

**THE MALANKARA ORTHODOX
SYRIAN CHURCH**

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**THE RULES OF PROCEDURE
OF
THE MANAGING
&
WORKING COMMITTEES**

His Holiness Moran Mar Baselius Augen I, the Catholicos of the East and the Metropolitan of Malankara and the President of the Association Managing Committee and the Working Committee, deeming it expedient to have rules for regulating the conduct of and maintaining order in the meetings of the Association Managing Committee and the Working Committee, is pleased to promulgate the following rules of procedure of the meetings of the said Committees with effect from 21-9-1966.

THE RULES OF PROCEDURE OF THE MANAGING AND WORKING COMMITTEES

MALANKARA ASSOCIATION MANAGING COMMITTEE

RULES

CHAPTER 1

GENERAL RULES

- 1 **Short Title:** These Rules may be called the rules for the Conduct of meetings of the Malankara Association Managing Committee.
 - 2 **Definition :** In these rules, unless the context otherwise requires:-
 - a) "Committee" shall mean the Malankara Association Managing Committee.
 - b) "President" shall mean and include the Malankara Metropolitan as also any Metropolitan charged with the conduct of the meeting of the Committee or actually conducting the same.
 - c) "Bharana Ghatana" shall mean Malankara Orthodox Syrian Church Bharana Ghatana now in use and any amendments to any provisions of the same subsequently introduced.
 - d) "Clear days" shall be calculated exclusive of the day of receipt of any notice or communication and the day of the meeting.
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CHAPTER 2

MEETINGS

- 3 There shall be at least two ordinary meetings of the Managing Committee, one at the beginning of the year and the other at the second half of the year on dates to be fixed by the Malankara Metropolitan. The Malankara Metropolitan or any other Metropolitan nominated by him shall preside over the meeting of the committee. The President may direct any person to help him in the conduct of the meeting. At the first of the meeting, the financial estimates and the budget shall be presented. At the other meeting, the annual report on matters within the competence of the committee, the annual accounts of the previous year and audit report shall be presented.
 - 4 The president may, whenever he thinks it fit, convene a special meeting of the Managing Committee.
 - 5 **Notice of Meeting:** Without prejudice to the operation of S.81 of the Bharana Ghatana not less than 21 clear days notice of the date of an ordinary meeting and the matters to be considered therein shall be given, provided, however, that it shall be competent to the President to postpone by notification any meeting of the Managing Committee even if notice is sent.
 - 6 In case of emergency, the President may convene a special meeting at shorter notice.
 - 7 **Notice of Resolutions:**
 - a) Any Member may move a resolution at an ordinary meeting of the Committee on any matter within the competence of the Committee.
 - b) Any member who wishes, to move a resolution at an ordinary meeting of the Managing Committee shall forward to the Secretary a copy of the resolution so as to reach him not less than fifteen clear days before the date of the meeting. In the case of resolutions relating to amendments of existing rules of procedure of the Managing Committee, the form in which the rule as amended would stand shall also be stated.
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- c) A member who has forwarded a resolution may, by giving written notice, which shall reach the Secretary not less than three clear days before the date fixed for the despatch of the agenda paper, withdraw the resolution.
- d) **Admissibility of Resolutions:** The Secretary shall place all resolutions before the president, and it shall be competent to the President to disallow any resolution which in his opinion is against the interest of the Church or does not fall within the purview of the Managing Committee or otherwise contravenes the provisions of the rules and by-laws or does not comply with the following conditions:-
 - i) It shall refer substantially to one definite matter or issue.
 - ii) It shall relate to a matter within the powers of the Managing Committee.
 - iii) It shall be clearly and precisely worded.
 - iv) It shall be free from arguments, inferences, ironical expressions and defamatory statements.
 - v) It shall refer to a matter not raised in a resolution moved and decided in the Committee during the twelve months preceding the date of the meeting at which it is to be moved.
- e) The Secretary shall include in the agenda paper all resolutions of which due notice has been given and which have not been withdrawn or disallowed by the President.
- f) When any resolution has been disallowed and not included in the agenda paper on any ground or grounds the Secretary shall intimate the fact to the person concerned, indicating the grounds, for disallowing the resolution.
- g) **Issue of agenda:** The Secretary shall see to the issue to every member of the Managing Committee, not less than five clear days before the date of the meeting, a copy of the agenda paper showing all the resolutions to be placed before the Managing Committee.

- h) Notwithstanding the inclusion of a resolution in the agenda paper, the President shall have power to disallow discussion on any item for any or all the reasons mentioned in the rules.

8 Business at special meetings:

At a special meeting of the Managing Committee convened by the President at his discretion, no business other than that brought forward by the President shall be transacted.

9 Agenda for special Meetings:

- a) In the case of a special meeting of the Managing Committee, the Secretary shall see to the issue, with the notice of the meeting, of an agenda paper showing the business to be brought before the meeting.
- b) The President may bring before a special meeting any business considered urgent by him without placing the same on the agenda paper.
- 10 a) **Hours of Meeting:** The Managing Committee shall ordinarily hold its meetings between 10 a.m. and 4.30 p.m. with an interval between 12.30 and 2 p.m. Provided that, if any voting is in progress, the voting and the proceedings consequent thereon shall be completed before the session is closed. Provided further that, if occasion demands the President shall have the power to suspend or adjourn or close the meeting at any time.
- b) The President shall, if the Committee so decide adjourn the meeting at any time during the progress of the meeting.
- 11 a) **Quorum :** One-sixth of the total number of members of the Committee, shall be the quorum for a meeting of the Committee, ordinary or special. If a quorum is not present within 30 minutes after the time appointed for a meeting, the meeting shall not be held, and the Secretary shall make a record of the fact.
- b) If at any time during the progress of a meeting any member shall call the attention of the President to the number of members present, the President shall within a reasonable time count the
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number of members present, and if a quorum be not present, he shall declare the meeting dissolved. The fact of such dissolution shall be recorded by the Secretary and the record shall be signed by the President.

- c) A meeting dissolved or not held, because a quorum is not present, shall be reconvened at the same day and time a fortnight hence and intimation of the same shall be given by the Secretary. At such a meeting those present shall form the quorum.

12. Adjourned Meetings:

- a) Subject to the provisions of other rules in this behalf, no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.

Provided that, the President may bring any urgent business before an adjourned meeting with or without notice.

- b) When a meeting is adjourned for fifteen days or more not less than ten clear days' notice of the adjourned meeting and of the business to be transacted at it shall be given. Save as aforesaid, it shall not be necessary to give any notice of an adjourned meeting or of the business to be transacted at it.

13. Business at Meeting

- a) **Order of business:** The business to be transacted at a meeting of the Committee shall be placed on the agenda paper in the following order:
- i) The answering of questions, if any.
 - ii) Elections if any to be conducted.
 - iii) Matters mentioned in the notice of the meeting issued by the President, and
 - iv) Other business on the agenda
- b) **Change in the order of business:** After question time it shall be open to any member to move for a change in the order of
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business as stated in the agenda paper. If the motion for a change in the order of business as stated in the agenda paper is agreed to by the Committee, the business shall be transacted in the changed order.

CHAPTER III

INTERPELLATIONS OR QUESTIONS AND ANSWERS

- 14 At an ordinary meeting before entering into the subjects of the agenda, thirty minutes should be allowed and allotted for questions and answers.

Subject to the following provisions regarding questions and supplementary questions any member may ask any question for the purpose of obtaining information on any matter relating to the subjects under discussion and on matters of common interest concerning the church in general.

- 15 **Admissibility of questions:** No question shall be admitted unless it complies with the following conditions:-
- i) It shall relate to a single matter.
 - ii) It shall be so framed as to be merely a request for information.
 - iii) It shall not contain arguments, inferences, ironical expressions or defamatory statements.
 - iv) It shall not ask for an expression of opinion or the solution of a hypothetical proposition or the solution of an abstract legal question.
 - v) If a question contains a statement, the member asking it should be responsible for the accuracy of the statement.
 - vi) A question once fully answered shall not be asked again.
 - vii) No question shall be asked or answered at any meeting of the Committee as to any matter not within the competency of the Committee to discuss and decide upon according to the provisions of the Bharana Ghatana.
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viii) No question shall be asked except as to a matter of fact and the answers shall be confined to statements of facts.

16. **Notice of questions:** Any member who intends to ask a question shall forward to the Secretary a notice in writing to that effect together with a copy of the question to be asked so as to reach him not less than fifteen clear days before the date of an ordinary meeting.
 17. **Number of questions:** No member shall ask more than five questions at a meeting of the Committee
 18. After the last date for the receipt of the questions the Secretary shall submit every question of which notice has been given to him to the President who shall decide the admissibility or otherwise of the question.
 19. **Disallowance of Questions:**
 - a) The President shall decide on the admissibility of a question and shall disallow any question or any part of the question which in his opinion,
 - i) Contravenes the provision of the rules of the Church, or
 - ii) Cannot be answered consistently with the interests of the Church or
 - iii) Amounts to an abuse of the right of questioning.
 - b) The President may also disallow at his discretion.
 - i) Any question which involves the preparation of elaborate statements or statistics.
 - ii) Any question, the preparation of the answer of which involves an excessive amount of time, expense or labour, and
 - iii) Any question which relates to a matter confidential in nature.
 20. **Answer to questions:** Questions which have been admitted and the answers thereto prepared by the Secretary or the Working Committee shall be printed and circulated to the members of the Managing Committee along with the agenda paper.
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ANSWERING OF QUESTIONS

21. At a meeting of the Committee the President shall call out the name of each questioner as in the order in which the names are printed in the agenda paper, specifying the serial number of the questions and making a sufficient pause to give him or any other member a reasonable opportunity for rising in his place and putting a supplementary question.
 22. **Supplementary questions:** Any member may put a supplementary question for the purpose of further elucidating any matter of fact regarding which an answer has been given.
 23. Supplementary questions shall be put immediately after the principal question to which they relate, and before the next question is called.
 24. **Disallowance of Supplementary questions:**
The President shall disallow any supplementary question, if, in his opinion it infringes the rules relating to questions.
 25. Supplementary questions shall be answered by members of the Working Committee or any other person directed for the purpose by the President.
 26. The President may decline to allow a supplementary question being put without notice and the members responsible to answer any supplementary question may decline to answer it without notice, in which cases the supplementary question may be put by the questioner only in the form of a fresh question at any subsequent meeting of the Committee.
 27. No discussion shall be permitted in respect of any question or any answer given to a question. The question asked and the answer given to it shall be entered in the proceedings of the meeting.
 28. **Time-limit:** At any meeting of the Committee, the time allowed for answering questions shall not exceed half an hour. At the expiry of the time, all questions, included in the agenda for the day shall be considered answered by reference to the answers circulated already.
 29. If a mover of the resolution is absent at the time when this resolution is duly taken up at the meeting the President shall pass on to the next
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item in the agenda unless some other member comes forward to sponsor it.

MOTION WITHOUT NOTICE

30. a) Correction of mistakes in the agenda at any meeting the President may, without any formal motion made, permit the correction of clerical or typographical mistakes in notices of motions or in reports or statements or other business place before the meeting.
- b) **Complimentary motions:** At any meeting of the Committee, complimentary or condolence resolutions may, without previous notice, be moved from the chair or by any member with the previous permission of the chair.
- c) A resolution relating to business not included in the agenda but brought forward by the Working Committee or the President as urgent.
- d) A motion for a change in the order of business as stated in the agenda paper subject to Rule No. 13 (b).
- e) A motion for the appointment of a committee to consider and report on any matter before the Managing Committee.
- f) A motion for the adjournment of the meeting or the debate on any question to a specified time.
- g) A motion for the adjournment of the debate or any question to the next meeting of the Committee
- h) A motion that the meeting be dissolved.
- i) A motion that the meeting pass on to the next business on the agenda paper.

CHAPTER IV

VOTING AT MEETINGS

- 31 At any meeting a resolution put to the vote of the meeting shall be decided on a show of hands unless a poll is duly demanded.

On a show of hands or at poll every member present in person shall have one vote.

32. a) A declaration by the President that a resolution has on a show of hands, been carried, or carried unanimously or by a particular majority or lost and an entry to that effect in the minutes book shall be conclusive evidence of that fact.
- b) A poll can be demanded either by the President or by any five members of the meeting. A poll shall be demanded before or on the declaration of the result of the show of hands. If a poll is duly demanded it shall be taken in such manner as the President directs and the result of the poll shall be the resolution of the meeting at which the poll is demanded.
33. In the case of an equality of votes whether on a show of hands or on a poll the President of the meeting shall have second or casting vote.
34. A poll demanded on a question of adjournment shall be taken forthwith. In all other questions the poll shall be taken at such time as the President of the meeting directs.
35. Unless otherwise expressly provided a resolution supported by a majority of the votes of the members attending a meeting is the resolution of the meeting.

CHAPTER V

- 36. Rules or Regulating the Course of the Working Committee:**
- i) The President shall ordinarily give not less than ten clear days notice to each of the members of the Working Committee before the date on which meeting of the Working Committee is to be held.
 - ii) For the sake of efficiency the Working Committee should be divided into sections, each section holding special responsibility for a subject or groups of subjects allotted to it.
 - iii) Questions put at the Managing Committee may be answered by that section of the Working Committee within the purview of which the question falls.
 - iv) Each such section may be also responsible for presenting any subject touching that section to the Managing Committee.
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CHAPTER VI**37. Minutes:**

- i) Minutes of the meeting of the Managing Committee shall be circulated by the Secretary among the members of the Managing Committee not later than ten days after the date of the meeting.
- ii) A draft of the minutes should be prepared by the Secretary at the time of the meeting and got initialled at the end of the meeting by the President.
- iii) The Secretary should read the Minutes of the previous meeting at the subsequent meeting and should answer any questions regarding its form and content.

38. Interpretations:

The Kerala Interpretation and General Classes Act 1125 applies as far as may be to the interpretation of these rules as it applies to the interpretation of an enactment.

39. Presidents Decision:

The decision of the President on all matters mentioned above or otherwise, concerning the conduct of the meetings of the Managing and Working Committees shall be final and shall not be questioned and no discussion shall be permitted thereon.

Note: As decided in the Managing Committee Meeting on 2-10-1991, the time limit for Questions and Answers could be extended upto one hour by the President as and when necessary.
