

***THE KERALA WOMEN'S COMMISSION (DISPOSAL OF BUSINESS) RULES, 2001**

S.R.O.No.256/2001.- In exercise of the powers conferred by section 28 of the Kerala Women's Commission Act, 1990 (17 of 1995) read with section 8 thereof, the Government of Kerala hereby make the following rules, namely:-

RULES

1. Short title and commencement.- (1) These rules may be called the Kerala Women's Commission (Disposal of Business) Rules, 2001.

(2) They shall come into force at once.

2. Definitions.- In these rules, unless the context otherwise requires,-

(a) 'Act' means the Kerala Women's Commission Act 1990 (17 of 1995);

(b) 'Ad-hoc Committee' means an *ad-hoc* committee constituted under section 9 of the Act;

(c) 'Chairperson' means the Chairperson of the Commission;

(d) 'Commission' means the Kerala Women's Commission constituted under section 5 of the Act;

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(e) 'Expert' means an expert as specified in sub-section (3) of section 8 of the Act;

(f) 'Meeting' means the meeting of the Commission referred to in section 8 of the Act;

(g) 'Member' means a member of the Commission;

(h) 'Secretary' means the Secretary to the Commission.

3. Meeting of the Commission.- (1) The Secretary shall, in consultation with the Chairperson, convene meetings of the Commission once in a month for the disposal of its business but the Chairperson may at any time direct the Secretary to convene an extra-ordinary meeting if she considers it necessary to do so.

(2) Notwithstanding anything contained in sub-rule (1) the Secretary shall convene an extra-ordinary meeting of the Commission on the requisition made to the Secretary in writing for the purpose by not less than four members.

(3) The Commission shall hold its meetings ordinarily at Thiruvanantha-puram but it may hold meetings at any other place in the State.

4. Experts.- (1) The Commission may invite, if it is considered necessary, for the purpose of carrying out any or all the functions specified in section 16 of the Act, any person or persons with expert knowledge in the particular subject coming up before the Commission for its disposal to be present at the meeting to assist the Commission in arriving at a decision thereon.

(2) The experts referred to in sub-rule (1) shall not be entitled to vote in the meeting.

(3) Every expert, if he is not in service of the Central or State Government or in an institution funded by the Central or State Government, shall be paid a sitting fee of Rs.500 (Rupees five hundred only) for attendance of each day of the meeting of the Commission subject to a maximum of Rs.1500 (Rupee one thousand five hundred only) per month.

(4) Every expert, if he is not in service of the Central or State Government or in an institution funded by the Central or State Government, attending a meeting of the Commission shall be paid, in addition to the sitting fee payable under sub-rule (3) travelling allowance and daily allowance at the rates admissible to the First Grade Officer under the rules and orders made by the State Government from time to time.

5. Notice of meeting.- (1) At least seven clear day's notice of all meetings of the Commission shall be given to each member but an extra-ordinary meeting may be called for by the Chairperson on a twenty-four hour notice.

(2) The notice shall state the venue, date, time and the agenda for the meeting and no business other than those stated in the agenda shall be transacted at the meeting except with the consent of the Chairperson or as urged by majority of the members present at the meeting.

6. Secretary to prepare agenda and minutes.— (1) The Secretary shall, in consultation with the Chairperson, prepare agenda for the meeting.

(2) All files, papers and other documents relating to the business to be transacted in the meeting shall be made available by the Secretary in the meeting for perusal of members.

(3) The Secretary shall be present at the meeting of the Commission and shall take down or cause to be taken down the minutes of the meeting.

(4) The Secretary shall forward copies of the minutes of the meeting to all members (including those who were absent in the meeting) as early as possible; but in any case within a period of seven days from the date of the meeting.

7. Business ordinarily to be transacted at meeting.— The business of the Commission shall ordinarily be transacted at a meeting duly called for in accordance with the provisions of these rules:

Provided that the Chairperson may, if she thinks fit, circulate any urgent matter among the members for their opinion.

8. Disposal of business by *Ad-hoc* Committee.— (1) The Commission may, if it so decides in its meeting, constitute an *Ad-hoc* Committee for the purpose of disposal of any business pending before it.

(2) The *Ad-hoc* Committee shall dispose of such business in accordance with the provisions contained in section 9 of the Act and the relevant rules, if any, in the matter.

9. Quorum.— The quorum for a meeting of the Commission shall be four.

10. President of the meeting.— The meeting of the Commission shall be presided over by the Chairperson or in her absence a member chosen for the purpose by the members present.

11. Questions to be decided by majority of votes.— All questions at a meeting of the Commission shall be decided by the majority of the votes of the members present and voting and in case of equality of votes the Chairperson or the member presiding, as the case may be, shall have a second or casting vote.
