

**THE COASTAL DEVELOPMENT AUTHORITY (CONDUCT OF BUSINESS)
REGULATIONS, 2000.**

Contains

- 1. Short title and commencement.**
- 2. Definition.**
- 3. Procedure for holding the meeting.**
- 4. Business to be discussed.**
- 5. Presence of officers.**
- 6. Chairman to preside meeting.**
- 7. Action on decision.**

**GOVERNMENT OF SINDH
PLANNING & DEVELOPMENT
DEPARTMENT**
Karachi dated 30th January, 2001.

NOTIFICATION

No. SO(ADMN-I)(P&D)15(1)/98: In exercise of the powers conferred by section 25 of the Coastal Development Authority Act, 1994, the C.D.A. is pleased to make the following regulations: -

1. (1) These regulations may be called the Coastal Development Authority (Conduct of Business) Regulations, 2000. **Short title and commencement**
- (2) They shall come into force at once.
2. In these regulations, unless to the context otherwise requires - **Definition**
 - (a) "Act" means the Coastal Development Authority Act, 1994;
 - (b) "agenda" means list of business to be brought in a meeting;
 - (c) "business" means the business of the Authority;
 - (d) "meeting" means a meeting of the Authority;
 - (e) "Secretary" means the secretary of the Authority;
3. (1). Meeting of the Authority shall be held at least once a month but the Chairman may call a special meeting either on his own or on a requisition signed by at least four members. **Procedure of holding the meeting.**
- (2). The special meeting on requisition shall be called within seven days receipt of such requisition.
- (3). The Secretary shall on the direction of the Chairman, issue notice specify the place, date and time of the meeting.
- (4). A notice in case of ordinary meeting shall be issued at least ten days before the meeting but special or emergent meeting may be held at a shorter notice, as decided by the Chairman.
4. (1) No business other than that which has been included in the agenda shall be discussed at a meeting except with the permission of the Chairman. **Business to be discuss.**
- (2) A brief note explaining the position in respect of each item which is prepared to be brought before the Authority shall be prepared by the concerned Head of

Department and submitted to the Chairman for approval.

- (3) Any note involving financial or legal matter shall be shown to the Head of the Finance Department or the Legal Advisor as the case may be, and their respective opinions be incorporated in the note itself.
 - (4) The Secretary, shall draw up agenda or the supplementary agenda of any meeting in consonance with the approved item notes, and submit the same to the Chairman for his approval.
 - (5) A copy of the approved agenda together with items notes included therein shall be supplied to every member and the Heads of Departments.
 - (6) The Secretary shall attend every meeting unless absent, on leave or prevented by sickness or the reasonable cause and assist the Chairman in the disposal of business at the meeting and may take part in discussions.
 - (7) The Chairman may also direct any other officer to assist the Secretary in the disposal of business at the meetings.
 - 8) The Chairman require any Head of Department to attend the meetings and explain the subject matter under discussion.
5. (1) The Chairman shall preside over every meeting and where the Chairman is absent the meeting shall be presided over by the member chosen from amongst the members present.
- (2) The quorum for a meeting shall be four; Provided that no quorum shall be necessary at a meeting held in lieu of the meeting adjourned for want of quorum.
 - (3) The quorum shall be necessary throughout the meeting.
6. (1) The business at a meeting shall be taken up in the order in which it is entered in the agenda.
- (2) No member shall take part in a matte involving his personal interest and where such member is allowed to take part in such deliberations he shall not participate in its voting.
 - (3) All questions for determination shall be decided by majority of the members present.
 - (4) In the case of quality of votes, the Chairman shall have a casting vote.

Presence of officers.

Chairman of preside meeting.

7. No meeting shall, as far as possible, be adjourn until the agenda thereof is disposed of but the Chairman with the consent of members adjourn a meeting due to any valid reasons.
8. (1) The minutes of the meeting shall be drawn up by the Secretary and shall comprise of only the names of members who are present and the number of item notes and the decisions thereon, unless, the Authority specially desires incorporation therein of the gist of discussion on any important matters.
- (2) The minutes so prepared shall be submitted to the Chairman for approval, and a copy of thereof shall be supplied to every member of the Authority and the Heads of Departments.
- (3) The minutes of the meeting shall be taken as read at the succeeding meeting and confirmed by the majority of the members who were present in the meeting.
- (4) The person presiding the meeting shall thereupon affix his signature on the minutes in taken of their confirmation.

Provided that a member, who was present at the meeting to which the minutes relate may object to the incorporation therein of any portion and if his objection prevails, a suitable amendment shall be made before the confirmation of minutes.

- (5) A copy of the minutes of the meeting duly confirmed shall be recorded in a minutes book maintained for the purpose.
- (6) Action on the decisions taken in the meeting shall be taken after confirmation of the relevant minutes, save in the exceptional cases where the Chairman may, by an order in writing, otherwise direct.
- (7) The minutes shall be deemed to be confidential document and shall be treated as such by all concerned.

**Action on
decision.**

**ADDITIONAL CHIEF SECRETARY(DEV.)
GOVERNMENT OF SINDH.**

No. SO (ADMN-I) (P&D)15(1)98: Karachi dated 30th January, 2001.

A copy is forwarded for information and necessary action to: -

1. All Administrative Secretaries to Government of Sindh.
2. The Senior Member Board of Revenue, Sindh.
3. The Superintendent, Sindh Government Printing Press Karachi, with a request to publish it in the Government Gazette and Supplies 50 copies thereof to this Department.
4. The Chairman, Coastal Development Authority, Government of Sindh, Karachi.
5. Office order file.

(BAIG MUHAMMAD PIRZADO)
SECTION OFFICER(ADMN-I)