

Part IV**Executive Committee****20. Conduct of business at the meetings of the Executive Committee**

1. The meetings of the Executive Committee shall, unless otherwise specified, be generally governed by the regulations applicable to the meetings of the council.
2. If both the Chairman and Vice-Chairman are absent, the members present shall elect one of their members to preside over the meeting.
3. Four members of the Executive Committee shall form a quorum.
4. If at the time appointed for the meeting of the Executive Committee, the quorum is not present, the meeting shall not commence until a quorum is present, and if the quorum is not present on the expiration of 30 minutes from the time appointed for the meeting or during the course of the meeting, the meeting shall stand adjourned to such future date and time as the member presiding over the meeting may appoint.
5. In the case of a vacancy which may occur during the interval between consecutive meetings of the Council, the Executive Committee may co-opt a member of the Council to fill the vacancy until the next meeting of the Council which shall elect one of its members to be the member of the Executive Committee.
6. Notice and agenda of meetings of the Executive Committee shall ordinarily be given 15 days before the meetings.
7.
 - a. A copy of the minutes of each meeting shall be submitted to the Chairman within 15 days of the meeting, and after having been attested by him shall be sent to each member, within 20 days of the meeting.
 - b. If no objection to the correctness of the minutes is received within 20 days of their despatch, any decisions therein shall be given effect to:
 - c. The minutes shall be sent to the members of the Council after confirmation by the Executive Committee.
Provided that the President may direct that the action be taken on a decision of the Executive Committee, before the expiry of the period of 20 days mentioned above.
Provided further that the Executive Committee or the President shall refrain to act on the resolutions and the decisions taken by the Executive Committee where approval of the Central Government is required to be obtained under the provisions of the Act.
8. All resolutions passed and action taken by the Executive Committee after confirmation by the Committee shall be placed for ratification.

(9) No decision of the Executive Committee shall have effect until the President has signified his approval thereof in writing and if he disapproves, until the Council has approved of the Executive Committee's decision.

21. Functions of the Executive Committee

1. The Executive Committee shall be the executive authority of the Council and shall be responsible for giving effect to the resolution and decision of the Council.
2. The Executive Committee shall have powers, such as -
 - i. to manage the funds of the Council;
 - ii. to invest the funds of the Council in the manner directed by the Council from time to time;
 - iii. to appoint and supervise the work of the members of the staff and prescribe their conditions of service;
 - iv. to consider the annual audit report and place it before the Council with its comments for its consideration;
 - v. to prepare and place before the Council the annual administration report and the statement of accounts;
 - vi. to authorise the Registrar to incur expenditure within the prescribed limits provided for in the approved budget;
 - vii. to fix travelling and other allowances to the members of the Council and its Committees and to the members of the staff;
 - viii. to delegate to the Chairman and the Vice-Chairman any of its aforementioned powers; and
 - ix. to do all other functions necessary for discharging the aforesaid functions.