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PART-I

SINDH INSTITUTE OF OPHTHALMOLOGY AND VISUAL SCIENCES

Hyderabad dated the 20th September, 2021.

NOTIFICATION

No. 3401/SIOVS/(Rules)2021:- In exercise of the powers conferred by section 24 read with section 13 of the Sindh Institute of Ophthalmology and Visual Sciences Act, 2013, **(as amended from time to time)**, the Board of Directors of the Institute with the approval of Government of Sindh, are pleased to make the following regulations, namely:-

1. **Short title and commencement.-** (1) These regulations may be called the Sindh Institute of Ophthalmology and Visual Sciences Academic Council (Conduct of Business) Rules, 2021.

(2) These rules shall come into force at once.

2. **Definitions.-** (1) In these rules unless there is anything repugnant in the subject or context, the following expressions shall have the meaning as assigned to them:

(a) "Academic Council" means the Academic Council of the Institute;

(b) "Act" means the Sindh Institute of Ophthalmology and Visual Sciences Act, 2013 (Sindh Act No.XXVI of 2013);

(c) "Chairperson" means the Chairperson of the Academic Council who shall be the Executive Director of the Institute;

(d) "Convener" means the senior most Professor, Associate Professor by virtue of length of service as the Professor, Associate Professor from amongst the faculty of the Institute to act as Convener of the meeting of the Academic Council in the absence of the Chairman;

(e) "Institute" means the Sindh Institute of Ophthalmology and Visual Sciences;

(f) "Member" means a member of Academic Council;

(g) "meeting" means a meeting of the Academic Council;

(h) "quorum" means the quorum for a meeting of the Academic Council as laid down under section 13 (5);

(i) "Secretary" means the Senior Administrative Officer of the Institute who shall act as Secretary of the Institute;

(2) All other expressions used but not defined in these regulations shall have the same meanings as assigned to them in the Act.

2. **Meeting of the Academic Council**: (1) The ordinary meeting of the Academic Council shall be held on date, time and place as may be approved by the Executive Director; provided that the Academic Council shall have a meeting frequently as possible, but not less than four times a year.

(2) The quorum for a meeting of the Council shall be one half of the total number of members, a fraction being counted as one.

3. **Agenda**.- (1) The Secretary shall prepare the tentative agenda in consultation with the Executive Director and circulate it among the members at least thirty days before the meeting.

(2) The approved agenda and working papers shall be sent to the members at least fifteen days before the meeting.

(3) The final notice of the meeting shall be circulated at least 10 days before the date of meeting; tentative agenda shall also be circulated.

(4) Any member may propose an item which may be included in the agenda with the approval of the Executive Director provided that it is received at least ten days before the date of meeting.

4. **Supplementary agenda**.- (1) In case any occasion arises, supplementary agenda may be issued by the Secretary with the approval of the Executive Director at least four days before the meeting of the Academic Council.

(2) Items included in the agenda or supplementary agenda may be taken up for consideration in such order as may be deemed fit by the Chairperson.

5. **Special Meeting.-** A special meeting of the Academic Council may be convened with the approval of the Executive Director at the request of half of the members to discuss a particular issue. Agenda for such a meeting shall be circulated at least a week before the meeting.

6. **Emergency Meeting.-** In case of an emergency, the Executive Director may call a meeting of the Council at twenty four hours' notice. Circulation of agenda in such a case would not be necessary.

7. **Presiding over the meeting.-** (1) In the absence of the Chairman, a meeting of the Academic Council shall be presided over by Convener.

(2) In the absence of the Secretary, the senior most Administrative Officer, shall act as Secretary of the Council.

8. **Code for Business.-** (1) The Chairman shall control the order in which members of the Academic Council may address the meeting and the manner in which the business of the House may be conducted.

(2) Members when speaking, shall address the Chair. No member shall without special permission from the Chairman, speak more than once on the same proposition.

(3) No members shall address the meeting on the issue after the Chairperson has called for vote.

9. **Conduct of Business.-** (1) Voting all matters shall be decided by simple majority of vote of the members, by voice-vote, show of hands for "A Yes" or "No", or under special circumstances the Chairman may order vote by secret ballot.

(2) In case of a tie, the Chairperson shall have a casting vote in addition to his vote as member of the Council.

10. **Motion and Resolution.-** (1) Proposals submitted to the Academic Council and entered upon the notice of meeting shall be dealt with as motions before such a meeting without being proposed and seconded.

(2) Every other motion or resolution, relating to the items on the agenda or amendment, shall be reduced to writing and read out by the mover and shall be delivered to the Secretary. Every such motion, which is not seconded, shall be dropped.

(3) In the event of no member wishing to speak on the motion, or in respect of any amendment or after such discussion on any such motion or amendment, as the Chairperson considers sufficient, the Chairperson shall proceed to put the motion for vote.

(4) When there is an amendment, the amendment shall be first put to vote; if the amendment is lost and no further amendment is proposed the original motion shall be put to the vote.

(5) Should any amendment be carried, the proposal as amended shall be stated from the Chairperson and may then be debated as a substantive proposal to which further amendments may be proposed and dealt with as herein before provided. No more than one amendment shall be put to vote at any one time.

(6) Any motion or amendment may be withdrawn with the consent of the House, if the mover so desires.

11. **Proceedings and validation of proceedings.-** (1) The proceedings of the Academic Council shall not be invalidated on the grounds that either any member did not receive the notice or agenda and working papers or both for meeting of the Council, or the availability of a vacancy in the Council due to expiry of the term of office of any member.

(2) The Secretary shall record the proceedings and shall submit them to the Executive Director for further necessary action.

(3) After the authentication of the proceedings, two master copies shall be kept under lock and key in the office of the Executive Director and the Administrative Officer. Every page of the master copies shall be signed by the Secretary and counter-signed by the Executive Director.

(4) Copies of the proceedings shall be circulated among all the members of the Academic Council.

(5) If any member of the Council draws the attention of the Secretary to any discrepancy between a decision taken and its record in the proceedings, the views of the member shall be placed before the Chairperson whose judgment shall be forwarded to the member concerned. If the member is still not satisfied, the matter shall be placed before the Council at its next meeting, without prejudice to the action taken.

(6) The relevant extract of the proceedings along with relevant working papers / files shall be forwarded by the Secretary to the respective sections for information and necessary action.

12. **Procedure for Re-consideration of Previous Decisions:** Any previous decision of the Council shall not ordinarily be re-considered within two years of the decision of the Academic Council in subsequent meetings without the permission of the Chancellor, or unless a written request is received from two thirds of the total number of members of the Council for re-consideration.

13. **Saving.** The Academic Council may, at its discretion, change, amend or rescind these rules, from time to time.

EXECUTIVE DIRECTOR

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