

## **Clarification on procedure for conduct of meetings other than that of the Council**

**(Extract of the minutes of Council meeting held on 2<sup>nd</sup> March, 2013)**

Council adopted following procedure for conduct of meetings of Section 21 Committees or AGM or Advisory Groups as per powers vested with the Council as per sections 19(1) and 19(2)(r) of the Actuaries Act 2006;

Committees formed under Section 21 (except CoP Committee which is governed by procedure already framed by the erstwhile Executive Committee of Actuarial Society of India):

1. The Committee shall meet at least four times every year at such time and place as the Chairperson may decide.
2. Notice for the time and place of a meeting shall be sent at least seven days in advance to the members either electronically or by post.
3. The notice shall contain a statement of business to be transacted at such meeting.
4. A member can attend the meeting in person. A member may choose to attend via video conferencing or via phone, provided the Chairperson is satisfied about the identity of the member.
5. In the absence of Chairperson, a member elected from the members present shall preside over the meeting.
6. The Committee may in any of its meeting consider any business other than those mentioned in the agenda with the permission of the Chairperson provided majority of members present provide consent.
7. Quorum for meeting of a Committee shall be the higher of a) two and b) one-fourth of the total members of the Committee.
8. If quorum is not present within half an hour from the time appointed for the meeting, the meeting shall stand adjourned to such time and place as the Chairperson may decide. No quorum is required for such adjourned meeting. All members of the Committee shall be entitled to attend such adjourned meeting.
9. The Chairperson may, with consent of majority of the members present, adjourn a meeting to such time and place as agreed by the majority of members present. Such adjourned meeting can consider only the unfinished business at such meeting. Only the members present at such meeting shall be entitled to attend the adjourned meeting. No quorum is required for such adjourned meeting.
10. At a meeting of the Committee, every decision shall be decided by majority of votes and in the event of equality of votes the Chairperson shall have the casting vote.
11. The minutes of a meeting shall be recorded by the Secretary of the Committee or any such member as decided by the Chairperson.
12. The minutes of the meeting, after having been approved by majority of members present, shall be signed off (electronically or otherwise) by the Chairperson within thirty days of such meeting and shall be taken on record in the next meeting.

13. Any action items stemming from the minutes of the meeting can be implemented once the Chairperson signed off the minutes.
14. In appropriate cases, the Chairperson may circulate a resolution with relevant papers to members of the Committee. Such a resolution shall be deemed as approved if approved by majority of the members of the Committee within fifteen days from the date of such circulation.
15. Every resolution passed by circular resolution shall be communicated to all members of the Committee and shall be placed at the next meeting of the Committee for noting.

### **Advisory Groups**

1. The procedure shall be exactly same as for Committees formed under Section 21 of the Actuaries Act 2006.

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