

**NORTH-EASTERN HILL UNIVERSITY REGULATIONS****RA-6****ON CONDUCT OF MEETINGS OF THE EXECUTIVE COUNCIL***(Under Clause (1 )(a) and (2) of Statute 42)*

1. *The* Executive Council shall ordinarily meet once in two months and at such times as may be desired by the Vice-Chancellor.
2. The Vice-Chancellor shall be the Chairman and the Registrar shall be the Secretary of the Executive Council.
3. The Registrar shall issue the notice of the meetings as per directions of the Chairman at least 28 days before the meeting indicating the date, venue and time of the meeting. The agenda to be discussed there shall be circulated at least 10 days prior to the date of the meeting.
4. Notice of a motion to be included in the agenda for the said meeting along with a detailed note thereon should reach the Chairman at least 14 days before the meeting.
5. The right of entertaining an item on the agenda or withdrawing it shall vest with the Vice-Chancellor/Chairman.
6. Seven members shall form the quorum.
7. An adjourned or continued meeting shall not require the quorum and shall restrict its deliberations to the agenda circulated earlier except with permission of the Chairman.
8. The conduct of business shall be regulated by the Chairman.
9. Each member shall be required to observe decorum during the conduct of meetings and shall confine his discussion to the views relevant to the matter. He may, however, raise a point of order to be adjudicated upon by the Chairman in a manner deemed fit.
10. The Chairman shall have the right, in case of misconduct on the part of a member, to admonish or reprimand or suspend him from attending a particular session/meeting.
11. Ordinarily all decisions shall be by consensus. However, the Chairman may put a motion/ resolution to vote.
12. All members, except the Secretary who is not a member, shall have a right to vote. The Chairman will have a casting vote.
13. Special/Emergency meetings may be called by the Chairman at his own or through a requisition from one-third of the total members at any time deemed fit notwithstanding the normal time limit but the business to be transacted at such meetings shall not be other than that intimated.

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14. Not more than seven days after the conclusion of the meeting, the Secretary shall place the draft of the proceedings/minutes before the Chairman for confirmation to initiate implementation and shall circulate the same to all members of the Executive Council. Formal confirmation, however, will be done at the next regular meeting as first item of the agenda. The second item on the agenda of all meetings shall be the review of implementation of decisions taken earlier.
15. A member, other than ex-officio, may resign from membership by giving notice thereof in writing to the Registrar and such a member shall cease to be member from the date of receipt of his resignation by the Registrar.
16. Vacancies shall not invalidate the proceedings of the Executive Council and shall be filled in as per provision of the Statutes.
17. Ordinarily any matter decided shall not be re-opened before the expiry of six months except with prior permission of the Vice-Chancellor, for reasons to be recorded in writing.
18. The power to interpret, amend, repeal or add to these rules shall vest in the Executive Council.
19. Where the members of the Executive Council are teachers of the University, it shall be expected of them to attend the meetings invariably. They may however, go out on tour or other official duties only after obtaining specific approval of the Vice-Chancellor.