

**RAJASTHAN STATE ROAD
TRANSPORT CORPORATION**



**THE RAJASTHAN STATE ROAD
TRANSPORT CORPORATION'S**

**(CONDUCT OF MEETING)
REGULATIONS – 1964**

**PARIVAHAN MARG
JAIPUR**

**THE RAJASTHAN STATE ROAD TRANSPORT
CORPORATION
(CONDUCT OF MEETING) REGULATIONS 1964**

In exercise of the powers conferred by Sub-section (1) and (2) of Section 45 of the Road Transport Corporation's Act, 1950 (LXIV of 1950) the Rajasthan State Road Transport Corporation with the previous sanction of the Government of Rajasthan, hereby makes the following regulations, viz :-

- (1) These Regulations may be called the Rajasthan State Road Transport Corporation (Conduct of Meeting) Regulations 1964
- (2) In these Regulations unless there is anything repugnant in the subject or contexts :-
 - (a) "Act" means the Road Transport Corporations Act, 1950.
 - (b) "Committee" means a Committee appointed by the Board under section 12 of the Act.
 - (c) "Chairman" means the Chairman of the Board.
 - (d) "Secretary" means the Secretary appointed by the Corporation for the purpose.
- (3)
 - (i) as far as possible a meeting of the Board shall be held once in a month and at such other time as may be found necessary. Every meeting shall be held at the Head Office of the Corporation at Jaipur or at other place, as may be decided by the Chairman provided that the Board shall meet atleast once in every three months.
 - (ii) The Chairman may, whenever he thinks fit, and shall, upon the requisition of not less than three Directors of the Board, call a Special meeting.

- (4) The date, time and place at which a meeting of the Board shall be held, shall be fixed by the Secretary in accordance with the directions of the Chairman.
- (5) The Secretary shall send intimation of the date, time and place of a meeting to all Directors of the Board at least fourteen clear days before the date of the meeting.

Provided that the Chairman may call a meeting at such shorter notice as he may direct for the transaction of any urgent business.
- (6) The number of Directors necessary to constitute a quorum at a meeting of the Board shall be five including the Chairman.
- (7) The Chairman shall ordinarily preside over a meeting of the Board and, in absence of the Chairman the Vice-Chairman if any shall preside. In the absence of the Chairman and Vice-Chairman, the Directors present shall choose one from among themselves to preside.
- (8) A copy of the agenda of a meeting, with the notes, if any, shall be circulated by the Secretary to all Directors of the Board, at least three clear days before the date of the meeting.

Provided that in the case of a meeting called for transaction of urgent business, the agenda and notes shall be sent along with the notice or circulated at the time of the meeting.
- (9) Notwithstanding that any Director has not received the agenda, the Board may proceed at any meeting to transact the business of the agenda.
- (10) At every meeting, the papers connected with the items on the agenda shall be made available by the Secretary, if required by any Director.

(11) Notwithstanding anything contained in Regulation 8 any matter on which the decision of the Board is urgently required, and which has not been included in the agenda of the meeting, may, with the approval of the person presiding be placed before the meeting for its consideration.

(12) (1) Any Director who desires to move any proposition shall send notice of such proposition, together with a brief note setting out the reasons in support of the proposition, to the Secretary. Such proposition shall be included in the agenda of the next meeting to be held on a date not earlier than 10 days after receipt of the notice.

Provided that the Chairman may allow such proposition to be included in the agenda of an earlier meeting.

(2) Any Director desiring to ask any question in order to obtain information relating to any of the item on the agenda of meeting shall give seven clear days notice of such question to the Secretary.

(13) All Questions at a meeting of the Board shall be decided by a majority of votes of the Directors present and in the case of an equality of votes, the person presiding shall have and exercise a second or casting vote.

(14) Any proposal on which the decision of the Board is urgently required may be circulated to Directors with the permission of the Chairman by the Secretary alongwith a note and, if approved by not less than 2/3rd of the total number of the Directors of the Board, may be deemed to have been passed by a resolution at a meeting of the Board duly convened. Such decision shall be placed before the next meeting of the Board for ratification.

- (15) The order in which any business may be transacted at any meeting shall be determined by the person presiding.
- (16) Subject to the provisions contained in section 11 of the Act, if within half an hour from the time appointed for the meeting a quorum is not present, the meeting if called on the requisition of Directors, shall be dissolved, in any other case it shall be adjourned to any other day within a period of 15 days. Fresh notice of such adjourned meeting shall be sent forthwith to all Directors and the adjourned meeting shall proceed to transact business even if there be no quorum, after making efforts to make the quorum.
- (17) (i) Brief notes indicating the decisions taken by the Board at any meeting shall be signed by the person presiding before the close of the meeting.
- (ii) The minutes of the proceedings of each meeting shall be drawn up by the Secretary and signed by him and shall be circulated to the directors of the Board. After such circulation, the Directors shall be deemed to have read them at the next succeeding meeting. The minutes shall be taken as correct and shall be signed by the person presiding at such succeeding meeting unless any Directors present objects to the minutes as having been incorrectly or incompletely recorded in which case, the person presiding, after taking the sense of the Director present at that meeting, may make such amendments in the minutes as may be necessary and the amended minutes shall then be confirmed and signed by the person presiding.
- (iii) All orders and decisions of the Board shall be authenticated by the signature of the Secretary and he shall appear for and on behalf of the Board before any authority when called for, or required to testify any such orders and decisions of the Board.