



# हरियाणा केंद्रीय विश्वविद्यालय CENTRAL UNIVERSITY OF HARYANA (NAAC ACCREDITED 'A' GRADE UNIVERSITY)

## **THE EXECUTIVE COUNCIL**

### **REGULATIONS FOR CONDUCT OF MEETINGS**

**(Under Section 29 of the Central Universities Act, 2009 and Statute 11 of the Statutes of the University)**

*(In the Regulations the "Vice-Chancellor" includes in his absence the "Pro-Vice-Chancellor/ the person acting as Vice-Chancellor")*

1. A meeting of the Executive Council shall be convened by the Vice-Chancellor at any time.  
However, on a requisition signed by five or more members of the Executive Council to convene a special meeting, the Vice-Chancellor shall convene a special meeting on a date fixed by him/her. At such a meeting, only such subjects as the signatories to the requisition have set forth in the requisition, shall first be considered and disposed of.
2. The Registrar shall, ordinarily, at least seven days before each meeting of the Executive Council, issue to each member a notice convening the meeting and a copy of the Agenda thereof:  
Provided that in the case of an emergent meeting, the Vice-Chancellor may suspend or modify the operation of this rule.
3. At all meetings of the Executive Council half of the total members of the Executive Council shall form a quorum.
4. If at a meeting of the Executive Council the quorum is not complete, the Chairperson may dissolve or adjourn the meeting by atleast a week.
5. The Vice Chancellor shall be the Chairperson of the Executive Council. In his absence, the Pro-Vice-Chancellor or the person acting as Vice-Chancellor, shall act as the Chairperson, and in the absence of both, the members present may elect any one of them as Chairperson.
6. The Registrar shall be the ex-officio Secretary of the Council. In the absence of the Registrar, the person performing the duties of the Registrar shall act as Secretary of the Council.
7. No resolution, proposal or other matter, foreign to, or inconsistent with, the matter appearing in the Agenda papers shall be decided by the Executive Council, except to the extent permitted by the Chairperson whose decision on the subject shall be final.
8. Every resolution shall be passed by a majority of the votes of the members present. It shall be in the option of the Chairperson to decide the manner in which the votes of the members shall be recorded.

9. In the case of equality of votes, the Chairperson shall have the casting vote in addition to his vote as member.
10. It shall be in the power of the Chairperson to regulate the order of the speeches.
11. Any member may, at any time, in the course of a discussion rise and call the attention of the Chairperson to a point of order.
12. A member shall have the right to express his/her dissent if he/she does not agree to any resolution of the Council. This will be mentioned at the end of such resolution that one or more members dissented.
13. If the Chairperson is of the opinion that the point of order has been raised by a member vexatiously, or for the purpose of mere obstruction, or of interruption to the business of the meeting, he/she shall so declare, and it shall be deemed a breach of order.
14. The Chairperson shall be the sole judge of any point of order and may, at his/her own instance, or at the instance of any member, call to order any member who is speaking. If the member who is called to order disregards such call, the Chairperson may suspend him/her from membership for the rest of the meeting, and in case of gross misbehavior he/she may, with the consent of two-thirds of members present at the meeting suspend him/her for such longer time as he/she may consider necessary. No member may be suspended longer than the duration of the meeting without the vote of two-third of the members present.
15. A member suspended for the rest of the sitting shall not take part in any discussion but may remain present at the meeting.
16. A member suspended with the vote of two-thirds of the members present, for a longer period than the duration of a meeting, may be called upon to withdraw from the meeting, and thereupon, he/she shall do so.
17. The Registrar shall circulate the draft Minutes of the meeting of the Council to the members as soon as possible to seek their comments, if any, within seven days. The comments received shall be examined and if necessary, the Minutes shall be suitably amended.
18. If no comments are received from any member within the stipulated time, the Minutes shall be finalized and circulated for appropriate action on the resolutions.
19. The Minutes shall be placed before the next meeting of the Council for confirmation.
20. The Minutes shall be kept by the Registrar.
21. The Minutes of each meeting will be signed and authenticated by its Secretary and Chairperson.