

**TAMILNADU WATER SUPPLY AND DRAINAGE BOARD
(CONDUCT OF MEETINGS) REGULATIONS, 1971.**

(G.O.Ms.No.125, Public Works Department, dated 24th January 1972)

In exercise of the powers conferred by Clause (d) of sub-section (2) of Section 73 of the Tamil Nadu Water Supply and Drainage Board Act, 1970 (Tamil Nadu Act 4 of 1971), the Tamil Nadu Water Supply and Drainage Board hereby makes the following Regulations: -

1. These regulations may be called the Tamil Nadu Water Supply and Drainage Board (Conduct of Meetings) Regulations, 1971.

2. (1) In these regulations, unless there is anything repugnant in the subject or context. -

(a) "Act" means the Tamil Nadu Water Supply and Drainage Board Act, 1970 (Tamil Nadu Act 4 of 1971);

(b) "Agenda" means the list of business proposed to be transacted at a meeting of the Board;

(c) "Meeting" means the meeting of the Board whether ordinary or extraordinary;

(d) "Secretary" means the Secretary of the Board appointed under section 9 of the Act.

(2) Other expressions shall have the meanings respectively assigned to them under the Tamil Nadu Water Supply and Drainage Board Act, 1971, (Tamil Nadu Act 4 of 1971)

(3) If any doubt arises as to the interpretation of these regulations, the decision of the Board thereon shall be final.

3. **Meetings of the Board.**- (1) The Board shall ordinarily meet atleast once in three months, or more frequently, if necessary;

Provided that the Chairman may call for a special meeting of the Board at anytime to transact urgent business or on a written requisition signed by not less than five Directors.

(2) The Secretary shall, with the approval of the Chairman, give the Directors not less than ten clear days notice in writing of the date, time and place of the proposed meeting, provided that the Chairman may reduce the said period of notice, whenever it is necessary to call for a meeting to consider any emergent business or situation.

(3) A notice of the meeting shall be served upon any Director either personally or by registered post addressed to such Director:

Provided that no such notice shall be necessary in the case of a Director, who is out of India at the time of the meeting;

4. **Place of Meeting.** - All the meetings of the Board shall ordinarily be held at the headquarters of the Board. The Board may, however, have its meetings at any other place, within the State of Tamil Nadu, as the Board may decide.

5. **Agenda for the Meeting.**- (1) The Secretary shall circulate a copy of the agenda with notes, if any, after getting the approval of the Managing Director and the Chairman, to all Directors atleast three clear days in advance of the date fixed for the meeting; provided that no such circulation shall be necessary in respect of a emergent business.

(2) The Secretary shall send to each Director atleast a day in advance, a copy of the Supplementary Agenda on urgent times, if any, for the meeting approved by the Managing Director and Chairman, together with copies of the notes on the various subjects included therein, whenever necessary.

(3) Notwithstanding anything contained in Clauses (1) and (2), any matter not included in the agenda for a meeting on which the decision of the Board is urgently required, may, with the approval of the Chairman, be placed before the Board at such meeting and the Board may consider such matter.

6. **Quorum.**- The quorum at a meeting of the Board shall be five. If there is a quorum within thirty minutes of the time appointed for the meeting, the President of the meeting shall adjourn the meeting to a future date. No quorum shall be necessary at an adjourned meeting.

7. **Adjournment of Meeting.**- (1) The president of the meeting may, with the consent of the Directors presents at any meeting adjourn the meeting from time to time.

(2) It shall not be necessary to give any notice of a meeting adjourned under this regulation.

(3) No subject shall be considered at an adjourned meeting other than a subject included in the agenda or supplementary agenda for the original meeting. An ordinary or emergent meeting of the Board can be held in continuation of the adjourned meeting if notice for the same, has been duly given. The rules and regulations governing such ordinary and emergent meetings shall ipso facts apply to such parts of the meeting.

8. **Matters to be discussed at Meeting.**- (1) No subject other than a subject included in the Agenda or supplementary agenda for a meeting shall, ordinarily, be considered or discussed at that meeting.

(2) Any proposal on which the decision of the Board is required may also be circulated to the Directors and if approved by not less than one half of the total number of Directors may be deemed to have been passed as a resolution at a meeting

of the Board duly convened. Such decisions shall be placed before the Board at its next meeting for ratification.

(3) The Managing Director shall ensure that a report of any emergent action taken by him under Section 55 of the Act is included as an item of the agenda for ratification by the Board. The Board shall consider such report and shall ratify his action or issue such direction, as it considers necessary.

(4) Any Director desirous of moving a proposal shall send a notice thereof together with a brief note setting out the reasons in support of the proposal to the Secretary atleast seven clear days in advance of the meetings, so as to enable the proposal to be included in the agenda:

Provided that the President of the meeting may, at his discretion, allow any such proposal to be moved in a meeting despite non-receipt of the notice therefor in time for inclusion in the Agenda.

(5) Any point of order raised at a meeting shall be decided by the President of the meeting whose decision thereon shall be final.

9. (1) If a poll be demanded, the names of the Directors voting and the nature of their votes shall be recorded by the person presiding.

(2) Decisions taken by the majority of the Directors present shall be deemed to be the decisions of the Board.

10. ***Persons entitled to attend the meeting.***- (1) Officers and Staff of the Board, whose presence at a meeting is considered necessary by the Chairman may be invited to attend that meeting.

(2) The Board may take evidence or hear any person in matters concerning the affairs of the Board.

11. ***Minutes of Meetings.***- (1) The minutes of every meeting of the Board together with the names of the Directors present shall be recorded and compiled by the Secretary in an appropriate manner, subject to the approval of the Managing Director and Chairman, a copy being communicated to each Director and to Government. Such minutes shall be confirmed at the next meeting and signed by the Chairman at that meeting. The minute's book shall be open to inspection by any Director during office hours.

(2) The Chairman shall have the powers to correct any obvious errors and make verbal alterations in the minutes of the meeting, provided that such corrections or alterations do not change the sense of the decision taken at the meeting and are made prior to the confirmation of the same at the next meeting.

12. ***Savings.***- In cases not expressly provided for in these regulations, the decision of the President of the meeting on all matters relating to the conduct of business at such meetings shall be final.