of one year.  
On the expiry of the above said period of one year, the Corporation shall appoint prescribed number of persons out of its own body to be member of the Special Committee for the subsequent year from time to time.  
Provided that when a Special Committee is appointed by the Corporation for the first time, the members of the committee shall hold office until fresh appointment is made thereto under the provisions herein above.
  - (2) A member of a Special Committee appointed as aforesaid shall continue to function even after the expiry of the period of this office of one year until fresh appointments have been made to the committee by the Corporation.  
Provided that all members of a Special Committee shall retire from office on the day of the first meeting of the Corporation called by Commissioner after general election.  
Provided further that not with standing anything contained in this rule, the Corporation may appoint a Special Committee at any time for any specific purpose or purposes not inconsistent with the provisions of the Act for a term not exceeding the term of the Councillors appointed thereat.
3. **Casual vacancies in a Committee how to be filled.**
  - (1) In the event of non-acceptance of office by a councillor appointed to be a member of a Special Committee or of the death or resignation of a member of the said committee or of his becoming incapable of acting previous to the expiry of his term of office or of his seat becoming vacant under sub-section (5) of section 30 of the Act or on his ceasing to be a councillor, the vacancy shall be filled up by the Corporation, as soon as it conveniently may be, by the appointment of a Councillor there to who shall hold office so long only as the member in whose place he is appointed would have been entitled to hold it if the vacancy had not occurred.
  - (2) No councillor shall be ineligible at any time on the for appointment as a member of a special committee on the ground that he has previously been a member of that committee.
4. **The time and place of meeting of a Special Committee.**
  - (1) A meeting of a Special Committee shall ordinarily be held once a fortnight such a meeting may however, be called at such other time as the Chairman or in his absence the Deputy Chairman of the Committee find to be necessary or on the requisition of the Commissioner.
  - (2) A meeting of a Special Committee shall, usually, be held in the principal Municipal Office but for special reason to be mentioned in the notice convening the meeting may be held at such other place as the Chairman or in his absence, the Deputy Chairman of the Committee concerned may direct.
  - (3) The first meeting of a Special Committee after the general election and also on the expiry of the term of office of one year of the committee shall be held on a day and time and place to be fixed by the Commissioner and if not held on that day shall be held on subsequent day and time and place to be fixed by the Commissioner.
  - (4) The business to be transacted at the first meeting as aforesaid shall be the appointment of chairman and Deputy Chairman of the Committee.  
In case of casual vacancy in the office of the Chairman or Deputy Chairman, the Committee shall fill the vacancy for the unexpired portion of the office of the Chairman or Deputy Chairman as the case may be.  
The Chairman and Deputy Chairman shall hold office until the new Chairman and Deputy Chairman are appointed in the first meeting of the Committee in the next following year unless in the meantime the committee ceases to function. They shall, however, to be eligible for re-election.
5. **The manner in which notice of meetings shall be given.**
  - (1) At least two clear day notice shall ordinarily be given of every meeting of Special Committee to members thereof other than adjourned meeting and a meeting requisitioned by the commissioner for the transaction of an urgent business.  
Of adjourned meetings, a notice of such adjournment posted in the Municipal Office shall be deemed to be sufficient notice.
  - (2) Every notice of a meeting shall specify the time and place at which such meeting is to be held and the business to be transacted thereat, and shall be sent by the Municipal Secretary to each member by ordinary post to the last known address of such member, or by delivery of it by peon to him or any adult member of his family or servant found at the last known place of residence of such member.
  - (3) It shall be duty of the Municipal Secretary to include in the agenda of business of the meeting all the Proposals contained in the letters received by him from the Municipal Commissioner and motion from members of the Committee up to clear one day previous to the day of issue of the notice of the meeting specified in sub-rule(2) above.
  - (4) (1) The Chairman of the Committee and in his absence, the Deputy Chairman shall upon written requisition signed by the Commissioner call a special meeting of the said committee within 24 hours for the transaction of any business which in the opinion of the Commissioner can not be delayed until the next ordinary meeting of the said committee.  
(2) The Chairman of a Committee shall upon the written request of the Mayor, or of not less than two thirds of the total number of member of the Committee, and for a date not more than four days after Chairman presentation of such request to the Chairman call a special meeting of such committee.
  - (5) No business shall be transacted at any meeting other than the business specified in the notice mentioned above except any urgent business which the Commissioner deems it expedient to bring before the meeting or any urgent business or motion which the Chairman deems it expedient to bring before the meeting.  
provided that no such business shall be brought before any adjourned meeting.
6. **The quorum.**

NO business shall be transacted at a meeting of a Special Committee unless at least one-third of the whole number of members but not less than two are present from the beginning to the end of such meeting. The meeting shall meet at the appointed time but if there is no quorum present at appointed time the Chairman, or, in his absence, the Dy. Chairman or other member or member shall wait for 15 minutes, shall adjourned the meeting to some other date and time as may be fixed.
7. **The management and adjournment of meetings.**
  - (1) Every meeting of a Special Committee shall be presided over by the Chairman or in his absence, by the Deputy Chairman or, in the absence of both by such one of the members present as may be chosen by the meeting to preside at such meeting.
  - (2) The presiding authority shall have power to divide into two or more distinct propositions any business, which in his opinion is so complicated as to be likely to lead to confusion or inconvenience by voted upon as one proposition.
  - (3) The presiding authority shall decide summarily all points of order of procedure.
  - (4) When a proposition has been put to the meeting, any member may propose an amendment. No Second amendment except for the adjournment of the debates shall be proposed until the first has been disposed of. The first, if carried, shall be put as a substantive motion to which other amendments may be proposed.
  - (5) A Proposition adjourn the meeting or to postpone the consideration of a particular question shall always take precedence.
  - (6) Voting shall be by show of hands. Every question voted on shall be put both For and Again.
  - (7) No question once disposed of by a Committee shall be re-opened within a period of three months unless at least on half of the members present at the meeting, such one-half being not less than three, vote in favour of reconsidering question.
  - (8) Conference between committees:
    - (a) When necessary, any special Committee may invite any other Special Committee or Committees for consultation on any Subject, which may concern such committees jointly. The Chairman of the inviting Committee shall be in the chair on the occasion.
    - (b) Any Special Committee or Committees may have a joint Conference with standing Committee on a date time and place fixed by the Chairman of the Standing Committee who shall preside at such conference.
  - (9) The Chairman may excise from the notice of motion or proposition by member any matter, which he may consider to be frivolous, vexatious, insulting, libelous or grossly offensive and deemed proper. he may disallow it altogether.  
In case any motion or amendment containing any such objectionable matter is actually proposed at meeting, it shall be competent to the presiding authority to excise such objectionable matter from such motion or amendment or disallow it altogether.
  - (10) Every question shall except as otherwise provided in the Act or in these Rules, be decided by a majority of votes of the members of the committee present and voting on that question, the presiding authority having a second or casting vote when there is an equality of votes.
  - (11) A meeting may adjourned from time to time on such day and time as may be fixed by the meeting.
  - (12) All proposals involving changes in or excess over budget grants sanctioned by the corporation shall be submitted by the special Committees to the Corporation through the standing Committee.
8. **The keeping of minutes and the submission of reports of the meetings of the Committees:**
  - (1) A minute shall be kept by the Municipal Secretary of his subordinates of the names of the members present and of the proceedings at each meeting of the Special Committee in a book to be provided for this purpose.
  - (2) At the commencement of proceeding of each meeting, the minutes of the previous meeting shall be taken as read unless member present in the meeting requires it to be read.  
In any member present draws the attention of the presiding authority on any portion of the minutes of the previous meeting as being erroneously entered in the minute book, such amendment as to the Chairman seems proper shall be made before the minutes are signed. Any clerical error may be corrected by the presiding authority while signing the proceedings in confirmation.
  - (3) In respect of matters on which the Special Committees resolutions are required to be sent for the sanction of any other authority, the Secretary will arrange for their being placed before the meeting of such other authority.
  - (4) The Minute books of the Special Committees shall at all reasonable time be open at the principal Municipal Office to inspection by any councillor free of charge and any other person on payment of a fee of fifty paisa only.  
Provided that the minute book of legal Committee shall not be open to inspection by another person except a councillor.
9. **Rules framed under section 58-(a) (b) of the Bombay municipal Boroughs Act, 1925 regulating the conduct of business of the Committees; their constitution and appointment are hereby repealed.**

These rules shall come into operation from the date of their publication in the Gujarat Government Gazette.

આ અંગેના વાંધા સૂચનો દિન-૩૦માં ગાંધીનગર મહાનગરપાલિકાની કચેરી પર મોકલી આપવાના રહેશે.