

THE PUNJAB NURSES REGISTRATION COUNCIL REGULATIONS

1. The Punjab Nurses Registration Council shall ordinarily meet twice yearly in April and November for the transaction of business.
2. (i) Notice of every meeting shall be served on each member of 'the Council by the Registrar not less than 30 days before the date of the meeting.
(ii) Agenda of a meeting ordinary or special of the Council shall be circulated by the Registrar of the Council to all members of the Council not less than 10 days before the date of such meeting.
3. An extraordinary meeting of the Council may be called by the President whenever it appears to him to be necessary and shall be called by him on a requisition in writing made by not less than 10 members stating the purpose or purposes for which the meeting is being called.
4. The Council shall appoint a Sub-Committee known as the Registration Sub-Committee consisting of 10 members who will meet at such place and date as the President may determine and the members of such Registration Sub-Committee shall hold office for a period of three years but the tenure of office of a member will expire automatically with the tenure of membership of the Council. The Council. may also appoint any other Sub-Committee which it may deem necessary.
The functions of the Registration Sub-Committee will be as under:-
 - (i) To receive a report of all registrations since the last meeting and to scrutinise the applications for registration received from persons whose qualifications are not covered by the bye-laws made under section 18 of the Punjab Nurses Registration Act, 1932.
 - (ii) To consider explanations from registered persons for contravening the provisions of the Act and of the rules, regulations and by-laws and of the Code of ethics.
 - (iii) Any other business that may be placed before the Sub-Committee.

²[4A. The Council shall appoint any Advisory Committee consisting of 4 members, one of whom shall be the Chairman. The Committee will meet at such place and date and as often as the President may determine. The term of members of the Committee shall be co-terminus with their membership of the Council but a person who has, been re-elected or re-nominated as a member of the

Council shall continue as a member of the Committee until such time as a meeting of the Council is held after his re-election or re-nomination at which the vacancy will be filled by election. Should a vacancy in the Committee occur in the interval between two meetings of the Council, the Committee shall have power to fill such vacancy from amongst the members of the Council and the members so appointed shall hold office till the next meeting of the Council.

¹First published with the Punjab Government Notification No. 41301, dated the 3rd December, 1935. Regulations made under section 12 (1) of the Punjab Nurses Registration Act, 1932.

²Added by Punjab Government Notification No. 4344-M-40/39811, dated the 8th October, 1940

The functions of the Advisory Committee shall be as follows:-

- (1) To supervise the publication of the Annual Lists.
- (2) To draft business other than motions and amendments notified by members and submit its recommendations thereon.
- (3) To obtain from Licensing and Statutory Bodies such information as may be necessary to facilitate the requirements of the Act.
- (4) To call for particulars of professional examinations and their results and submit them to the Council annually with necessary comments thereon.
- (5) To consider and forward to the Council reports on the visitation of examinations.
- (6) To consider any other business referred to it by the Council.]

5. The meetings of the Council shall be held at such times and places as the President may direct.

6. Every meeting of the Council shall be presided over by the President or in his absence by the Vice-President. Should the office of the President be vacant or should for any cause the President is unable to carry out any of the duties belonging to the office, the Vice-President shall act for him. In the absence of both the President and the Vice-President from a meeting, the members present shall elect a Chairman from among themselves to preside at the meeting.

7. (i) If, at the time appointed for a meeting or within 20 minutes thereafter a quorum is not present the meeting shall stand adjourned to some future day to be appointed by the President.

(ii) At least seven members shall be necessary to form a quorum at any meeting of the Council.

8. Notice of a motion shall reach the Registrar at least 21 days before the date fixed for a meeting and a copy of such motions shall, if approved by the President be sent by the Registrar to the address of

each member not less than 10 days before the date of the meeting.

9. Notice of an amendment shall reach the Registrar at least 10 days before the date fixed for meeting and a copy of such amendment shall, if approved by the President be sent by him to the address of each member at least 4 days before the date of the meeting.

10. A roll book shall be kept by the Registrar in which each member attending a meeting shall enter his name on the date of such attendance.

11. (i) The President may adjourn at any time any meeting or any business to any future any or to any hour of the same day.

(ii) 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.

(iii) 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.

12. Every motion or amendment at a meeting shall be seconded; otherwise the motion or amendment shall drop.

13. (i) A member desiring to make any observation on any subject before the Council shall speak from his place, shall rise when he speaks and shall address the President.

(ii) At any time, if the President rises, any member speaking shall immediately resume his seat.

14. No member shall be heard except upon business then regularly before the Council or by permission of the President, specially obtained, in personal explanation in connection with a previous debate.

15. No speech shall exceed 10 minutes in duration provided that the mover of a motion, when moving the same may speak for 15 minutes.

16. Notwithstanding anything contained in these regulations, amendments arising in the course of any motion may be put to the meeting with the consent of the majority of the members present.

17. Amendments having merely the effect of a negative vote shall not be moved.

18. Where 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.

19. (i) When any member has 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.
- (ii) After all the members have had an opportunity of speaking the mover may speak once by way of reply, his speech being limited to 5 minutes.
- (iii) 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.
- (iv) A member who has spoken upon a motion may speak again upon my amendment thereof afterwards moved.
20. A motion or an amendment shall be recorded in writing if so desired by the Chair.
21. No motion or amendment shall be withdrawn after having been read from the Chair, or read by the authority of the Chair, without the permission of the Council.
22. (i) Every matter to be determined by the Council shall take the form of a motion by a member, to be put to the Council by the President and decided by a majority of votes, the President having, in the case of equality of votes, a second or casting vote.
- (ii) Votes may be taken by voices, by show of hands or by division if any member so desires.
- (iii) The President shall determine the method of taking votes by division.
23. If any motion made involves more than one point, the President may at his discretion divide it so that each point may be determined separately.
24. All amendments with regard to any proposal shall be moved and noted. Voting shall be taken on each amendment after all have been properly proposed and seconded and if necessary discussed, the amendments to be taken in the order approved by the President.
25. If and when all the amendments have been negatived, the original motion shall be put to vote.
26. If any amendment be carried, the original motion so amended shall be regarded as a substantive motion and amendments to such motion may then be moved.
27. When a motion is under debate, no further proposal shall be received except one of the following:
- (i) An amendment, namely:
"That the motion be amended as follows:-".
- (ii) The postponement of the question, namely:-

"That the consideration of the motion be postponed".

(iii) The adjournment of the debate, namely:-

"That the debate on the motion be now adjourned."

(iv) The adjournment of the Council, namely

"That the Council do now adjourn".

(v) The previous question regarding the motion, namely:-

"That the Council instead of proceeding to deal with the motion do pass to the next item on the programme of business".

28. When an amendment is under debate, no further proposal shall be received except one of the following:

(i) The adjournment of the debate on the amendment, namely:-

"That the debate on the amendment be now adjourned".

(ii) The adjournment of the Council, namely:-

"That the Council do now adjourn".

(iii) The closure of the debate on the amendment, namely:-

"That the Council, do now proceed to vote on the amendment."

29. The proposal for the postponement of the question may specify a date for the "further consideration of the question or may be to the effect that the postponement be made *sine die*.

30. If the proposal for the adjournment of the debate be carried out, the Council shall pass to the next item on the programme of business and the debate shall be resumed at the next ordinary meeting of the Council. The proposer of the adjournment shall, on resumption of the debate, be entitled to speak first.

31. If the proposal for the adjournment of the Council be carried, the question under debate shall be dropped from the programme of business..

32. On the proposal for the adjournment of the Council being made and seconded, it shall be competent for the' President or Chairman as the case may be before putting the question to take the opinion of the Council regarding whether it will before rising, proceed to the transaction of undisposed business.

33. The proposal for the closure shall be made and seconded without debate and shall, unless the President or Chairman, as the case may be, shall rule otherwise. be put forthwith. In the event of the

proposal being carried out, the motion or amendment under debate shall be at once voted on by the Council

34. The proposal for the previous question shall be made, and seconded without debate and shall be put forthwith. In the event of the proposal being carried, being carried, the motion or amendment to which it applied shall be dropped from the programme of the business.

35. Any motion standing over from the previous day shall take precedence of new matter unless the Council shall otherwise determine.

36. (a) When for the purpose of explanation during discussion or for any other sufficient reason any member has occasion to ask a question of another member relating to the business before the Council he shall ask the question through the President.

(b) When a resolution or any amendment has been defeated no resolution or amendment raising substantially the same question shall be moved within a period of eleven months, provided that with the permission of the President such resolution or amendment may be brought up again before the Council after the expiry of five months but that it shall not be moved except with the approval of a majority of three-fourths of the members present.

II - CONDUCT OF BUSINESS

37. The proceedings of the meeting of the Council shall be preserved in the form of printed minutes authenticated after confirmation, by the signature of the President or the Chairman as the case may be.

38. A copy of the minutes of each meeting shall be sent to each member within 30 days of the meeting and a precise of the minutes of each meeting shall also be sent by the President to the Press.

39. Such motions and amendments as have been moved and adopted or negatived at any meeting, together with the names of the mover and the seconder shall be recorded in the minutes of the meeting. The minutes shall not record any comment or observation made by any member at the meeting.

40. 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.

41. When a new or amended regulation is adopted by the Council a formal statement shall be placed on the minutes regarding the effect of the new amended regulations upon previous regulations on the same subject.

42. After the close of any session of the Council a complete copy of the confirmed minutes of each session shall be sent to each member.

43. The minutes of the Council, after final revision, shall be kept in order that as soon as convenient after the session, they may be made up in sheets and consecutively paged for insertion in the yearly volume.

44. The Council shall appoint a Registrar and such other officers or servants as it may deem necessary who shall receive such salaries or allowances, or honorarium as the Council may decide from time to time.

45. The duties of the Registrar shall be as required of him by the Punjab Nurses Registration Act and the rules and regulations framed thereunder. He shall be responsible to conduct all correspondence connected with the functions and activities of the Council, to keep accounts and record proceedings.

46. The duties of the clerks and other servants of the Council shall be as such as shall be assigned to them by the Registrar under the direction of the President.

47. The Council may delegate powers to the President to appoint all officials below the rank of Registrar on the scale of pay or allowance or honorarium sanctioned by the Council for the posts.

48. The Council may delegate powers to the President to engage temporary establishment to cope with the work in times of emergency. The action taken by the President shall be reported to the Council for confirmation at its next meeting.

49. The Registrar and all other members of establishment of the Council be governed by Fundamental Rules and subsidiary rules framed by the State Government thereunder for the purposes of leave admissible to them.

50. The President shall be competent to grant leave of absence to the Registrar and other members of the establishment of the Council office. The President shall report grant of leave to the Registrar and the arrangement made for his work for confirmation to the Council at its next meeting.

51. The Registrar shall be competent to grant casual leave not exceeding 10 days at a time to the members of office establishment of the Council

52. The President shall be competent to take such disciplinary action as he may deem necessary including withholding of increments, suspension, removal or dismissal against all members of the office establishment of the Council below the rank of Registrar. An appeal against his decision shall lie with the Council. No appeal shall lie against the decision of the Council.

53. The President shall report to the Council all matters for disciplinary action against the Registrar for their decision. No appeal shall lie against the decision of the Council.

54. The President and the Registrar shall be joint treasurers and all drafts and receipts, etc., shall be signed by them both.

55. All payments and contributions shall be made to either treasurers and all drafts and receipts etc., shall be signed by the joint treasurers, the President or the Registrar.

TRAVELLING ALLOWANCE AND FEES

¹[56. The travelling expenses of the member shall be paid in accordance with the provisions of Fundamental Rules and the non-official members shall be treated as officer of grade VII.]

²[57. A fee of Rs.16 shall be paid to each member who attends a meeting of the Council or of a Sub-Committee.)

Custody of the Seal

58. The seal shall be in the custody of the Registrar and shall be affixed on each Registration Certificate issued under the Act.

¹Substituted.-vide -Punjab Government Notification No. 4937-M 41/53024, dated the 13th October. 1941.

²Substituted.-vide Punjab Government Notification No. 614-52-HB 52/11-4017, dated .the 6th August, 1952.