

PART-III
COUNCIL MEETINGS

5. (1) Place and time of the Council Meetings: - The meetings of the Council shall ordinarily be held at State Capital Complex either at such other places as may be decided by the President in consultation with the Registrar for the transaction of business. Provided the President may call an extraordinary meeting of the council whenever it appears to him to be necessary and shall be called by him at any time after giving 15 days notice on a special requisition made by the Registrar of the Council: otherwise State Council shall ordinarily meet once in four months every year.

(2) Notice of the meetings: - Notice of every meeting other than a special meeting called shall be sent to each member of the council by the Registrar not less than 30 days before the date of the meeting.

6. (1) Program of business: - The Registrar shall issue with the notice a program of business to be transacted at any meeting to the address of each member at least Ten days before the proposed meeting.

(2) Admissibility of motion in the business:- Any member may send a motion or motions to be included in the program of business to be transacted for an ordinary meeting so as to reach the Registrar fifteen 15 days before the date fixed for such meeting and seven days in case of extraordinary meeting. The President and the Registrar shall discuss & decide whether or not to include such motion/motions in the program of business, and where any motion is disallowed, the Registrar shall inform the members of the Council during the council meetings by recording reasons thereof.

7. Attendance of the meeting:-

- 1) At each meeting, an attendance register shall be placed in the meeting room and every member present shall sign against his/her name in the Register.
- 2) Fees & Allowance to the members of the Council, Executive committee as the case may be, paid @ Rs. 1000/- (Rupees One Thousand) per head or as per revised fee from time to time for attending the meeting and reasonable TA/DA for out station members may be paid depending on fund position of the council.

8. Conduct of meetings:-

- (1) Every meeting of the Council shall be presided over by the President or if he is absent, by the Vice-President or if both of them are absent, by the Chairperson to be elected by the members present from among themselves.
- (2) A member desiring to make any observations on any subject before the council shall speak from his place.
- (3) At any time, if the President rises, any member speaking shall immediately resume his seat.
- (4) No member shall be heard during the business except with prior permission from the President and council members in connection with previous debate.
- (5) When identical motions stand in the names of two or more members the president, shall decide whose motion shall be moved and the other motions shall thereupon be deemed withdrawn.
- (6) When any members have made a motion, other members may speak on it in such order as the President may direct: provided that the seconder of a motion may, with the permission of the President, reserve his remarks and may speak at any period of the debate.
- (7) After all the members have had an opportunity of speaking; the mover may speak once by way of reply.
- (8) No member other than the mover shall speak more than once on any motion except, with the permission of the President, for the purpose of making an explanation.
- (9) A member who has spoken upon a motion may speak again upon any amendment thereof afterwards moved.
- (10) The president may adjourn at any time any meeting or any business to any future day or to any hour of the same day.
- (11) Whenever any meeting is adjourned to a future day, the Registrar shall, if possible, send notice of the adjournment to each member, who was not present at such meeting.
- (12) When any meeting has been adjourned to a future day, the President may change such day to any other day, and the Registrar shall send written notice of the change to each member.

- 9. Quorum:-** 50% of total number of the members of the Council shall form a quorum, it shall be the duty of the Registrar to ascertain if a quorum is present. If, at the time appointed for a meeting or within twenty minutes thereafter; a quorum is not present; the meeting shall stand adjourned to some future day to

be appointed by the President. No quorum shall be necessary at the adjourned meeting.

10. Voting on motions:-

- (1) Every matter to be determined by the Council shall be determined on a motion moved by a member and put to the Council by the President.
- (2) Vote shall be taken by show of hands or by ballot as the president may direct/decide.
- (3) The result of the vote shall be announced by the president and shall be final.
- (4) In the event of an equality of votes the president shall have the power of casting vote.

11. Amendment to motions:-

- (1) During the meeting, the president may, at any time, make any objection or suggestion to clarify any point to help the members in the discussion.
- (2) When an amendment to any motion is moved and seconded or when two or more such amendments are moved and seconded, the President shall state or record to the council the term of the original motion and the amendment or amendments proposed serially.
- (3) An amendment to a motion shall be put to vote first and thereafter decided as per the quorum.

12. Adjournment of meeting:-

- (1) When a meeting is adjourned to a future day, the Registrar shall inform the members in the meeting by announcing.
- (2) Representatives of the press at discretion of the President and other visitors not exceeding four at a time may be admitted to the meeting on production of permits from the Registrar. The press representative(s) shall be required to obtain permission from Registrar for the publication of their report of the proceedings. The Registrar at any time may hold the meeting in camera.
- (3) The proceeding of the meeting of the council shall be preserved in the form of written or typed or printed minutes duly attested by the President and Registrar.

13. Minutes of the Meetings:-

- (1) A motion or an amendment shall be recorded in minutes of the meeting if so directed by the chair.
- (2) A copy of the minutes of each meeting shall be submitted to the President and after his attestation the same shall be circulated to the council members immediately thereafter by the Registrar.
- (3) The minutes of the meeting shall, as soon as is practicable after their confirmation be made up to sheets and consecutively paged for insertion in a volume which shall be permanently preserved.
- (4) The minutes shall be taken as read; provided that any member may move that a certain minute be read with a view to such correction therein or addition thereto as may be found necessary.

14. Approval of written proposal by circulation:-

- (1) Whenever it appears necessary to the President to consider a proposal by circulation. He may, instead of convening a meeting, direct the Registrar to circulate a written proposal for the observations and votes of the members of the council and then decide on the basis of majority.

15. Executive Committee:-

- (1) **Constitution of Executive Committee:-** The council shall constitute an Executive Committee under Section 21 of the dentist Act consisting of the four members elected amongst themselves by the Dentist registered in Part 'A' of state register, the heads of Dental College if any, three member nominated by state government, one member from medical council (state) and chief medical officer whatever the name called ex-officio.

2.Quorum:- Three members (50%) of the Executive Committee shall form a quorum. The notice of the meeting of the Executive committee shall be sent to the members not less than 15 days before the date of meeting

3. The meeting of the Executive Committee shall be held not less than a fortnight before the meeting of the council and its recommendations shall be circulated to the members before the meeting of the council.

4.The functions of the Executive Committee:-

- (a) To supervise the publication of the Arunachal Pradesh State Dental Surgeon/ Dental Hygienists & Mechanics register.
- (b) To draft business other than notices and amendments notified by members and submit its recommendations thereon.
- (c) To obtain from Universities and other examining bodies such information as may be necessary to facilitate the administration of the Act.
- (d) To call for particulars of professional examinations and their results and submit them to the council annually with necessary comments thereon.
- (e) To consider and forward to the council, reports on the visitation of the examiners.

- (f) To submit complaints for failure to surrender certificate of registration.
- (g) To recommend removal of names to the council under section 41 of the Act.
- (h) To consider any other business referred to it by the council.

(5) Institution, hearing and disposals of appeals under section 41 of the Act.

- (a) An appeal to the Council, Preferred under section 41 and 39 (2) of the Act. Against a refusal of the Registrar to register any title or qualification, or any person on the register or registered dentists, shall be in writing and shall state the title or the qualification, the grounds on which the registration is claimed and date on which the authority from whom the title of qualification was received.
- (b) On receipt of such an appeal, it shall be referred to the Executive Committee of the Council for consideration and report.
- (c) The committee shall have the power to call for the original diploma, license or certificate from the appellant for inspection and also such other documentary or oral evidence as may be considered necessary by it.
- (d) At the conclusion of the inquiry, the committee shall make a report to the council embodying such recommendation as it shall think fit to make, with the reasons for recommendations.
- (e) The appeal and the Executive committee's report on it and all other document in connection with the case shall be laid before the council at their next meeting.
- (f) The date on which the appeal is to be taken up by the council shall be notified to the appellant. The appellant shall also be allowed, if he so chooses, to represent his case before the council either by himself or by his legal representatives.
- (g) Every appeal to the state Government preferred under section 41 (4) of the Act shall be addressed direct to the Chief Secretary to the Government of Arunachal Pradesh and shall be accompanied by all the papers, in print, which the applicant considers material to his case.