

THE KHYBER MEDICAL UNIVERSITY SYNDICATE (CONDUCT OF BUSINESS) RULES, 2007

In pursuance of the provisions contained in Section 29(1) of The Khyber Medical University Act, 2006 (NWFP Act I of 2007), the Syndicate of the University has approved the following Rules:-

1. Short title and commencement: These rules may be called "The Khyber Medical University Syndicate (Conduct of Business) Rules, 2007". These rules shall come into force with immediate effect.
2. 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. "Act" means The Khyber Medical University Act 2006 (NWFP Act I of 2007);
  - b. "Chairperson" means the Vice-Chancellor of the University or in his absences any other attending member to be elected by the members as "Chairperson" for the meeting;
  - c. "Meeting" means a meeting of the Syndicate;
  - d. "Member" means an ex-officio or elected member of the Syndicate;
  - e. "Secretary" means the Registrar, Khyber Medical University;
  - f. "Quorum" means the Quorum of the Syndicate as laid down under Section 21 (3) of The Act;
  - g. "Syndicate" means the Syndicate of the Khyber Medical University constituted under the Act;
3. Meeting of the Syndicate: (1) The ordinary meeting of the Syndicate shall be held on date, time and place as may be approved by the Vice Chancellor. The meetings shall be held at least once in six months. The quorum for a meeting shall be two-third of the total number of members, a fraction being counted as one.
  - (2) Agenda: The Secretary shall prepare the tentative agenda in consultation with the Vice-Chancellor and circulate it among the members at least 30 days before the meeting.
  - (3) The approved agenda and working papers shall be sent to the members at least fifteen days before the meeting.
  - (4) The final notice of the meeting shall be circulated at least 10 days before the date of meeting, tentative agenda shall also be circulate.
  - (5) Any member may propose an item which may be included in the agenda with the approval of the Vice-Chancellor provided that it is received at least ten days before the date of meeting and further that the item is admissible under sub section (2) of Section 20 of the Act;
  - (6) Supplementary Agenda: In case any occasion arises, supplementary agenda may be issued by the Secretary with the approval of the Vice-Chancellor 4 days before the meeting;
  - (7) 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.
  - (8) Special Meeting: A special meeting of may be convened with the approval of the Chancellor at the request of one-third of the members to discuss a

- particular issue. Agenda for such a meeting shall be circulated at least a week before the meeting.
- (9) Emergency Meeting: In case of an emergency, the Vice-Chancellor may call a meeting at 24 hours notice. Circulation of agenda in such a case would not be necessary.
4. Presiding Over the Meeting and the Convener: In the absence of the Vice-Chancellor, meeting of the Syndicate shall be presided over by senior most Dean of the faculty of the university as convener of the meeting.
5. The Registrar, or in his absence, the Deputy Registrar shall act as the Secretary of the meeting.
6. Code for Business: (1) The Chairperson shall control the order in which members of the Syndicate 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 leave from the Chairperson, 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.
7. 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 Chairperson 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 Syndicate.
- (3) Motion & or resolution: Motion Proposals submitted to the Syndicate 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 that is not seconded shall drop.
- (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 hereinbefore provided. No more than one amendment shall be put to vote at anyone time.
- (6) Any motion or amendment may be withdrawn with the consent of the House, if the mover so desires.
9. Proceedings & Validation of Proceedings: (1)The proceedings of the Syndicate shall

not be invalidated on the grounds that; either any member did not receive the notice or agenda and working papers or both for the meeting, or the availability of a vacancy in the Syndicate due to expiry of the term of office of any member.

- (2) The Secretary shall record the proceedings and shall submit them to the Vice-Chancellor 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 Vice-Chancellor and the Registrar. Every page of the master copies shall be signed by the Secretary and counter-signed by the Vice-Chancellor.
  - (4) Copies of the proceedings shall be circulated among all the members.
  - (5) If any member draws the attention of the Secretary or the Chairperson 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 Syndicate 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.
10. Procedure for re-consideration of previous decisions: Any previous decision of the Syndicate shall not ordinarily be re-considered within two years of the decision of the Syndicate 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 for re-consideration.
11. Saving: The Syndicate may change / amend or rescind these rules from time to time.