

***Kerala Women's Commission (Procedure and Disposal of Business) Regulations, 2001**

In exercise of the powers conferred by sub-section (2) of section 20 of the Kerala Women's Commission Act, 1990 (17 of 1995), the Kerala Women's Commission, with the previous approval of the Government, as required under the said section hereby makes the following regulations for regulating its procedure and disposal of business, namely:-

Regulations

- 1. Short title and Commencement.-**
 - (1) These regulations may be called the Kerala Women's Commission (Procedure and disposal of business) Regulations, 2001.
 - (2) They shall come into force at once.
- 2. Definitions.-** In these regulations, 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;
 - (e) 'Complaint' means a complaint referred to in clause (a) of sub-section (1) of section 17 of the Act;
 - (f) 'Director' means the Director of the Commission appointed under section 12 of the Act;
 - (g) 'Inquiry' means an 'inquiry' into unfair practice as provided in section 17 of the Act;
 - (h) 'Member' means a member of the Commission;
 - (i) 'Sitting' means the sitting of the Commission referred to in section 20 of the Act;
 - (j) 'Unfair practice' means unfair practice as defined in clause (i) of section 2 of the Act.
- 3. Sitting of the Commission.-**
 - (1) The director shall in consultation with the Chairperson, convene the sittings of the Commission twice in a month provided that the Chairperson may, at any time, direct the Director to convene an extraordinary sitting if she considers it necessary to do so.
- 4. Notice of Sitting.-**
 - (1) Ten clear days notice of sittings of the Commission shall be given to each member but an extraordinary sitting may be called by the Chairperson at two days notice.
 - (2) The notice shall state the venue, date, time of, and the agenda for, the sitting.
- 5. Director to prepare agenda.-**
 - (1) The Director shall, in consultation with the Chairperson, prepare the agenda for the sitting.

* Issued by Notif. No. 298/2001/KWC dt. 27-6-2001 pub. in. K.G. dt. 30-10-2001.

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- (2) The director shall make available all the files, papers and other documents relating to the enquiry to be conducted in the sitting for the perusal of members.
- (3) The Director shall be present at the sitting of the Commission and shall take down or cause to be taken down the minutes of the sitting.
- 6. Inquiry ordinarily to be conducted in sitting.-** Inquiry shall ordinarily be conducted in a sitting duly called in accordance with the provisions of these regulations.
- 7. Inquiry by Ad-hoc Committee.-**
- (1) The Commission may, if it so decides in its sitting, constitute an ad-hoc committee to inquire into any unfair practice pending before its disposal.
- (2) The Ad-hoc Committee shall, while conducting such inquiry, follow the procedure laid down in sub-sections (2) and (3) of section 17 of the Act and the relevant rules, if any, in the matter.
- (3) The enquiry conducted by any Ad-hoc Committee shall be subject to the provisions contained in section 9 of the Act.
- 8. Assignment of functions to the Members.-** Any member may perform the following functions of the commission, namely:-
- (a) receive complaint for and on behalf on the Commission:
Provided that the complaint so received shall be forwarded to the Commission for further action; and
- (b) enquire into any complaint so directed by the Chairperson with the approval of the Commission in its sitting:
Provided that, while conducting such enquiry, the procedure laid down in sub-sections (2) and (3) of section 17 of the Act and the relevant Rules in the matter, if any, shall be followed:
Provided further that, the member shall submit enquiry report with specific recommendation or decision on the complaint to the Commission for its approval together with the complaint file within a period of one month from the date of direction of the Commission or within such extended period by the Commission:
Provided further that, on the approval thereof by the Commission, it shall be deemed to be the enquiry report or recommendation or decision, as the case may be, of the Commission.
- Quorum.-** The quorum for a sitting of the Commission, it shall be four.
- President of the sitting.-** The sitting of the Commission shall be presided over by the Chairperson or in her absence a member chosen for the purpose by the members present
- Questions to be decided by majority of votes.-** All questions at a sitting 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.