

CHAPTER II

MEETINGS OF THE BOARD

3. *Meetings of the Board.*—(1) The Board shall ordinarily meet once in a month, or often, if necessary, at the office of the Board or at any other place on such date and at such time, as may be fixed by the Chairperson.

(2) An extra-ordinary meeting of the Board may be held whenever called for by the Chairperson on his own initiative or on the requisition in writing of not less than five members, specifying the purpose for which the meeting is to be held:

Provided that at such an extra-ordinary meeting, the business for which the meeting has been convened alone shall be considered.

(3) Notice indicating the place, date and time of the meeting, the agenda of the meeting and copy of the minutes of the previous meeting shall be circulated by the Chief Executive Officer or any Officer authorized by him to all the members or delivery by hand or by courier service or by e-mail to their usual places of residence/address, at least nine working days before the date of an ordinary meeting and three working days before the date of an extraordinary meeting.

(4) The quorum for any meeting of the Board shall be four. In the event of sufficient number of members not being present at the meeting to constitute quorum within one hour from the scheduled time of the meeting, the meeting shall stand adjourned to such date as may be fixed by the Chairperson.

(5) Agenda for the meeting shall ordinarily, be taken up in the order in which they appear in the notice of the meeting, unless the majority of the members present agree, to give preference to any item on the agenda. No item, which is not listed in the notice of the meeting, shall be taken up at any meeting unless all the members agree to it. Adjourned items of the previous meeting shall be taken up in preference to all other matters.

(6) The Chairperson shall be responsible for the orderly conduct of the meeting and his decisions on the objections and points of order raised at the meeting shall be final.

(7) Matters in the Agenda, which could not be taken up at a meeting for want of time or any other reason shall stand adjourned to the next meeting.

(8) The minutes of the proceedings of the meetings of the Board shall be recorded in the minutes book maintained by the Chief Executive Officer and each page of such minutes book shall be signed by the Chairperson and shall be confirmed at the next meeting of the Board. The minutes so recorded shall be the authentic record of the proceedings of the meeting. The minutes of the proceedings of each meeting shall be prepared in Malayalam or in English.

(9) Urgent matters may be decided by circulation among all members of the Board, provided however that no such decision shall be taken unless the majority of the members agree. The details of such decisions shall be recorded in the next meeting of the Board.

(10) The Chief Executive Officer of the Board or any officer authorized by him shall authenticate any order or decision of the Board.