

DRAFT
JAMMU CANTONMENT BOARD

BUSINESS REGULATION UNDER SUB-SECTION (1) OF SECTION 48 OF THE
CANTONMENTS ACT 2006.

The following regulations made by the Cantonment Board Jammu in exercise of the powers conferred by section 47 and section 48 of the Cantonments Act, 2006 are published for general information, the same have approved by Central Government as required by sub section (2) of Section 48 namely :

CHAPTER 1.

BUSINESS REGULATIONS FOR MEETING OF CANTONMENTBOARD

1. Meetings of the Cantonment Board shall be of two kinds viz.
 - i) Ordinary and
 - ii) Special
2. Generally the ordinary meeting of the Board shall be held every month. Ordinary meeting is monthly meeting mandated under sub-section 1 of Section 39 of Cantonments Act, 2006. Special meeting is either convened by President under provisions of sub-section 2 of Section 39 of Cantonments Act, 2006 or meeting convened by President on request of Chief Executive Officer due to emergency matter which requires immediate attention of the Board.
3. All meetings of the Cantonment Board , whether ordinary or special, shall be held at the cantonment Board office provided that the President or in his absence the Vice President may for sufficient reasons convene a meeting at any other place inside the Cantonment.
4. The date and time of every meeting whether ordinary or special shall be fixed by the President or in his absence by the Vice President, with due regard to general convenience.
5. A written notice of every meeting , whether ordinary or special specifying the place, date and time fixed for it, and signed by the Executive Officer shall be sent to all the members.
6. Subject to the proviso to Section 40 of the Cantonments Act, 2006, which required that in certain cases specified therein not less than seven days previous notice shall be given, the notice shall be sent to every member not less than: -
 - i) Four clear days before the date fixed for an ordinary meeting and
 - ii) 24 hours before the date and hour fixed for a special meeting.

7. A list of business to be transacted at a meeting hereinafter called the “Agenda” shall be sent to each member not less than four clear days before the meeting other than an emergent meeting when the Agenda shall be sent along with the notice sent under Regulation 6.
8. If it is found necessary to adjourn a meeting, whether ordinary or special, the President shall announce at the time of adjournment the place at, the date on and the hour at which the adjournment meeting shall take place and no separate notice shall be required therefore except in the case of members who may absent from that meeting, to whom the required notice shall be sent as soon thereafter as possible provided that it shall be lawful for the President or in his absence the Vice President, in an emergency, to alter, subject to due notice, the place date and hour so fixed.
9. The agenda shall include every proposal that a member may desire to place before the meeting provided that a copy of the motion thereon signed by such member is sent to the Executive Officer at least ten clear days before the dates of the meeting. Proposals received from more than one member shall be entered in the agenda in the order in which they are received.
10. If any or all the members are taking the seat for the first time in the meeting , the proceedings shall commence only after such member or members have taken the Oath as prescribed in Section 17 of the Cantonments Act, 2006.
11. The items on the agenda shall be dealt within the order in which they are placed there, provided that the president may, with the consent of the majority of the members present at the meeting, give priority to any item or items or business irrespective of their order on the agenda. Any item (s) not included in the agendas and requiring urgent consideration by the Board which may be put up by Executive Officer as extra item(s), in “Supplementary Agenda” shall be considered by the Board.
12. The President may, of his own accord or upon a requisition in writing by not less than one fourth of the members present at a meeting, permit the consideration of any business not including in the Agenda unless the majority of the members present desire its postponement to a subsequent meeting.
13. The Executive Officer shall, except in cases of emergency, have in readiness at the office of the Cantonment Board ordinarily three days before the date of each meeting, all the papers which are not confidential relating to the business to be transacted at such meeting so as to give the members an opportunity of perusing them before the meeting, confidential papers shall be made available to members on application to the Executive Officer, provided that the President has not objection vide section 306 of the Cantonments Act,2006.

14. The proceedings of the Board shall be recorded in English till such time as the Govt. of India takes a decision in regard to switch over to Hindi/regional language in respect of local bodies.
15. Except with the permission of the president no written speech will be delivered by any member.
16. The president shall decide all points of order or procedure which may arise and his decision shall be final.
17. If more than one member wishes to speak at the same time, the President shall name the member who is to speak.
18. No member while speaking shall make any proposal or objectionable remarks concerning any other member or the Secretary. The ruling of the President shall name the member who is to speak first.
19. No member while speaking shall be interrupted by any other member except the President unless the interruption be on a point of order to make a personal explanation.
20. Any member desiring to raise a point of order or to make a personal explanation shall speak and address the President. When any point of order is raised, the members shall cease speaking and resume it only when the President, has given a decision on the point of order.
21. (1) The President shall preserve order and have all powers necessary for the purpose or enforcing his decisions on all points of order.

(2) The President may direct any member where conduct it, in his opinion, disorderly, unruly or ungentlemanly, to withdraw immediately from the meeting and any member so ordered shall forthwith withdraw and in the event of his disobeying such order, shall be liable to be summarily removed.
22. The President may after calling the attention of the meeting to the conduct of a member who persists in irrelevance or in tedious repetitions of his own arguments of the argument used by other members, direct him to discontinue his speech.
23. If the member refuses to obey the ruling of the President on a point of order, he may adjourn the meeting at once and when he declares the meeting adjourned on his ground, the subsequent proceedings of the meeting, if any, shall be void and shall not appear in the minutes. In all such cases the President shall record in his own handwriting unless prevented by sufficient cause from so doing, the reasons for the adjournment in the minute book.
24. Every motion or resolution brought before the meeting vide business regulation No. 9 shall be taken up for consideration only if seconded. The mover shall speak first in support of the motion and the seconder shall follow, provided that the seconder may if he desire, reserve his speech to a later stage of the debate.

25. A member shall speak only once on each motion but the mover or seconder of a substantive motion of a resolution may reply at the conclusion of the debate thereon provided that the President at his discretion may, at any time, allow a member who has already spoken to make a brief explanation.
(2) Subject to the discretion of the President no member shall make speech for a period exceeding five minutes on any seconded, otherwise it shall not be discussed.
26. (1) After a motion has been proposed and seconded any member may propose an amendment thereto. An amendment must likewise be seconded, otherwise it shall not be discussed.

(2) Any number of amendments may be moved to the same motion or resolution but they shall be put to vote in an order in which they are moved.

(3) After all the amendments have been disposed of, the motion or resolution as amended shall be put to vote.
27. A member who has already spoken to a substantive motion is not thereby debarred from speaking on amendment to the same motion provided that in doing so he confines himself strictly to the matter newly introduced by the amendment.
28. Except with consent of the majority of members present at a meeting, no motion or amendment shall be liable to the withdrawn.
29. (1) Votes shall be taken both for and against every motion, resolution or amendment put to the meeting.

(2) Any member shall have a right to abstain from voting without assigning any reasons. Any members may abstain himself from voting without assigning any reason. If any member wants to record his or her dissent then he will request president, who in turn will direct it to record it in resolution. If dissent is given in writing at the time of meeting then same will be included as it is along with resolution. However no dissent note will be accepted after conclusion of meeting.
30. The subject of the meeting shall be disposed of by the voting and when the dissent for and against the proposition is equal, or when only one member apart from the President is present in the meeting, the decision of the President on it shall be final.
31. Unless a poll is demanded by any member present at a meeting a declaration made by the President that a motion, resolution or amendment has been carried or lost shall be deemed to be a sufficient warrant for making an entry to that effect in the minutes, when a poll is demanded, it shall ordinarily be taken by show of hands.
32. After a matter has been once disposed of at a meeting, no motion shall be entertained in regard to it until the expiry of six months from the date of its disposal, except on the written application of more than one third of the members of the Board, provided that this regulation shall not apply to directions issued by the Central Govt. or General Officer Commanding in Chief under Section 58 of the Cantonments Act, 2006.

33. Members attending the meeting shall sign to record their attendance in register for the purpose.
34. Every meeting whether ordinary or special shall be open to the public and the representatives of the Press, provided that the members of the public and representatives of the Press may be required by the President to withdraw if it is necessary that any particular matter should be discussed in Camera or for any sufficient reason to be recorded in the minutes.
35. No noise or expression or approval or disapproval, on the part of any member of the public or any representative of the press present shall be permitted. Any person, not being a member of the Board who interrupts the business of the meeting shall be liable to be summarily removed from the business in which the meeting is being held.
36. Outsiders are not permitted to address the meeting provided that on a special request, the President may allow the outsiders to address the meeting.
37. No members shall, without the previous sanction of the Board use any information obtained by virtue of his privileges as a member of the Board, except in a business connected with the Board.
38. Copies of the minutes of each meeting shall ordinarily be circulated to all the members within 10 days following the meeting. Copies of minutes will be made available on website of Cantonment board. Public can obtain copies of minutes by paying requisite fees which will be decided by Cantonment board. "If any member submitted any written clarification/observation within 4 days of receipt of the minutes of the Board meeting it should be taken up by the Board on priority in the subsequent Board meeting".
39. In urgent cases, the approval of the Board may be obtained by circulation of agenda along with the relevant papers to the members. The approval so obtained shall be placed before the Board in the next ordinary meeting.
40. The common seal of the Board shall remain in the custody of the Executive Officer and shall be used of all deeds of contract other deeds, conveyance, licenses and all notices and requisitions issued in accordance with the provisions of the Cantonments Act 2006 and the Bye Laws made there under.

CHAPTER 2.
BUSINESS REGULATIONS OF THE CIVIL AREA COMMITTEE AND ITS POWER
AND DUTIES.

41. A committee called the Civil Area Committee consisting of all elected members of the Board, the Health Officer and the Executive Engineer to be formed for the administration of the civil areas as and when Civil Area is notified under section 46 of The Cantonments Act 2006 for the Cantonment Board, Jammu. CEO of the Cantonment Board shall be the Member Secretary of the committee.
42. The Vice President of the Board shall be the chairman of the committee, in absence of the chairman due to illness or any unavoidable circumstances, the members present shall elect one from amongst the members to take the chair and such person shall perform all the functions of the chairman of the meeting.
43. The quorum necessary for the transaction of business at a meeting of the Civil Area Committee shall be **five**. If a quorum is not present, the Vice-President or in the absence of the Vice-president, the Member-Secretary shall adjourn the meeting and the business which would have been brought before the original meeting if there had been a quorum present shall be brought before, and may be transacted at, an adjourned meeting, whether there is a quorum present or not.
44. (1) The Civil Area Committee shall within the notified Civil Area only, deal with the following matters namely:-
- a) recommendations for grant of lease of land for building purposes including sub divisions of sites, extensions of sites, change of purpose of sites and encroachments
 - b) issue of license under section 277
 - c) to make recommendation regarding expenditure on works in the Civil Area, subject to allotment made by, and to the general control of the Board
 - d) any other matter that may be entrusted to the Civil Area Committee by the Board.
45. (1) The powers, duties and functions of the Board under sub-section (1) of section 137, section 143, section 147, section 149, section 262, shall be exercised or discharged in respect of a civil area by the civil area committee:

Provided that if the Health Officer dissents from any decision arrived at by the committee under sub-section (1) of section 137, section 143, section 147, section 149 on health grounds, the matter may be referred to the Board by the President for decision

- (2) The Civil Area Committee shall be competent to issue general or special order on behalf of board under section 331 of the Cantonments Act 2006 to launch prosecutions in respect of any breach of the provisions of section 277, 279 and 280 thereof.

46. All questions coming before a meeting shall be decided by a majority of the votes of the members present. In the event of the equality of votes the chairman or in his absence the person chosen by the members to preside, shall have a second or casting vote.
47. All meeting of the civil area committee will be held at the Cantonment Board Office, provided that the Vice President for sufficient reasons to be recorded in writing may convene the meeting at any other place inside the Cantonment.
48. Generally the ordinary meeting of the civil area committee shall be held in the last week of each month.
49. The date and time of the meeting shall be fixed by the CEO in consultation with the Chairman of the committee with due regard to general convenience.
50. A written notice of every meeting specifying the place, date and hour fixed for it and signed by chief Executive Officer, shall be sent to all the members at least three clear days before the time fixed for the meeting. A list of business to be transacted at a meeting hereinafter called the "Agenda" shall be sent to each member along with the notice sent under this Regulation. CEO as member secretary will prepare the agenda of the meeting.
51. The Committee may meet and adjourn as they think proper but the Chairman of a Committee may, upon the written request of the President of the Cantonment Board or of not less than two members of the Committee, shall call a special meeting of civil area committee.
52. No member shall vote on any matter in which he has any interest.
53. The minutes of the Civil Area Committee shall be recorded in a separate book kept for the purpose and placed before the Board at its next meeting for consideration and approval. Until approved by board, decision of civil area committee will be recommendatory in nature. Provided that the minutes of the Civil Area Committee shall, in so far as such minutes relate to matters mentioned in sub section (3) of section 47 of the Cantonments Act, 2006 shall be construed as decision of cantonment board.
54. Save as otherwise stated in Regulations 41 to 53 above, the provisions of the regulations in regard to conduct of meetings of the Board shall mutatis mutandis will apply to the meetings of civil area committee appointed by the Board under the aforesaid regulations.

CHAPTER 3.
BUSINESS REGULATIONS OF THE FINANCE COMMITTEE AND ITS POWER AND DUTIES.

55. A committee called the Finance Committee consisting of five members to be elected by the Board of whom three shall be elected members and two nominated members, one of which shall be Executive Engineer. CEO of the Cantonment Board shall be the Member Secretary of the committee.
56. The Vice President of the Board shall be the chairman of the committee, in absence of the chairman due to illness or any unavoidable circumstances, the members present shall elect one from amongst the members to take the chair and such person shall perform all the functions of the chairman of the meeting.
57. The quorum necessary for the transaction of business at a meeting of the Finance Committee shall be **three**. If a quorum is not present, the Vice-President or in the absence of the Vice-president, the Member-Secretary shall adjourn the meeting and the business which would have been brought before the original meeting if there had been a quorum present shall be brought before, and may be transacted at, an adjourned meeting, whether there is a quorum present or not.
58. The finance Committee will deal with all matters and proposals affecting:
- (a) To prepare and recommend to the Board, the annual budget in accordance with the directions contained in the Cantonment Board Account Rule 2019;
 - (b) To scrutinize the monthly accounts and report on them to the Board;
 - (c) To see that the requirements of the Cantonment Board Account Rule 2019 and the Cantonment Fund Servant and Provident Fund rules are complied with;
 - (d) To make recommendations on the matters effecting collection and expenditure of revenue;
 - (e) Repairs and other public works and receipts and finalization of tenders etc;
 - (f) Purchase and proper utilization of stores and receipts and disposal of tenders quotations etc;
 - (g) Imposition, collection and remission or refund of taxes, rates, fees and other levies;
 - (h) Disposal of Audit Note & other observations from Audit;
 - (i) To perform duties and functions as contained in Section 83 of the Cantonments Act, 2006 and
 - (j) Any other matter that may be entrusted by the Board.
59. All questions coming before a meeting shall be decided by a majority of the votes of the members present. In the event of the equality of votes the chairman or in his absence the person chosen by the members to preside, shall have a second or casting vote.
60. All meeting of the finance committee will be held at the Cantonment Board Office,

provided that the Vice President for sufficient reasons to be recorded in writing may convene the meeting at any other place inside the Cantonment.

61. Generally the ordinary meeting of the finance committee shall be held in each month.
62. The date and time of the meeting shall be fixed by the CEO in consultation with the Chairman of the committee with due regard to general convenience.
63. A written notice of every meeting specifying the place, date and hour fixed for it and signed by chief Executive Officer, shall be sent to all the members at least three clear days before the time fixed for the meeting. A list of business to be transacted at a meeting hereinafter called the "Agenda" shall be sent to each member along with the notice sent under this Regulation. CEO as member secretary will prepare the agenda of the meeting.
64. The Committee may meet and adjourn as they think proper but the Chairman of a Committee may, upon the written request of the President of the Cantonment Board or of not less than two members of the Committee, shall call a special meeting of finance committee.
65. No member shall vote on any matter in which he has any interest.
66. The minutes of the finance Committee shall be recorded in a separate book kept for the purpose and placed before the Board at its next meeting for consideration and approval. Until approved by board, decision of finance committee will be recommendatory in nature.
67. Save as otherwise stated in Regulations 55 to 66 above, the provisions of the regulations in regard to conduct of meetings of the Board shall mutatis mutandis will apply to the meetings of finance committee appointed by the Board under the aforesaid regulations.

CHAPTER 4.
BUSINESS REGULATIONS OF THE HEALTH & ENVIRONMENT COMMITTEE
AND ITS POWER AND DUTIES

68. A committee called the Health & Environment Committee consisting of seven members to be elected by the Board of whom four shall be elected members and three nominated members, one of which shall be Health Officer and one of which shall be Executive Engineer. CEO of the Cantonment Board shall be the Member Secretary of the committee.
69. The President of the Cantonment Board shall nominate the chairman of the committee. In absence of the chairman due to illness or any unavoidable circumstances, the members present shall elect one from amongst the members to take the chair and such person shall perform all the functions of the chairman of the meeting.
70. The quorum necessary for the transaction of business at a meeting of the Health & Environment Committee shall be **four**. If a quorum is not present, the chairman or in the absence of the chairman, the Member-Secretary shall adjourn the meeting and the business which would have been brought before the original meeting if there had been a quorum present shall be brought before, and may be transacted at, an adjourned meeting, whether there is a quorum present or not.
71. The Health & Environment Committee will deal with all matters and proposals affecting:
- (a) To monitor implementation of all Govt Schemes related to Health/Sanitation/Environment/Waste conservation etc. & submit quarterly report to the Board to ensure its proper implementation.
 - (b) To liaise with State/District authorities for ensuring implementation of Centrally / State Schemes related to Health in the Cantonment.
 - © General Supervision over the health, sanitation, environment and proposed works to be undertaken by public works department in this regard.
 - (d) To supervise the water supply of the Board, its quality control and proper distribution as per laid down norms.
 - (e) To supervise the Cantonment General Hospital/Dispensary and recommending the improvements in their functioning. To ensure proper utilization of available resources, a report on the medical parameters viz. OPD intake, bed occupancy rate, immunization services, distribution of free medicines & laboratory tests provided may be submitted to the Board quarterly to evaluate the performance of Hospital / Dispensary.

(f) Ensuring action and supervising under Section 130, 131(1), 145, 148, 155, 156, 157, 265, 266, 267, 268, 269, 270, 271, 272, 273, 274, 275, 285, 286 and 287 of the Cantonments Act 2006 and make recommendation to the board thereon.

(g) monitoring and implementation of SWM rules and other rules as notified by Central Government for protection of environment.

(h) monitoring and implementation under section 185 of the Cantonments Act 2006.

(i) Suspension of licenses under section 280 of the Cantonments Act 2006 for definite period.

(j) Recommending action under section 289 of the Cantonments Act 2006 as penalty for causing nuisances.

(k) Any other matter that may be entrusted by the Board.

72. All questions coming before a meeting shall be decided by a majority of the votes of the members present. In the event of the equality of votes the chairman or in his absence the person chosen by the members to preside, shall have a second or casting vote.

73. All meeting of the Health & Environment committee will be held at the Cantonment Board Office, provided that the chairman for sufficient reasons to be recorded in writing may convene the meeting at any other place inside the Cantonment.

74. Generally the ordinary meeting of the Health & Environment committee shall be held quarterly.

75. The date and time of the meeting shall be fixed by the CEO in consultation with the Chairman of the committee with due regard to general convenience.

76. A written notice of every meeting specifying the place, date and hour fixed for it and signed by Chief Executive Officer, shall be sent to all the members at least three clear days before the time fixed for the meeting. A list of business to be transacted at a meeting hereinafter called the "Agenda" shall be sent to each member along with the notice sent under this Regulation. CEO as member secretary will prepare the agenda of the meeting.

77. The Committee may meet and adjourn as they think proper but the Chairman of a Committee may, upon the written request of the President of the Cantonment Board or of not less than two members of the Committee, shall call a special meeting of Health & Environment committee.

78. No member shall vote on any matter in which he has any interest.
79. The minutes of the Health & Environment Committee shall be recorded in a separate book kept for the purpose and placed before the Board at its next meeting for consideration and approval. Until approved by board, decision of Health & Environment committee will be recommendatory in nature.
80. Save as otherwise stated in Regulations 68 to 79 above, the provisions of the regulations in regard to conduct of meetings of the Board shall mutatis mutandis will apply to the meetings of Health and Environment committee appointed by the Board under the aforesaid regulations.

CHAPTER 5.
BUSINESS REGULATIONS OF THE EDUCATION COMMITTEE AND ITS POWER
AND DUTIES.

81. A committee called the Education Committee consisting of five members of which three shall be elected members and two nominated members. CEO of the Cantonment Board shall be the Member Secretary of the committee.
82. The President of the Board shall nominate the chairman of the committee amongst the members. In absence of the chairman due to illness or any unavoidable circumstances, the members present shall elect one from amongst the members to take the chair and such person shall perform all the functions of the chairman of the meeting.
83. The quorum necessary for the transaction of business at a meeting of the Education Committee shall be **three**. If a quorum is not present, the Chairman or in the absence of the Chairman, the Member-Secretary shall adjourn the meeting and the business which would have been brought before the original meeting if there had been a quorum present shall be brought before, and may be transacted at, an adjourned meeting, whether there is a quorum present or not.
84. The Education Committee will deal with all matters and proposals affecting:
- a. To liaise with State / District authorities for ensuring implementation of Centrally / State Schemes related to primary Education in the Cantonment.
 - b. Ensuring implementation of provisions of RTE Act in the Cantonment area.
 - c. To evaluate the performance of students studying in and the teachers and staff working in the educational institutions of the Board and make recommendations to the Board.
 - d. To evaluate the performance of the educational Institutions / Vocational Centers / School for special children, a quarterly report on the parameters viz. Students dropout rate, student teacher ratio, mid-day meal scheme quality, pass percentage rate, sports facilities available, cultural activities etc. may be submitted to the Board.
 - e. To make recommendations to the Board on transition from vernacular to English Medium and in exploring ways towards introducing 'Happiness classes' & 'Smart Classes' in schools to improve concentration skills of the students.
 - f. Furthering educational objects by measures other than the establishment and maintenance of primary schools

g. Setting up or supporting higher schools, colleges and vocational and professional and special education.

h. Monitoring functioning SMCs (School Management Committees) in all schools run by the Board and examining reports of SMCs for recommendations to the Board.

i. Monitoring libraries, museums and other Study Circles being run by the Board and

j. Any other matter that may be entrusted by the Board.

85. All questions coming before a meeting shall be decided by a majority of the votes of the members present. In the event of the equality of votes the chairman or in his absence the person chosen by the members to preside, shall have a second or casting vote.
86. All meeting of the Education committee will be held at the Cantonment Board Office, provided that the Chairman for sufficient reasons to be recorded in writing may convene the meeting at any other place inside the Cantonment.
87. Generally the ordinary meeting of the Education committee shall be held quarterly.
88. The date and time of the meeting shall be fixed by the CEO in consultation with the Chairman of the committee with due regard to general convenience.
89. A written notice of every meeting specifying the place, date and hour fixed for it and signed by Chief Executive Officer, shall be sent to all the members at least three clear days before the time fixed for the meeting. A list of business to be transacted at a meeting hereinafter called the "Agenda" shall be sent to each member along with the notice sent under this Regulation. CEO as member secretary will prepare the agenda of the meeting.
90. The Committee may meet and adjourn as they think proper but the Chairman of a Committee may, upon the written request of the President of the Cantonment Board or of not less than two members of the Committee, shall call a special meeting of Education committee.
91. No member shall vote on any matter in which he has any interest.
92. The minutes of the Education Committee shall be recorded in a separate book kept for the purpose and placed before the Board at its next meeting for consideration and approval. Until approved by board, decision of Education committee will be recommendatory in nature.
93. Save as otherwise stated in Regulations 81 to 92 above, the provisions of the regulations in regard to conduct of meetings of the Board shall mutatis mutandis will apply to the meetings of education committee appointed by the Board under the aforesaid regulations.

Chapter 6.
BUSINESS REGULATIONS FOR OTHER COMMITTEES.

94. The Board may in addition to the Committees referred to above, appoint such other Committees as it thinks fit for any purpose and for the determination of any matter or for conducting any business of the Board for as period not exceeding one year and may refer to such committee for enquiry and report or for opinion of such special subjects relating to the purposes of the Act as the Board shall think fit.
95. Every such committee shall consist of five members to be elected at a meeting of the Board from amongst the Board's members of the Cantonment. Out of these, two shall be ex-officio / nominated members and three elected members. CEO of the Cantonment Board shall be the Member Secretary of the committee.
96. The Vice President, if a member of any such committee shall in virtue of his office, be the Chairman of that committee. The chairman of such committee shall be nominated by the President of the Cantonment Board. When the Chairman of the committee is not able to preside at a meeting, the committee may elect another person from amongst its members to be the Chairman of the meeting.
97. A written notice of every meeting specifying the place, date and hour fixed for it and signed by Chief Executive Officer, shall be sent to all the members at least three clear days before the time fixed for the meeting. A list of business to be transacted at a meeting hereinafter called the "Agenda" shall be sent to each member along with the notice sent under this Regulation. CEO as member secretary will prepare the agenda of the meeting.
98. The Committee may meet and adjourn as they think proper but the Chairman of a Committee may, upon the written request of the President of the Cantonment Board or of not less than two members of the Committee, shall hold a special meeting of such committee. No business shall be transacted at any committee meeting unless more than one half of the members of the Committee are present at the meeting.
99. All questions coming before a meeting shall be decided by a majority of the votes of the members present. In the event of an equality of votes the Chairman or in his absence the person chosen by the members to preside shall have a second or casting vote.
100. No member shall vote on any matter in which he has any interest.
101. Every decision arrived at by the committee shall be recorded in a minute book kept for the purpose. The minutes of the Committee shall be placed before the next meeting of the Cantonment Board for approval / confirmation. Until approved by board, decision of any such committee will be recommendatory in nature.

- 102 Save as otherwise stated in Regulations 94 to 101 above, the provisions of the regulations in regard to conduct of meetings of the Board shall *mutatis mutandis* apply to the meetings of any committee appointed by the Board under the aforesaid regulations.