

[Home](#)

The Kerala Municipality (Constitution of Ward Committee and Procedure for Meeting) Rules, 1995

1. Short title and commencement.—

- (1) These rules may be called the Kerala Municipality (Constitution of Ward Committee and Procedure for Meeting) Rules, 1995.
- (2) They shall come into force at once.

2. Definitions.— In these rules unless the context otherwise requires.-

- (a) 'Act' means the Kerala Municipality Act, 1994 (20 of 1994);
- (b) 'Form' means a form appended to these rules;
- (c) 'Section' means a section of the Act;
- (d) Words and expressions used and not defined in these rules, but defined in the Act shall have the meanings respectively assigned to them in the Act.

3. Constitution of Ward Committees.— The Chairperson shall, as soon as possible, after the general elections for the Constitution of the Municipality and the election to the office of the Chairperson, constitute a ward committee for every ward as specified in Section 43.

4. Meetings of Ward Committees.— The Chairperson concerned shall, convene the meeting of every ward committee once in every three months and as and when required during the interim period, and give notice intimating the venue, date and time of the meeting to the members at least seven days before the day of the meeting and publish a copy of the notice in the notice board of the Municipality.

5. Quorum.—

- (1) The quorum of the ward committee shall be one fifth of the total number of its members.
- (2) The Chairman of the meeting shall, if quorum is not obtained within thirty minutes after the time fixed for the meeting is over, postpone the meeting to another day and, as specified under Rule 4, give notice thereof to the members and also publish the same: Provided that the meeting so postponed shall be convened again within 15 days.

6. Register of members.—A register containing the names and details of the members shall be maintained and the members attending the meeting shall mark their attendance in that register.

** Published in K.G.Ex.No.899 dt.28-6-2001, as G.O.(P) No. 146/2001/LSGD.*

7. Subjects to be discussed in the meeting.— The Secretary or the Officer authorised by him in this behalf shall, in consultation with the Chairman of the ward committee, prepare the agenda by including the business to be transacted in the ward committee and read it over to the members at the beginning of the ward committee meeting.

8. Recording of proceedings of the meeting.—

- (1) The Secretary or an Officer authorised by him in this behalf shall prepare the proceedings of the ward committee and the Chairman of the meeting shall put his signature below the committee decisions. The proceedings of the meeting shall be given to the members within five days after the meeting and its copy shall be published in the notice board of the Municipality.
- (2) The Secretary or the Officer authorised by him in this behalf shall record the minutes, opinions, and general unanimous suggestion of the members and intimate the Chairperson, within fifteen days, the resolutions passed on majority basis.
- (3) The Chairperson shall, as soon as possible, place the suggestions and resolutions of the ward committee before the council for its consideration.

9. Preparation of Development Schemes.—Every ward committee shall, in a meeting held three months before the end of every financial year, prepare in accordance with sub-section (1) of Section 51 development schemes for the next financial year along with an expected estimate of the expenditure for each item in the order of priority in the form appended and submit the same to the council through the Chairperson.

10. Submission of periodical reports.—Every ward committees shall, regarding the matters specified in Section 45 submit report to the council through the Chairperson every three months.

11. Council to consider the resolutions etc. of the Ward Committee.— Council shall give due consideration to the proposals, resolutions, schemes and reports submitted by a ward committee under Rules 8, 9 and 10.

APPENDIX FORM

(See Rule 9)

SI. No.	Details of development schemes	Expected estimate (in the order cost of priority Rs. Ps.	Remarks
(1)	(2)	(3)	(4)

Signature with date

Name of the Chairman of the Ward Committee.

Printer-friendly version