

Part II**Council of Architecture****3. Time and place, and preparation of business agenda for meetings of the Council : -**

The Council shall meet at least once in every six months on such date and place as may be fixed by the Council: Provided that the President.

1. may call a special meeting at any time on 15 day's notice to deal with any urgent matter requiring the attention of the Council;
2. shall call special meetings on 15 days' notice if he receives a requisition in writing signed by not less than 10 members and stating the purpose for which they desire the meeting to be called, such purpose being other than that mentioned in the first proviso to clause (b) of sub-regulation (9) of regulation 8 and being a purpose within the scope of the Council's functions for which they desire the meeting to be called.

4. Quorum for meetings of Council

1. At ordinary meetings of the Council and at special meetings under clause (i) of the proviso to regulation 3, fifteen members of the Council shall form a quorum and all the acts of the Council shall be decided by a majority of the members present and voting.
2. At a special meeting by requisition under clause (ii) of the proviso to regulation 3, the quorum shall be two third of the total strength of the Council.

5. Approval by circulation of papers

1. In case of emergency requiring Council's sanction, the approval of members may be obtained by circulation of papers: Provided that if no reply is received from a member within 15 days after the circulation of the papers, his approval may be taken for granted.
2. Approval by circulation of papers shall be decided by majority.

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6. Business at special meetings of Council

At a meeting referred to in clause (i) of the proviso to sub-regulation (1) of regulation 3, only the subject for consideration of which the meeting has been called shall be discussed.

7. Notices of meetings of Council

Notices of every meeting other than special meetings called under the proviso to sub-regulation (1) of regulation 3, shall be despatched by the Secretary to each member of the Council not less than 30 days before the date of meeting.

8. Business agenda for meetings of Council

1. The Secretary shall issue with the notice of the meeting a preliminary agenda showing the business to be brought before the meeting, the terms of all motions to be moved of which notice in writing has previously reached him and the names of the movers.
2. A member who wishes to move any motion not included in the preliminary agenda or an amendment to any

item so included shall give notice thereof to the Secretary not less than 20 clear days before the date fixed for the meeting.

3. The Secretary shall not less than 10 clear days before the date fixed for the meeting, and in case of special meeting, with the notice of the meeting, issue a complete agenda paper showing the business to be brought before the meeting.
4. A member who wishes to move an amendment to any item included in the complete agenda paper, but not included in the preliminary agenda paper shall give notice thereof to the Secretary not less than 3 clear days before the date fixed for the meeting.
5. The Secretary shall, if time permits, cause a list of amendments of which notice has been given under sub-regulation (4) to be made available for the use of every member before the meeting.
6. President may, if the Council agrees, allow a motion to be discussed at a meeting notwithstanding the fact that notice was received too late to admit of compliance with these regulations.
7. Nothing in these regulations shall operate to prevent the reference by the Executive Committee of any matter to the Council at a meeting following immediately or too soon after the meeting of the Executive Committee.
8. An amendment to a resolution or a motion can be moved when it is under discussion and no time limit of notice shall be necessary.
9. A motion shall not be admissible,
 - a. if the matter to which it relates is not within the scope of the Council's functions;
 - b. if it raises substantially the same question as a motion or amendment which has been moved or withdrawn with the leave of the Council within one year of the date of the meeting at which it is designed to be moved:
Provided that such a motion may be admitted at a special meeting of the Council convened for the purpose under clause (ii) of the proviso to regulation 3 on the requisition of not less than two-thirds of the total strength of the Council:
Provided further that nothing in these regulations shall operate to prohibit further discussion of any matter referred to the Council by the Central Government in the exercise of any of its functions under the Act;
 - c. unless it is clearly and precisely expressed and raised substantially a definite issue;
 - d. if it contains arguments, inferences, ironical expressions of defamatory statements.
10. The President shall disallow any motion which in his opinion, is inadmissible under sub-regulation (9):r> Provided that if a motion can be rendered admissible by amendment, the President may in lieu of disallowing the motion admit it in amended form.
11. When the President disallows or accepts an amendment to a motion, the Secretary shall inform the members who gave notice of the motion of the order of disallowance or as the case may be, of the form in which the motion has been admitted.

9. Presiding officer of meetings of the Council and manner of voting

1. Every meeting of the Council shall be presided over by the President or, if he is absent, by the Vice-President or, if both the President and the Vice-President are absent, by a member to be elected by the member present from amongst themselves.
2. Every matter to be determined by the Council shall be determined on a motion moved by a member and put to the Council by the Presiding officer.
3. Votes shall be taken by show of hands or by division or by ballot as the Presiding officer may direct. Provided that votes shall be taken by ballot if three members so desire and ask for it: r> Provided further that if voting has been by show of hands, a division shall be taken if a member asks for it.
4. The Presiding officer shall determine the method of taking votes by division.
5. The result of the vote shall be announced by the Presiding officer of the meeting and shall not be challenged.
6. In the event of an equality of votes, the Presiding officer of the meeting shall have a second or casting vote.

10. Motions to be moved at meetings of the Council

1. When motions identical in purport stand in the names of two or more members, the Presiding officer of the meeting shall decide whose motion shall be moved and other motion or motions shall thereupon be deemed to have been withdrawn.
2. Every motion or amendment shall be seconded and if not seconded shall be deemed to have been withdrawn.
3. When a motion is seconded, it shall be stated by the Presiding officer of the meeting.
4. When a motion has been thus stated, it may be discussed as a question to be resolved either in the affirmative or in the negative or any members may, subject to regulation 11 move an amendment to the motion:
Provided that the Presiding officer shall not allow an amendment to be moved which if it had been a substantive motion would have been inadmissible under regulation 8.

11. Amendments to motions at the meetings of Council

1. At a meeting of the Council an amendment must be relevant to and within the scope of the motion to which it is proposed and shall not be moved which has merely the effect of a negative vote.
2. The Presiding officer of the meeting may refuse to put to vote an amendment to the motion which is in his opinion frivolous and has the effect of a negative vote.
3. A motion may be amended by:
 - a. the omission, insertion or addition of words; or
 - b. the substitution of words for any of the original words.

12. Matters which may be discussed at the time of discussion of a motion

1. At a meeting of the Council when a motion or amendment is under debate no proposal with reference thereto shall be made other than _
 - a. an amendment of the motion or the amendment, as the case may be as proposed in regulation 10;
 - b. a motion for the adjournment of the debate on the motion or amendment either to a specified date and hour or sine die;
 - c. a motion for the closure, namely a motion that the question be now put;
 - d. a motion that the Council instead of proceeding to deal with the motion do pass to the next item in the agenda.
Provided that no such motion or amendment shall be moved so as to interrupt a speech:
Provided further that no motion of the nature referred to in clauses (b), (c) and (d) shall be moved or seconded by a member who has already spoken on the question at the meeting.

2. Unless the Presiding officer of the meeting is of opinion that a motion for closure is an abuse of the right of reasonable debate, he shall forthwith put a motion that the question be now put and if that motion is carried the substantive motion or amendment under debate shall be put forthwith:
Provided that the Presiding officer of the meeting may allow the mover of the substantive motion to exercise his right of reply before the substantive motion under the debate is put:
Provided further that it shall not interrupt a speech, a proposal to adjourn the Council to a specified date and hour may be made at any time, but it shall be at the discretion of the Presiding officer of the meeting to put or refuse to put such a proposal to the Council.

3. A motion or an amendment which has been moved and seconded shall not be withdrawn save with the leave of the Council which shall not be granted, if any member dissent from the granting of such leave.

4. When a motion has been moved and seconded, members other than the mover and the seconder may speak on the motion in such order as the Presiding officer of the meeting may direct:
Provided that the seconder of a motion or of an amendment may, with the permission of the Presiding officer of the meeting confine himself to seconding the motion or amendment, as the case may be and speak thereon at any subsequent stage of the debate.

5. During the meeting, the Presiding officer of the meeting may, at any time, make any objection or suggestion or give information to elucidate any point to help the members in the discussion.

6. The mover of an original motion, and if permitted by the Presiding officer of the meeting, the mover of any amendment, shall be entitled to a right of final reply; and no other member shall speak more than once in the debate except with the permission of the Presiding officer of the meeting for the purpose of making a personal explanation or putting a question to the members then addressing the Council:
Provided that any member at any stage of the debate may arise to a point of order, but no speech shall be allowed on that point:
Provided further that a member who has spoken on a motion may speak again on an amendment to the motion subsequently moved.

7. A speech shall be strictly confined to the subject matter of the motion or amendment on which it is made.

8. Any motion or amendment standing in the name of a member who is absent from the meeting or unwilling to move it, may be brought forward by another member with the permission of the Presiding officer of the meeting.

9. If at any time the presiding officer of the meeting rises, any member speaking shall immediately resume his seat.

13. Adoption of motion

1. When an amendment to any motion is moved and seconded or when two or more such amendments are moved and seconded, the presiding officer of the meeting shall, before taking the sense of the Council thereon, state or read to the Council the terms of the original motion and of the amendment or amendments proposal.
2. An amendment to a motion shall be put to vote first.
3. If there be more than one amendment to a motion the Presiding officer of the meeting shall decide in what order they shall be taken.
4. When any motion involving several points has been discussed, it shall be at the discretion of the Presiding officer of the meeting to divide the motion and put each or any point separately to the vote as he may think fit.

14. Adjournment of meetings of the Council

1. The Presiding officer of a meeting of the Council may at any time, adjourn any meeting to any future date or to any hour of the same day.
2. When a meeting has been adjourned to a future date, the President may change such date to any other day and the Secretary shall send written notice of the change to each member.
3. Whenever a meeting is adjourned to a future date, the Secretary shall, send notice of the adjournment to every member.
4. At a meeting adjourned to a future date, any motion standing over from the previous date shall, unless the President otherwise direct, take precedence over other matter on the agenda.
5. Either at the beginning of the meeting or after the conclusion of the debate on a particular item during the meeting, the Presiding officer of the meeting or a member may suggest a change in the order of business on the agenda, and if the Council agrees such a change shall be made.
6. A matter which had not been on the agenda of the original meeting shall not be discussed at an adjourned meeting.

15. Commencement of a meeting of Council

If at any time appointed for a meeting, a quorum is not present, the meeting shall not commence until the quorum is present and if the quorum is not present on the expiration of 20 minutes from the time appointed for the meeting or during the course of any meeting, the meeting shall stand adjourned to such future date and time as the President may appoint Provided that in the case of meeting adjourned for want of quorum, no quorum shall be required.

16. Points of Order

1. The Presiding officer of the meeting of the Council shall decide all points of order which may arise, and his decision shall be final.

2. If any question arises with reference to procedure in respect of a matter for which these regulations make no provision, the Presiding officer of the meeting shall decide the same and his decision shall be final.

17. Minutes of the meetings of Council

1. The proceedings of the meetings of the Council shall be preserved in the form of minutes which shall be authenticated, after confirmation by the signature of the Presiding officer of the meeting confirming the minutes.

2. A copy of the minutes of each meeting shall be submitted to the President within 10 days of the meeting and attested by him and they shall then be sent to each member within 30 days of the meeting.

3. The minutes of each meeting shall contain such motions and amendments as have been moved and adopted.

4. If any objection regarding the correctness of the minutes is received within 30 days of the despatch of the minutes by the Secretary, such objection together with the minutes as recorded and attested shall be put before the next meeting of the Council for confirmation and at this meeting on other question shall be raised except as to the correctness of the records of the meeting:
Provided that if no objection regarding decision taken by the Council at a meeting is received within 30 days of the despatch by the Secretary of the minutes of that particular meeting such decision may, if expedient, be put into effect before the confirmation of the minutes at the meeting:
Provided further that the President may direct that action be taken on a decision of the Council before the expiry of the period of 30 days mentioned above.

5. The minutes of the Council shall, as is practicable after their confirmation, be made up in sheets and consecutively paged for Insertion in a volume which shall be permanently preserved.