THE GOVERNMENT COLLEGE WOMEN UNIVERSITY FAISALABAD
BUSINESS RULES OF ACADEMIC COUNCIL, 2015

Short title and commencement

1. (i). These rules may be called The Government College Women University Faisalabad Academic Council (Conduct of Business) Rules, 2015.

   (ii). These rules shall come into force with immediate effect.

Definitions

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:

- "Chairperson" means the Vice Chancellor of the University;
- "Council" means the Academic Council;
- "Member" means a member of Academic Council;
- "Meeting" means meeting of the Academic Council;
- "Quorum" means the Quorum of the Academic Council as laid down under Section 21.
- "Secretary" means the Registrar, Government College Women University Faisalabad.
- "University" means the, Government College Women University Faisalabad.
- "Academic Council" means the Academic Council of the Government College Women University Faisalabad.
- "Act" means the Government College Women University Faisalabad Act, 2012.

Meeting of Academic Council

3. The ordinary meeting of the Academic Council shall be held on date, time and place as may be approved by the Vice Chancellor provided that the council shall have a meeting at least once in six months. The quorum for a meeting of the Council shall be one-third as per section 21 of the total number of members, a fraction being counted as one.

Agenda

4. (i). The Secretary in consultation with the Vice-Chancellor shall circulate a notice among the members at least 15 days before the meeting.

   (ii). The approved agenda and working papers shall be sent to the members at least ten days before the meeting.

   (iii). 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 the Act.

Supplementary agenda / Current work

5. (i). In case any occasion arises, supplementary agenda may be issued by the Secretary with the approval of the Vice-Chancellor and if any need arises current work agenda items may also be placed on the table during the meeting with the approval of the Vice Chancellor.

   (ii). Items included in the agenda or supplementary agenda or current work items may be taken up for consideration in such order as may be deemed fit by the Chairperson.

Special Meeting

6. (i). A special meeting of the Academic Council may be convened

with the approval of the Vice 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 seven days before the meeting.

Emergency Meeting:	7.	(i).	In case of an emergency, the Vice-Chancellor may call a meeting of the Academic Council at 24 hours notice. Circulation of agenda in such a case would not be necessary;
Presiding Over the Meeting:	8.	(i).	Meeting of the Academic Council shall be presided over by the Vice Chancellor.
		(ii).	In the absence of the Secretary the senior most Dean, shall act as Secretary of the Academic Council.
Code for Business:	9.	(i).	Any staff member as the Chairperson shall control the order in which members of the Academic Council may address the meeting and the manner in which the business of the house may be conducted:
		(ii).	Members when speaking, shall address the Chair. No member shall without special leave from the Chairperson, speak more than once on the same proposition.
		(iii).	No members shall address the meeting on the issue after the Chairperson has called for vote.
Conduct of Business:	10.	(i).	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.
		(ii).	In case of a tie, the Chairperson shall have a casting vote in addition to his vote as member of the Council.
Motion and resolution:	11.	(i).	Proposals submitted to the Academic Council and entered upon the notice of meeting shall be dealt with as motions before such a meeting without being proposed and seconded.
		(ii).	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, which is not seconded, shall be dropped.
		(iii).	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.
		(iv).	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.
		(v).	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 any one time.
Secretary	12	(i).	The Registrar shall be the Secretary of the Academic Council. In case the Secretary is absent, The Vice Chancellor may direct any other officer to act as Secretary.
Minutes	13.	(i).	The minutes of the meetings of the Academic Council shall be

recorded by the Secretary and submitted to the Chairperson for confirmation and then circulated amongst the members

(ii). The decision may be implemented after 10 days of the date of circulation of minutes amongst the members and if no objection is received.

(iii). The minutes of the last meeting will be placed as first item on the agenda of the next meeting for formal confirmation by the Academic Council.

(iv). Progress report / implementation status of the decisions taken by the Academic Council will be put up in its next meeting.

Approved for A.C

15/4/15