

The Punjab Local Governments (Conduct of Meetings) Model Bye-Laws, 2018

The [Name of Local Government] (Conduct of Meetings) Bye-Laws, 2018

CONTENTS

1. Short title, extent and commencement
2. Definitions
3. Meetings
4. Notice for meetings
5. Agenda
6. Adjournment or postponement of meeting
7. Quorum
8. Order of business
9. Address by the Mayor/Chairman
10. Address by non-member
11. Presence of Chief Officer and Municipal/District Officers
12. Decision by vote
13. Minutes of the meetings
14. Reference by the Government or the Commission or the Mayor/Chairman to consider any matter
15. Reconsideration of matter once disposed of
16. Language
17. Meeting open to public
18. Leave of absence
19. Questions
20. Admissibility of questions
21. Notice of questions

22. Supplementary questions
23. Motions and Resolutions
24. Speeches
25. Procedure of debate
26. Point of order
27. Personal explanation
28. Time-limit on speeches
29. Closure
30. Preservation of order at the meeting
31. Constitution of sub-committees
32. Functions of sub-committees
33. Conduct of business of sub-committees
34. Recommendations of sub-committees
35. Preparation of budget
36. Consideration of budget by the House
37. Presentation of budget
38. Discussion on budget
39. Voting on demands for grants
40. Cut-motion
41. Notice of cut-motions
42. Time-limit for speech
43. Approval of budget
44. Procedure of dealing with revised budget
45. Repeal and Saving

**[Name of Local Government] (Conduct of Meetings) Bye Laws,
2018**

Preamble

WHEREAS it is expedient to make bye-laws for conduct of meetings of the [Name of Local Government] to facilitate the House to perform its functions assigned under the Punjab Local Government Act, 2013 and rules made thereunder;

AND WHEREAS the provisions of Section 68 of the Punjab Local Government Act, 2013 render it necessary to take immediate steps to frame [Name of Local Government] (Conduct of Meetings) Byelaws, 2018;

AND WHEREAS under Section 145 read with Part-II of the Seventh Schedule of the Act, 2013 [Name of Local Government] may, and if required by the Government shall, make bye-laws not inconsistent with the Act and the rules to give effect to the provisions of the Act.

NOW, THEREFORE, in exercise of the aforesaid powers and all other enabling provisions in this behalf, [Name of Local Government] through resolution No. _____ dated _____ has approved the following bye-laws which are hereby notified.

Mayor/Chairman

[Name of Local Government]

Dated:

PART-I

Preliminary

1. Short title, extent and commencement. – (1) These Bye-laws may be called [Name of Local Government] (Conduct of Meetings) Bye-laws, 2018.

(2) These bye-laws shall be applicable to the meetings of the House of [Name of Local Government]

(3) These bye-laws shall come into force from the date these are published in the official Gazette.

2. Definitions. – (1) In these bye-laws unless there is anything repugnant in the subject or context, the following expressions shall have the meaning hereby respectively assigned to them:

- (a) "**Act**" means the Punjab Local Government Act, 2013 (XVIII of 2013);
- (b) "**agenda**" means the list of business to be taken up and disposed of by the House at a meeting;
- (c) "**budget**" means an official statement of the income and expenditure of the Local Government for a financial year;
- (d) "**Budget Rules**" means the Punjab Local Governments (Budget) Rules, 2017;
- (e) "**business**" means the business of the House under the Act, rules and byelaws;
- (f) "**Chief Officer**" mean the Chief Officer of the [Name of Local Government];
- (g) "**Convener**" means the Deputy Mayor/Vice Chairman of the [Name of Local Government] and, in case there is

more than one Deputy Mayor/Vice Chairman, by rotation in order of seniority in age, for a period of six months each.

- (h) **"Commission"** means the Punjab Local Government Commission appointed by the Government under section 122 of the Act;
- (i) **"Deputy Mayor/Vice Chairman"** means the Deputy Mayor/Vice Chairman of the [Name of Local Government];
- (j)
- (k) **"Finance Committee"** means the Finance Committee constituted under the Punjab Local Governments(Committees) Rules, 2018;
- (l) **"financial year"** means the period of one year from 1st July to 30th June (both days inclusive) of Gregorian calendar;
- (m) **"Government"** means Government of the Punjab;
- (n) **"House"** means the elected body of the [Name of Local Government];
- (o) **"Local Government"** means [Name of the Local Government]
- (p) **"Mayor/Chairman"** means the Mayor/Chairman of the [Name of Local Government]
- (q) **"meeting"** means a meeting of a House called by the Mayor/Chairman under these bye-laws, to dispose of the business of the House and includes the day to day sittings of such House excepting any holiday, unless the House decides to sit on such holiday;

- (r) **"Municipal/District Officer"** means Municipal/District Officer of [Name of Local Government]
- (s) **"Motion"** means a proposal made by a member relating to any matter which may be brought for consideration of the House and includes a resolution and an amendment.
- (t) **"Presiding Officer"** means the Deputy Mayor/Vice Chairman of the [Name of Local Government] and, in case there is more than one Deputy Mayor/Vice Chairman, by rotation in order of seniority in age for a period of six months each and, in the absence of the Deputy Mayor /Vice Chairman, a member chosen for presiding over the meeting by the members present;
- (u) **"sitting"** means the meeting of the House from the commencement of its business to the termination of business;
- (v) **"sub-committee"** means a sub-committee constituted by the House to solicit recommendations on any specific issue falling within the ambit of the Local Government;
- (w) **"starred question"** means a question for an oral answer at a meeting;
- (x) **"table"** means the Table of the House; and
- (y) **"Un-starred question"** means a question for a written answer.

(2) Words and expressions used but not defined in these bye-laws shall have the same meanings as are assigned to them under the Act.

PART-II

Meetings, Agenda, Quorum and Transaction of Business

3. Meetings. - (1) There shall be-

- (i) Ordinary meeting;
- (ii) Special meeting;
- (iii) Emergent meeting; and
- (iv) Budget meeting.

(2) At least one ordinary meeting of the House shall be held during a month on the date and time fixed by the Mayor/Chairman:

Provided that where the Mayor/Chairman fails to convene meeting of the House up to 20th of a calendar month, at least one third members of total membership of the House, may move a requisition to an officer authorized by the Local Government and Community Development Department in this behalf, to convene the meeting:

Provided further that the officer authorized shall convene the meeting of the House of such Local Government within ten days:

Provided further that in case the Mayor/Chairman in the meantime convenes the meeting of the House, the meeting shall be held on the date and time fixed by him and the officer authorized shall be informed accordingly.

(3) A special meeting of the House shall be called by the Mayor/Chairman, as soon as may be, on the direction of Government or the Commission or, as the case may be, on a requisition signed by not less than one-third of the total membership of the House.

(4) An emergent meeting of the House may be called by the Mayor/Chairman on his own or on the direction of Government or on a requisition signed by not less than one-third of the total membership of the House.

(5) An emergent meeting shall have priority over a special meeting and a special meeting shall have priority over an ordinary meeting when convened on the same.

(6) A budget meeting of the House shall be called by the Mayor/Chairman before the commencement of the next financial year in which he shall present the budget for consideration and approval of the House.

(7) All meetings shall ordinarily be held at the office of the Local Government:

Provided that if for any good or sufficient reason it is not possible to hold a meeting of the House at the office of the Local Government, such meeting may, with the prior approval of Government or an officer authorized by it in this behalf, be held at any other place approved by Government or an officer authorized by it.

4. Notice for meetings.- (1) A meeting shall be held at such place, date and time as may be fixed by the Mayor/Chairman.

(2) Seven clear days' notice shall be given for an ordinary meeting, three clear days' notice for a special meeting and one clear day notice, as the case may be, for an emergent meeting.

(3) The Chief Officer of the Local Government or an officer authorized by him in this behalf, shall cause the notice to be served on the Convener as well as members and a copy thereof shall be delivered to the Mayor/Chairman and also be pasted at the office of the Local Government.

(4) The notice shall clearly specify the place, date and time of the meeting and be accompanied by the agenda.

5. Agenda.- (1) The agenda for a meeting shall be prepared by the Chief Officer of the Local Government with the approval of the Convener.

(2) The agenda for an ordinary meeting shall be prepared in the following order:-

(a) confirmation of the minutes of the previous meeting, whether ordinary, special or emergent;

- (b) starred questions asked by the members and admitted by the Convener which shall form an appendix to the agenda;
 - (c) all matters deferred from previous meetings;
 - (d) consideration of the directions of the Court, if any;
 - (e) consideration of the directions of Government and Commission, if any;
 - (f) matter referred to the House by the Mayor/Chairman or Convener, as the case may be;
 - (I) reports of the committees and sub-committees;
 - (g) motions of which notice have been given by the members and admitted by the Convener;
 - (h) details of documents to be laid on the table for the information of the members; and
 - (i) any other business with the permission of the majority of the members present at the meeting.
- (3) The agenda for a special or emergent meeting shall be prepared in the following order:-
- (a) confirmation of the minutes of the previous meeting, whether ordinary, special or emergent;
 - (b) consideration of the matters for which the meeting has been convened; and
 - (c) any other business approved by the Mayor/Chairman or Convener, as the case may be.
- (4) The agenda for budget meeting shall be prepared in the following order:
- (a) confirmation of the minutes of the previous meeting, whether ordinary, special or emergent;
 - (b) consideration of the annual budget for the next financial year; and
 - (c) consideration of the revised budget of the current financial year, if required.

(4) The questions, motions and resolutions, notices whereof have been given and admitted by the Convener, shall be included in the agenda for the meeting for consideration and answering.

(5) Subject to the availability and the orders of the Convener, the members shall be provided copies of document or information relating to the matters on the agenda.

6. Adjournment or postponement of meeting. (1) Save as otherwise provided in these bye-laws no meeting shall be adjourned until the agenda thereof is disposed of or a resolution of adjournment is passed or the Presiding Officer, for any reason to be recorded in writing makes such order:

Provided that the Presiding Officer shall not on his own adjourn an emergent meeting.

(2) In the case of grave disorder at any sitting the Presiding Officer may adjourn the sitting for another day.

(3) No meeting shall, except with the prior permission of Government or any officer authorized by it in this behalf be postponed on more than two occasions.

7. Quorum.- (1) The quorum of the meetings of the House shall be one third of its total membership.

Provided that the quorum shall not be necessary for an emergent meeting.

(2) The quorum shall be necessary throughout the meeting.

(3) A meeting other than an emergent meeting shall be adjourned for want of a quorum.

(4) No meeting shall be adjourned unless thirty minutes have elapsed since the time fixed for the meeting.

(5) No quorum shall be necessary at a meeting adjourned for want of quorum twice.

(6) Except as provided in bye-law 7(5) any business transacted in the absence of the quorum shall be invalid and shall not appear in the Minutes Book.

8. Order of business.- The business at a meeting shall be taken up in the order in which it is entered on the agenda, and once an item is included therein it shall not be removed therefrom without the permission of the Presiding Officer:

Provided that the Presiding Officer may, with the consent of the majority of the members present at the meeting, vary such order.

9. Address by the Mayor/Chairman.- Notwithstanding anything contained in these bye-laws, the Mayor/Chairman may address the House whenever he may deem necessary, to associate and seek the support of the House in the better functioning of the Local Government.

10. Address by non-member.- Any officer of Government or any other person or expert on local governments, may, by invitation or on the direction of Government address a meeting of the House.

11. Presence of Chief Officer and Municipal/District Officers.- The Chief Officer and Municipal/District Officers shall be present at a meeting of the House and may with the permission of the Convener, make a statement or explanation of facts, if necessary, by addressing the Presiding Officer but he shall not be entitled to vote upon any proposition under the consideration of the House.

12. Decision by vote.- (1) Save as otherwise provided, decisions of the House shall be taken by resolutions passed by a simple majority of the members present and voting.

(2) When any matter is put to vote, the votes shall be counted by show of hands but no members shall be compelled to vote:

Provided that if at the time of declaration of the result of voting by show of hands, a poll is demanded by the majority of the members, the

Presiding Officer shall take votes again and declare the result and record the same in the Minutes Book with the names of the members voting for and against the proposition.

(3) The Presiding Officer shall not vote except in the case of equality of votes.

(4) Where in the case of equality of votes, the Presiding Officer does not exercise the casting vote, the consideration of the proposition, shall be deemed to have been deferred to the subsequent meeting.

(5) A member who, directly or indirectly, by himself or by any partner, employer or employee has any share or interest in respect of any matter or has acted professionally, in relation to any matter on behalf of any person having therein any share or interest as aforesaid, shall not take part in voting.

(6) A member voting against a proposition may request that his dissent may be recorded in the Minutes Book.

13. Minutes of the meetings.- (1) The Chief Officer or an officer authorised by him in this behalf shall record minutes of the meeting of the House and submit the same to the person who presided the meeting for approval.

(2) The Chief Officer shall, after approval, issue the minutes of a meeting under his signatures.

(3) A copy the minutes shall be sent to the Mayor/Chairman, Convener, members, Chief Officer and Municipal/District Officers within seven days of such meeting.

(4) A member who was present at a meeting may object at the time of confirmation of the minutes of that meeting by moving an amendment on the ground that any matter is not correctly recorded or expressed therein, and if the Presiding Officer of that meeting is satisfied that such corrections should be made, he shall allow such corrections and finally authenticate the minutes.

(5) The minutes or any part thereof may be published in such manner as may be decided by the House.

(6) A separate page in the Minutes Book shall be provided for recording the attendance of the members at the meetings.

(7) Minutes Book shall be the permanent record of the Local Government.

14. Reference by the Government or the Commission or the Mayor/Chairman to consider any matter.- Notwithstanding anything contained in these bye-laws, the Government or the Commission or the Mayor/Chairman may refer any specific matter to be considered by the House of the Local Government within a specified time and House, thereupon shall consider and decide such matter within the specified period.

15. Reconsideration of matter once disposed of.- Unless Government or Commission otherwise directs or a requisition by not less than two thirds of the total membership of the House is made, no matter finally disposed of by a House shall be reconsidered by it within three months of its disposal.

16. Language.- The proceedings of the meeting shall take place and be recorded in Urdu.

17. Meeting open to the Public.- (1) Every meeting of the House shall be open to public except when the House, by simple majority, decides to consider any matter in a session attended exclusively by its members and officials.

(2) No press reporter or a member of the public present at the meeting shall either make any noise or in any way express approval or disapproval or pass comments on the proceedings of the meeting or against any member of the House.

(3) Any such misconduct shall render the reporter or visitor liable to be summarily removed from the meeting.

(4) Press reporters and visitors shall sit on the place and seats allocated by the Local Government.

(5) The entry of the press reporters and visitors shall be regulated by issuing entry passes. Number of such passes shall be determined by the Convener. The Convener shall nominate an officer of the Local Government who shall be responsible for issuing passes and shall ensure entry accordingly.

18. Leave of absence.- (1) Leave of absence in a calendar year may be granted to the members by the House for a period not exceeding thirty days in case the member seeks to avail the leave within the country, and for a period not exceeding ninety days in case the member seeks to enjoy the leave outside the country:

Provided that the period of leave of absence shall not ordinarily exceed 120 days in the entire term of office of the Local Government.

(2) Leave of absence to the Mayor or Deputy Mayor, Chairman or Vice Chairman, for availing leave within or outside the country shall be granted by the Government.

PART-III

Questions, Motions and Resolutions

19. Questions.- A question may be asked by a member from the Convener for the purpose of obtaining information on a matter of public concern falling within the ambit of the Local Government.

20. Admissibility of questions.- (1) The Convener may disallow the question which-

- (a) is not self-contained and intelligible;
- (b) relates to a matter which is subjudice;

- (c) is frivolous, offensive, or injurious to the interest of the Local Government;
- (d) is outside the scope of the Local Government;
- (e) asks for expression of an opinion;
- (f) contains arguments, inferences, ironical expressions or defamatory statements;
- (g) requires information contained in the documents ordinarily accessible to the public;
- (h) contains references to newspapers by name or asks whether statements in the Press or of private individuals or bodies are accurate;
- (i) asks for an expression of legal opinion or the solution of an abstract or hypothetical proposition;
- (j) refers to the character or conduct of any member or official of the Local Government, except in his public or official capacity;
- (k) is excessive in length; and
- (l) amounts in substance to suggestion for any particular action.

(2) The Convener may in his discretion amend the form of any question without changing the substance thereof.

21. Notice of questions.- (1) A member desiring to ask a question in a meeting shall send it along with a notice to the Convener.

(2) A member who desires an oral answer to his question may distinguish the question with an asterisk (star) and such questions shall be arranged separately as starred questions and answers thereof shall be given at meeting of the House and on time fixed for such answers: Provided that lengthy answers to such questions may be placed on the table without being read.

(3) A starred question shall, if admitted by the Convener be asked in the first meeting held, after fourteen days of the receipt of notice under

bye-law 21(1) and shall be included in the agenda of the meeting for answer thereof.

(4) The Presiding Officer may, notwithstanding the provisions of bye-law 21 (1) and (3) may admit any question for answer at any meeting and the question shall accordingly be answered.

(5) If, in the opinion of the Convener, any starred question is of such a nature that a written reply would be more appropriate, he may direct that such question be placed on the list of un-starred questions and processed accordingly.

(6) Unless otherwise directed by the Convener, not more than two starred questions by the same member may be included in the agenda for the same day.

(7) The starred questions shall be put on the list of questions in the order in which their notices were received.

(8) At the meeting time fixed for starred questions, the Presiding Officer shall call out the name of the member, who has given notice of the question, and such member shall, if present, stand up and ask the question.

(9) If, on a question being called, it is not put or the member of the House in whose name it stands is absent, the Presiding Officer may, at the request of any other member, direct that the answer to it be given.

(10) If any starred question placed on the list of questions for answers at a meeting, is not called for answer within the time available for answering of questions on that day, the answer shall be laid on the table of the member to whom the question is addressed and no oral answer shall be required for such a question nor shall any supplementary question be asked in respect thereof in the next meeting.

(11) The questions shall be answered by the Chief Officer or the concerned Municipal/District Officer.

(12) All starred questions and, where possible, the supplementary questions and a gist of the replies shall be recorded in the minutes of the meeting.

(13) The answers to un-starred questions admitted by the Convener shall be sent in writing, after the approval of the Convener to the concerned member by the Chief Officer, within fourteen days of the receipt of the questions.

22. Supplementary questions.- (1) A member may ask any supplementary questions in elucidation of the answer given to a starred question but the number of such questions asked by such member shall not exceed three.

(2) The Presiding Officer may, on the principles stated in bye-law 20(1) disallow any supplementary question.

23. Motions and Resolutions.- (1) Any member, who desires to bring forward any business or to move a resolution at a meeting, shall along with the statement of such business or a copy of the resolution give a written notice thereof to the Convener for at least ten days for bringing the same before an ordinary meeting and two days before a special and one day before emergent meeting:

Provided that the Convener may allow a motion or resolution at a shorter notice or without notice.

(2) All notices or motions and resolutions shall be dated and numbered as they are received and included in the agenda and motions and resolutions allowed by the Convener after the dispatch of the agenda for a meeting, shall be circulated among the members as soon as possible.

(3) The Convener may refuse to allow any motion or resolution to be moved if he considers that:

- (a) it is not definite or is not clearly and precisely expressed;
- (b) it contains arguments, inferences, ironical expressions, or defamatory statements;

- (c) it refers to the conduct or character of a person except in his official or public capacity;
- (d) it relates to a matter which is not primarily the concern of the Local Government;
- (e) it is not otherwise suitable for discussion at a meeting; and
- (a) it shall relate to any matter, which is pending before any court of law or any other authority performing judicial or quasi-judicial functions.

(4) A member who wishes to move an amendment to a motion or resolution shall give at least one day's notice in writing:

Provided that the Convener may allow such amendment to be moved at a shorter notice or without notice.

(5) An amendment must be relevant to the motion or resolution and may propose a variation thereof or any addition thereto or omission therefrom, but no amendment shall be a direct negation of the motion or resolution before the meeting, nor shall it be the same in substance as a motion on an amendment already negated at the same meeting.

(6) At the time fixed for a motion, resolution or amendment the Presiding Officer shall call out the name of the member seeking to move the said motion, resolution or amendment, and such a member shall, if present stand up and move the motion, resolution or amendment, and if the motion, resolution or amendment is not moved, it shall be deemed to have been withdrawn.

(7) A motion, resolution or an amendment may not be moved in a form different from that in which it appears in the notice unless the Presiding Officer permits it to be moved in an altered form.

(8) At any time, before the motion, resolution or amendment has been put to vote, it may be withdrawn by its mover with permission of the Presiding Officer, and no discussion on withdrawn motion, resolution or amendment shall be held.

PART-IV

Debate

24. Speeches.- (1) Except as otherwise provided in these bye-laws, a member may speak on any matter before the meeting or raise a point of order.

(2) A member who desires to speak shall rise from his seat and address the Presiding Officer.

(3) After the member who moves a motion has spoken, other members may speak on the motion, resolution or amendment in such order as the Presiding Officer may call upon them and if more than one member rise at the same time, the member whose name is called by the Presiding Officer shall be entitled to speak and the other member shall resume his seat.

25. Procedure of debate.- (1) A member while speaking shall not:

- (a) use the name of the Presiding Officer for the purpose of influencing the debate;
- (b) make a personal charge as against a member; and
- (c) use his right for willfully obstructing the business of the meeting.

(2) A member shall not read his speech but may refresh his memory by reference to notes.

(3) Quotations from documents or reference may be read out and their originals shall, if required by the Presiding Officer, be placed on the table.

(4) The Presiding Officer may direct the member speaking to discontinue his speech if such member, after being warned by him, persists in irrelevance or in repetition of his own argument or the arguments used by other members.

(5) Except in the exercise of a right of reply or otherwise provided by these bye-laws, no member shall speak more than once on any motion save with the permission of the Presiding Officer and for the purpose of making a personal explanation.

(6) The Presiding Officer may, wherever he deems fit, address the meeting on matters relating to procedure before putting any motion or resolution to vote, and whenever the Presiding Officer addresses or rises to address, the meeting, any other member rising to address or addressing shall at once resume his seat and postpone his address.

(7) A member shall not cross between the Presiding Officer and the member speaking, read out from any book, newspaper or letter except in connection with the business of the debate and except with the permission of the Presiding Officer, interrupt any member while he is speaking.

(8) When for the purpose of explanation during discussion or for any other sufficient reason any member has occasion to ask a question, from another member on any matter under consideration of the meeting, he shall ask question through the Presiding Officer.

26. Point of order.- (1) Any member may, at any time, raise a point of order calling in question only the propriety of the proceedings before the meeting for the decision of the Presiding Officer but in doing so he shall confine himself to stating the point.

(2) When the point of order has been raised, the member speaking shall resume his seat.

(3) No discussion on any point of order shall be allowed except with the consent of the Presiding Officer.

(4) The Presiding Officer shall decide all points of order and his decision shall be final.

(5) After a decision has been given under bye-law 26 (4), the member speaking before the point of order shall resume his speech.

27. Personal explanations.- Any member may, with the permission of the Presiding Officer make a personal explanation although there may be no such question before the meeting:

Provided that such explanation, if permitted, shall be made at the earliest possible opportunity before the business for the day is entered

upon, and shall be limited to the circumstances which are the subject of the explanation and no speech or debate thereon shall be allowed by the Presiding Officer.

28. Time-limit on speeches.- The Presiding Officer may fix a limit for speeches, and no speech shall exceed the limit so fixed:

Provided that the mover of a motion, resolution, or amendment when moving the same, may speak for such longer time as the Presiding Officer may permit.

29. Closure.- At any time after a motion or resolution has been moved the Presiding Officer may, on his own or on a motion of a member, put the motion or resolution to vote and the motion or resolution shall be decided accordingly without further amendment or debate.

30. Preservation of order at the meeting.- (1) The Presiding Officer shall preserve order at the meeting and have all powers necessary for enforcing his decisions.

(2) The Presiding Officer may direct any member whose conduct, is, in his opinion, grossly disorderly to withdraw immediately and the member concerned shall do so forthwith and shall, unless, recalled by the Presiding Officer, absent himself during the remainder of the meeting.

(3) The Presiding Officer may cause to be summarily removed any member, who disobeys an order to withdraw.

PART-V

Sub-Committees

31. Constitution of Sub-Committees.- (1) The House may appoint any sub-committee as may appear to it to be necessary.

(2) Each sub-committee shall consist of such number of members, including at least one woman member, as the House may decide in the meeting:

Provided that a member shall not be the Chairperson of more than one sub-committee.

(3) A member may resign his membership of sub-committee by writing under his hand addressed to the Chairperson.

(4) The sub-committee shall stand dissolved automatically on completing its assigned work.

32. Functions of Sub-Committees.- (1) The function of a sub-committee shall be only to formulate recommendations for the Local Government on the matters assigned to it.

(2) Any advice tendered or recommendation made by such sub-committee may be given due regard but shall not be binding on the House.

33. Conduct of business of the Sub-Committees.- (1) The business of a sub-committee shall be conducted in the meetings of such sub-committee.

(2) The meetings of the sub-committees shall be presided over by its respective Chairperson, and in his absence by the member chosen for the purpose by the members present.

(3) A sub-committee may meet and adjourn as it thinks necessary.

(4) The quorum for a meeting of a sub-committee shall be one third of its total membership.

(5) A sub-committee may seek the support of any officer or official of the Local Government to prepare its recommendations.

(5) The decisions shall be taken by the sub-committee by simple majority of votes and in case of equality of votes, its Chairperson shall have a casting vote.

(6) The Mayor/Chairman shall depute an officer to provide adequate secretariat support to all sub-committees.

34. Recommendations of Sub-Committees. - Recommendations of the sub-committee shall be recorded in a minutes' book and signed by its

Chairperson, and a copy thereof shall be forwarded to the Convener as well as to the Mayor/Chairman within three days.

PART-VI

Consideration and approval of Budget

35. Preparation of the budget.- (1) In the month of April of current financial year the Mayor/Chairman shall place the draft budget based on initial estimates before the House.

(2) The House may review and refer it to Finance Committee for the input and recommendations.

(3) On receiving the input and recommendations of the Finance Committee, which shall not be later than last week of May of the current financial year, the Mayor/Chairman shall call the meeting of House and submit the final budget before it for consideration and approval.

36. Consideration of the budget by the House.- (1) The final Budget shall be considered by the House in following three stages:

- (i) presentation of the Budget;
- (ii) discussion on the Budget; and
- (iii) voting on demands for grants in respect of expenditure other than charged expenditure, including voting on cut-motions, if any.

(2) The Convener shall fix the period of stages and the period so fixed shall be specified in the agenda for the budget meeting.

37. Presentation of budget.- At the presentation stage, the Mayor/Chairman shall present the Budget, and explain its salient features through his Budget speech.

38. Discussion on budget.- (1) At the discussion stage, the discussion shall be restricted to the Budget and members may scrutinize and discuss the details of (a) receipts; (b) expenditure; and new proposals, if any, for taxation.

(2) the Mayor/Chairman may further explain any feature of the Budget and may answer at the end of the discussion to any points raised during the discussion.

39. Voting on demands for grants.- (1) At the voting stage, there shall be voting on the estimates of revenue, and the estimates of expenditure, presented to the House in the form of Demands and shall be taken up for consideration and approval in the order provided in the Budget.

(2) Each Demand for a Grant shall be embodied in the form of a separate motion to be moved by the Presiding Officer and shall specify that a sum not exceeding that specified therein.

40. Cut-motion.- (1) Any member may move a motion to reduce the amount of a demand, omit, or reduce an item in a demand.

(2) Admissibility of cut-motions shall be subject to the following:

- (a) it shall relate to one demand only;
- (b) it shall not seek to increase the grant or alter the purpose of grant;
- (c) it shall not relate to expenditure charged upon the Local Fund;
- (d) it shall be clearly expressed and shall not contain ironical expression, imputations, apathies, abusive or defamatory statement;

- (e) it shall not reflect on the character or conduct of any person, whose conduct can only be challenged on a substantive motion or whose conduct cannot be challenged at all in a meeting of the House;
- (f) it shall not refer to a matter, which is not primarily the concern of the Local Government;
- (g) it shall not revive discussion on a matter which has once been decided by the House; and
- (h) it shall not relate to any matter, which is pending before any court of law or any other authority performing judicial or quasi-judicial functions.

(3) The Convener shall decide whether a cut-motion is or not admissible under these bye-laws and his decision shall thereon shall be final.

(4) Motions shall be arranged in such order as the Convener may direct: Provided that where several motions are moved to the same figures, priority shall be given to the motion proposing the greatest reduction and the other motions shall be arranged in the descending order of the amounts of reduction proposed.

41. Notice of cut-motions.- Notice of motions shall be given to the Convener at least two clear days before the budget meeting.

42. Time limit for speech.- The Presiding Officer may fix time limit for speeches during the debate or motions to omit or reduce any demand for grants.

43. Approval of budget. - (1) The House may assent or refuse to assent to any demand, or it may assent to any demand subject to such reduction as may be specified.

(2) The Mayor/Chairman shall amend the Budget in accordance with the decision/approval of the House.

44. Procedure for dealing with the revised budget. - The procedure for dealing with revised Budget shall, as far as, possible, be the same as provided for the approval of Budget, in these bye-laws.

45. Repeal and Saving. - (1) [Name of Local Government] (Conduct of Meetings) Bye-Laws, [Year] are hereby repealed.

(2) Save as otherwise provided in these bye-laws, nothing in these bye-laws shall affect or be deemed to affect any proceedings of the House, anything done, action taken, tax levied, resolution passed, bye-laws approved, by the House under the [Name of Local Government](Conduct of Meetings) Bye-laws [Year] and shall, if in force at the commencement of these bye-laws, continue to be in force and have effect as if it were respective done, taken, commenced, made, directed, passed, given, approved, executed or issued under these bye-laws.

MAYOR/CHAIRMAN
[Name of Local Government]

Dated: