

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

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

1. Short title and commencement: These rules may be called "The Khyber Medical University Senate (Conduct of Business) Rules, 2007". These Rules shall come into force with immediate effect.
2. Definitions: (1) In these rules, unless there is anything repugnant in the subject or context, to the Khyber Medical University Act, 2006 (NWFP Act 1 of 2007), the following expressions shall have the meaning as assigned to them:
  - (a) "Act" means the Khyber Medical University Act, 2006 (NWFP Act 1 of 2007),
  - (b) "Chancellor" means the Governor of NWFP in terms of Section 2(f) of the Act,
  - (c) "Chairperson" means the Chancellor of the University,
  - (d) "Convener" the member of the Senate as the Chancellor may nominate from time to time as convener under sub section (5) of Section 19 of the Act.
  - (e) "Member" means an elected or ex-officio member of the Senate under the Act,
  - (f) "Meeting" means a meeting of the Syndicate;
  - (g) "Pro-Chancellor" means Pro-Chancellor of the University;
  - (h) "The Quorum" means the Quorum of the Senate as laid down under Sub-Section 7 of Section 19 of The Act,
  - (i) "Secretary" means the secretary to the Senate under Sub-Section 4 of Section 19 of The Act, and
  - (j) "Senate" means the Senate of the Khyber Medical University constituted under Section 19 of the Act,

(2) All other expressions shall have the same meanings as assigned to them under Section 2 of The Act.
3. Meeting of the Senate: (1) The ordinary meeting of the Senate shall be held at least twice a year on dates to be fixed by the Vice Chancellor with the consent of the Chancellor. The quorum for a meeting of the Senate shall be two-third of the total number of members, a fraction being counted as one.
  - (2) Agenda: The Secretary shall prepare the agenda, notify the meetings with the approval of the Vice-Chancellor at least 10 days before the date of meeting, and circulate the tentative agenda 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) 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.
  - (5) Supplementary agenda: In case any occasion arises, supplementary agenda may be issued by the secretary with the approval of the Vice-Chancellor at

- least 4 days before the meeting.
- (6) 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.
  - (7) Special Meeting: A special meeting of the Senate 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.
  - (8) Emergency Meeting: An emergency meeting of the Senate may be called by the Chancellor, or on a written request made by two-third of the total number of members of the Senate, whenever the occasion demands. Agenda for such a meeting shall be circulated at least three days before the meeting.
4. Presiding Over the Meeting: In the absence of the Chairperson, meeting of the Senate shall be presided over by Pro-Chancellor and in his absence by the convener as prescribed in sub-section (5) of Section 19 of The Act.
  5. The Registrar, or in his absence, the Deputy Registrar shall act as the Secretary of the Senate.
  6. Code for Business (1) The Chairperson shall control the order in which members of the Senate 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 Senate.
    - (3) Motion: Proposals submitted to the Senate and entered upon the notice of meeting shall be dealt with as motions before such a meeting without being proposed and seconded.
    - (4) 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.
    - (5) 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 Chair 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.
8. Proceedings & Validation of Proceedings: (1) The proceedings of the Senate 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 Senate, or the availability of a vacancy in the Senate.
- (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 of the Senate.
- (5) If any member of the senate 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 Senate 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.
9. Procedure for re-consideration of previous decisions: Any previous decision of the Senate shall not ordinarily be re-considered within two years of the decision of the Senate 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 Senate for re-consideration.
10. Saving: The Senate may, from time to time, change / modify or make addition or dispensed with these rules.