

West Bengal Public Libraries (Local Library Authority) Rules

CHAPTER—I PRELIMINARY

1. **Short Title**—These rules may be called the West Bengal Public Libraries (Local Library Authority) Rules, 1987.

2. **Office** : The office of the Local Library Authority shall be situated at such place as may be declared by the Government from time to time.

3. **Definitions**—In these rules, unless there is anything repugnant in the subject of context—

- (a) 'Act' means the West Bengal Public Libraries Act, 1979 (Act XXXIX of 1979).
- (b) "Authority" means the Local Library Authority constituted under the Act.
- (c) "Council" means the State Library Council constituted under the Act.
- (d) Other words and expressions have the meanings respectively assigned to them in the Act.

CHAPTER—II

MEETING OF THE LOCAL LIBRARY AUTHORITY

4. **Ordinary Meeting**—The Authority shall ordinarily meet once in every two months on such date as may be fixed in the previous meeting of the Authority or by the Chairman of the Authority.

5. **Special or Emergent Meeting**—The Authority may, if the circumstances so require, meet at a special or an emergent meeting with the prior permission of the Chairman of the Authority to transact business of any general or special nature.

6. **Requisitioned Meeting**—The Member Secretary of the Authority shall, upon a requisition in writing signed by not less than one-third of the members of the Authority, convene a requisitioned meeting for considering such matters as may be referred to in the written requisition.

7. **Notice of Meetings**—Not less than ten days' notice shall be given to the members of the Authority for holding every ordinary meeting :

Provided that in the case of a special, emergent or requisitioned meeting, the period of the notice shall not be less than three days.

8. **Agenda**—(1) The Member Secretary of the Authority shall send to each member an agenda for the meeting along with relevant communication from the Director or from Government in Education Department (Library Service Branch), if any, in advance but not less than seven days before the meeting of the Authority for an ordinary meeting.

(2) Unless otherwise directed by the Chairman of the Authority, no matter other than that included in the agenda or the supplementary agenda, if any, shall be considered at the meeting.

9. **Quorum**—(1) One-third of the members of the Authority shall form a quorum for any meeting of the Authority.

(2) If there is no quorum within thirty minutes of the time appointed for the meeting, the meeting shall stand adjourned.

(3) No quorum shall be necessary for a meeting adjourned earlier for want of a quorum.

(4) Unless otherwise directed by the Chairman of the Authority no matter shall be considered at an adjourned meeting other than the matters left over at the meeting at which the adjournment took place.

10. **Manner of taking decision**—(1) All matters placed before a meeting shall be decided by consensus or by a majority of the members present.

(2) The Chairman of the Authority shall have one vote and in the event of an equality of votes, a second or casting vote.

11. **Minutes of Meeting**—The minutes of a meeting shall be recorded by the member Secretary of the Authority who shall circulate the same to the members of the Authority in the subsequent meeting of the Authority for confirmation along with any relevant communication from the Director or from Government in Education Department (Library Services Branch):

12. **President of Meetings**—The Chairman of the Authority shall preside over the meetings of the Authority. In his absence, the members present at any meeting shall elect one from amongst themselves to be the President of the meeting.

13. **Convenor of meetings**—The Member Secretary of the Authority shall be the convenor of all meetings of the Authority.

14. **Proceedings of the meeting**—The Member Secretary shall draw the proceedings of such meeting and send the said proceedings to the Director within 14 days from the date of the meeting.