

NORTH-EASTERN HILL UNIVERSITY REGULATIONS

RA- 7

ON CONDUCT OF MEETINGS OF THE COURT

(Under Clause (1) (a) and (2) of Statute 42)

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| Meetings | <ol style="list-style-type: none"> 1. The Regulations shall be called the Regulations for Conduct of Meetings of the Court. 2. The meeting shall be called the Annual Meeting of the Court. 3. Special meetings of the Court may be convened by the Executive Council or the Vice-Chancellor, or, if there is no Vice-Chancellor by a Pro-Vice-Chancellor, or if there is no Pro-Vice-Chancellor, by the Registrar. 4. On requisition being sent in writing to the Chancellor/Vice-Chancellor by at least one-third of the members of the Court, Chancellor/Vice-Chancellor shall convene a meeting of the Court within three months of the receipt of the requisition. The business proposed to be conducted at such a meeting shall be specified and sent along with the requisition. |
| Chairman | <ol style="list-style-type: none"> 5. The Chancellor or in his absence the Vice-Chancellor or in his absence the senior most Pro-Vice-Chancellor shall preside at the meetings of the Court. |
| Quorum | <ol style="list-style-type: none"> 6. As provided in Statute 10(4), 30 members of the Court shall form a quorum and all matters shall be decided by a majority of votes of the members present and voting. The Chairman shall have a casting vote. 7. If in the course of the meeting any member calls attention to the absence of quorum, the Chairman shall adjourn the meeting for verification. 8. If there is no quorum, the Chairman will adjourn the meeting to such other time and date as he may appoint. 9. Only such proposals and amendments as are connected with the University and are in accordance with the Act and the Statutes shall be entertained and debated in the Court. |
| Notice | <ol style="list-style-type: none"> 10. The Registrar shall give notice of the likely date of the meeting of the Court at least 45 days before such date. A member of the Court who intends to move a resolution or resolutions shall give notice thereof to the Registrar within 15 days of the date of the notice given by the Registrar. 11. Fifteen days before the date fixed for a meeting of the Court the Registrar shall forward to each member of the Court, a statement of business to be then proposed, together with the name of the proposer of each intimation which has reached him in time. The inclusion of a report of any Committee of the Court on the agenda paper shall be held to be equivalent to notice of motion for its adoption. 12. Notice in writing of the proposed amendments and the terms thereof and of motions for any change in the order of business as set forth in the statement must be forwarded so as to reach the Registrar three days before the date of the meeting. 13. The Chairman may bring any business, which in his opinion is urgent, before any meeting of the Court with a shorter notice or without placing it on the statement of business. |

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- Order of Business**
14. Except with the prior permission of the Vice-Chancellor, any matter which has been disposed of by the Court shall not be brought before the Court for reconsideration within a period of six months after its disposal.
 15. At every meeting of the Court the business to be entertained shall be drawn up in the following order:
 - (a) Confirmation of the minutes of the previous meeting or adjourned meeting.
 - (b) A brief report on the follow-up of the minutes of the last meeting.
 - (c) Consideration of the report of the working of the University during the previous year together with a statement of the receipts and expenditure and the balance-sheet and the estimates for the next financial year.
 - (d) Any motion for a change in the order of business, provided that such motion shall not affect the order indicated herein above, or give priority to any item of business over the item mentioned in (a) to (c) above or any of them.
 - (e) Any business or motions of which due notice has been given in the order in which such business and motions are entered in the statement of business and motions to be brought forward subject to the provisions of this Regulation.
- Rules of Debate**
16. Every motion shall be formally moved by the member in whose name it stands, or if he is absent or declines to move it, it may be moved by any other member.
 17. Every motion at a meeting must be seconded, otherwise it shall be dropped.
 18. When a motion has been seconded, it shall be stated from the Chair and the motion with amendment, if any, shall be open to discussion.
 19. If no member rises to speak on the motion, after it has been started from the Chair, the Chairman shall proceed to put the question to vote.
 20. A motion substantially identical in part with one already disposed of may be moved at the same meeting, or at any adjournment thereof, with the omission of such part.
 21. Not more than one motion and one amendment thereto shall be placed before the meeting at the same time. If there be more than one amendment, the Chair shall determine the order in which these amendments are to be taken up for discussion. Each amendment, after discussion, if any, be voted upon and disposed of separately.
 22. All amendments which are not withdrawn under Clause 35 or which do not violate Clause 30 or which are not consistent with the Act and Statutes shall be considered and voted upon.

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23. During any debate a member may move but shall not make any speech on the motion 'that the question be now put' and unless it appears to the Chair that such motion is an infringement of the rights of reasonable debate, the motion 'that the question be now put' shall be put to vote forthwith and decided without amendment or debate.
 24. When the motion 'that the question be now put' has been carried, the Chairman shall call upon the mover of the proposal or amendment under consideration to reply.
 25. No member of the Court shall ordinarily speak for more than five minutes while proposing a motion on the agenda or for more than three minutes while moving an amendment or seconding or speaking on a motion or amendment or while replying to a debate, provided always that the time limit shall be operative only when the Chairman, either *suo moto* or at the instance of a member of the Court, rules that the time limit has been exhausted by the speaker concerned.
- Amendments**
26. An amendment must be relevant to and within the scope of the motion to which it is proposed.
 27. An amendment in the alternative shall not be moved.
 28. No amendment shall be proposed which would reduce the proposal to a negative form.
 29. No amendment shall be proposed which raises a question already disposed of by the meeting or is inconsistent with the Act, any Statute, or any resolution already passed by a meeting of the Court.
 30. Every amendment shall be in such form that it modifies the original motion by any or all the following methods :-
 - (a) by addition of words ;
 - (b) by deletion of words ;
 - (c) by substitutions of the words and the mover of the amendment may state the motion or the part thereof effected as it would stand when so amended.
 31. When an amendment has been moved and seconded, it shall be stated from the Chair and then the debate may proceed on the original proposal and the amendment together, but so far as the question raised by the amendment is one on which a member has not yet spoken, he may speak on that question even though he may have spoken on the original question or a previous amendment.
 32. If any amendment be carried, it shall become part of the motion before the Court and the motion shall be modified accordingly.
 33. When all the amendments for which due notice has been given have been considered, the original motion or the original motion as amended in course of debate shall be placed before the Court and put to vote without further discussion.

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- Withdrawal of a motion**
34. A motion which has been duly placed before the Court can be withdrawn from the consideration of the Court with its consent if the mover states his wish to do so.
- Dissolution
Adjournments
Etc.**
35. A proposal 'that this meeting be now dissolved' may be moved at any time with the permission of the Chair as a distinct motion, but not as an amendment nor so to interrupt a speech nor in the midst of debate. If the motion be carried, the unfinished business before the meeting shall be dropped.
36. A proposal 'that the meeting be now adjourned to some specified time' may be moved at any time as a distinct question but not as an amendment, nor so as to interrupt a speech. If it is negative, the debate shall be resumed.
37. No amendment shall be moved to a proposal under Clause 36, except one for substituting a different time for that to which it is proposed to adjourn the meeting.
38. A meeting renewed or continued after an adjournment is to be deemed as one with that proceeding the adjournment, provided that if the meeting to be adjourned to such date as to admit of the notice required by Clause 12 if any amendment otherwise in order may be moved at any adjourned meeting if the notice so required duly given.
39. The motion 'that the meeting pass to the next business or item on the statement' may be made at any time as a distinct question, but not as an amendment nor so as to interrupt a speech. If such a motion be carried, the proposal under consideration and the amendment thereto shall not be further dealt with at the meeting.
40. No motion for dissolution or for the adjournment of the meeting, or for the suspension of the sitting, or to pass to the next business, shall be made or spoken to during a debate by any member who has spoken in the debate. Any such motion shall take the place of any question that may be before such question is further dealt with.
41. When a motion of the Clause contemplated in the last preceding Clause has brought forward, and negative no other motion or that Clause shall be again brought forward during the course of the meeting except with permission of the Chairman.
- Right of speech and reply**
42. On each proposal or amendment in debate, a member may speak once, subject to the provision of Clause 32 and 41.
43. After the mover of a motion or amendment has spoken the other members may, save as otherwise provided, speak on the motion or amendment in such order as the Chairman may determine.

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44. Save in the exercise of a right of reply or as otherwise provided, no member shall speak more than once, except with the permission of the Chairman, for the purpose of making personal explanation, but in such cases no debatable matter shall be brought forward.
45. The mover of a motion may speak for the second time on the conclusion of a debate, by way of reply.
46. The mover of an amendment of, when there is no amendment, the mover of the original resolution may reply upon the debate before each vote is taken. But the mover of a motion for a dissolution or adjournment or for the suspension of the sitting or for passing to the next business on the statement, has no right to reply.
47. No member shall speak on a question after the mover has entered on his reply.
48. The Chairman has the same right of moving or seconding motions or amendments and of otherwise taking part in the debate as any other member.
49. If, in the opinion of the Chair, a member keeps on repeating himself, the Chair may call him to order and he shall forthwith stop such repetitions.

Points of Order

50. Any member may call the Chairman's attention to a point of order even whilst another member is addressing the meeting but beyond stating the precise point of order raised he shall not make a speech. Such a call pronounced by the Chairman to be vexatious, and any interruption or obstruction to the progress of the business before the Court pronounced by the Chairman to be unseemly or unreasonable, shall be deemed a breach of order.
51. The Chairman shall be the sole judge on every point of order and may call any member to order, and if a member so called to order shall, in speaking, disregard such call, the Chairman may direct him to sit down and thereupon another member may speak.
52. In the event of any contemptuous disregard of a ruling or call to order by the Chairman, he may request the member so offending to leave the meeting and on such request the member named by the Chairman shall be suspended from his functions as a member during the meeting and shall be bound immediately to withdraw.

Voting

53. On putting any question to vote, the Chairman shall call for an indication of the opinion of the Court by a show of hands in the affirmative and negative and shall declare the result thereof according to his opinion. If the votes are actually counted the number of votes on either side shall be recorded in the minutes.
54. Any six members may then demand a division except on a motion of the kind contemplated in Clause 36, 37 and 40. The Chairman shall thereupon give such directions for effecting the division as he shall consider expedient and may nominate scrutineers to count the votes.

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55. In every division only such members as were present at the putting of the question shall be entitled to vote.
- Lapsing of Business** 56. All motions, together with their amendments if any, on the agenda of a Court meeting which have not been moved or voted upon for want of time or any other reason, at the meeting to which the agenda relates, shall lapse.
- Minutes** 57. After every meeting or adjourned meeting of the Court the Registrar shall as early as possible, but in any case within six weeks after the meeting send a copy of the draft minutes of the meeting to the address of each member of the Court. In the event of any exception being taken to the correctness of the minutes as circulated, the attention of the Chairman shall be drawn to the matter in writing before he signs the minutes, and he shall make such alterations as he may deem proper and necessary.
- Members' right to get information** 58. Any member of the Court may write to the Registrar at any time for the purpose of obtaining information in matters touching the affairs of the University and the Registrar shall supply the required information expeditiously.
59. A request for information which does not satisfy the following conditions may not be acceded to:-
- (i) (a) It must not contain argumentative, imputative, offensive expressions or defamatory statements.
 - (b) It must not ask for expression of opinion or for the solution of a hypothetical proposition or the solution of an abstract problem.
 - (c) It must not refer to the character, competence or conduct of any person except in his official capacity.
 - (d) It must not refer to a matter which in the opinion of the Vice-Chancellor is of a confidential nature.
 - (e) It must not contain any name or statement not strictly necessary to make the question intelligible.
 - (f) It must not involve the preparation of elaborate statements and statistics, or expenditure of an excessive amount, time or labour.
 - (ii) The Vice-Chancellor shall decide on the admissibility of a request. He may disallow any request which in his opinion, contravenes the above rules and his decision shall be final. The reason for such disallowance shall be communicated forthwith to the member concerned.
- Zero Hour** 60. In the meeting there shall be a zero-hour of 1/2 hour duration.
- Question Hour** 61. In the meeting there shall be a question hour of 1/2 hour duration.
- Adjournment of Meeting** 62. The Chairman will adjourn the meeting of the Court.