

Resolution No. 214 of the Board meeting held on 19-11-65, Friday at 3-00 p.m.  
**THE KANDLA PORT TRUST (COMMITTEE PROCEDURE) REGULATIONS, 1965.**

1. Short title and application.—(1) These regulations may be called the Kandla Port Trust (Committee Procedure) Regulations, 1965.  
(2) They shall apply to the meetings and the transaction of business relating to any committee constituted by the Board under Sub section (1) of Section 17 of the Major Port Trusts Act, 1963 (38 of 1963).
2. Definitions and Interpretations—(1) In these regulations, unless the context otherwise requires—
  - (a) "Act" means the Major Port Trusts Act, 1963 (38 of 1963).
  - (b) "Committee" means a committee constituted under sub-section 17 of the Act.(2) All other words and expression used herein but not defined shall have the meanings respectively assigned to them in the Act.
3. Frequency of meetings—The meeting of the Committee shall be held on such date and such time and place as the Chairman of the Committee may, from time to time, determine.
4. Circulation of agenda papers.—The papers connected with the Agenda for any meeting of the Committee, other than a special meeting thereof, shall be circulated to the members atleast three days before the date of the meeting, and in the case of a special meeting such papers shall be circulated atleast one day before the date of the meeting.
5. Transaction of business by the Committee.—All the business transacted at the meetings of the Committee shall be so transacted with not less than three members of the Committee (including the person presiding) attending such meetings.
6. Chairman of the Committee—The Chairman of the Committee shall be a member of the Committee appointed as such by the Board.
7. Presiding at meetings.—The Chairman of the Committee shall preside at the meetings of the Committee, and in his absence, the members present may choose one from amongst themselves to preside at such meetings.
8. Discussions on item not included in the Agenda.—The person presiding at a meeting of the Committee at his discretion, include (including a special meeting) for discussion at the meeting any item not already included in the agenda if, in his opinion, it is of such importance and urgency that it cannot be held over for consideration at any subsequent meetings of the committee.
9. Decisions at Committee of the meeting.—All decisions at a meeting of the committee shall be taken by a majority of the votes of the members present and voting and, in case of an equality of the votes, the person presiding shall have a second or casting vote.
10. Poll—If a poll is demanded, the names of the members voting and the nature of their votes shall be recorded by the person presiding at the meeting.
11. Minutes of the proceedings of the meeting.—(1) The minutes of each meeting of the Committee shall be recorded and shall be signed, as soon as may be after the close of the meeting, by the persons presiding.  
(2) The names of the members present at each meeting, shall be recorded in the minutes.  
(3) The minutes of every such meeting shall be placed for information on the table of the Board at its next meeting.
12. Adjournment of meetings—The person presiding at the meeting may, in consultation with the members present, adjourn it to a later date which shall be announced at the meeting or communicated to the members at least three days before such date.
13. Calling of special meeting—The Chairman may, on his own motion, and shall upon the written request made by not less than two members, call a special meeting of the committee.