

## MUNICIPAL BOARDS ENACTMENT

(Cap. 57)

### Brunei Municipal Board (Standing Orders) By-Laws, 1963

In exercise of the powers conferred by section 5 of the Municipal Boards Enactment, the following By-Laws have been passed by the Brunei Municipal Board at a meeting held on 31st October, 1962 and confirmed by the Mentri Besar and are hereby published for general information :—

#### Preliminary

- Short title and commencement. 1. These By-Laws may be cited as the Brunei Municipal Board (Standing Orders) By-Laws, 1963, and shall come into force on the 1st day of June, 1963.

#### Meeting of the Board

- Procedure. 2. In all proceedings had or taken in the Brunei Municipal Board, the following procedure shall be observed for the order and conduct of business in the Board and in the Committee thereof.

- Time and place for meetings of the Board. 3. The Brunei Municipal Board shall meet on one of the days of the second week of the months in the year, at a Hall or building which will be notified, unless it is a special or emergency meeting.

- Prayer. 4. All meeting of the Board shall open with a prayer.

#### Order of Proceedings

- Quorum. 5. A majority of the whole Board shall constitute a quorum.

- Chairman will preside. 6. As soon after the hour of meeting as there shall be a quorum present, the Chairman shall take the chair and call the members to order.

Temporary  
Chairman to be  
chosen in the  
absence of the  
usual Chairman.

7. In case the Chairman does not attend within fifteen minutes after the time appointed, the Secretary shall call the members to order, and if a quorum be present, a Chairman shall be chosen from among them who shall preside during the meeting or until the arrival of the Chairman.

Adjournment of  
meeting in the  
absence of a  
quorum.

8. If there be no quorum present within half an hour after the time appointed for the meeting, the Secretary shall take down the names of the members then present and the Board's meeting shall stand adjourned until next day at the same place and time.

Secretary to  
preside during  
temporary  
election of  
Chairman.

9. During the election of a Chairman under by-law 7, the Secretary shall call the meeting to order and preside.

Minutes of  
preceding  
meeting to be  
confirmed.

10. Immediately after the Chairman takes his seat, the minutes of the preceding meeting shall be submitted for confirmation and shall, if found correct, be signed by the Chairman and the Secretary.

Chairman to  
preserve order  
and decorum.

11. The Chairman shall preserve order and decorum and shall decide all question of order subject to an appeal by any member to the Municipal Board.

Right of  
precedence in  
speaking.

12. When two or more members arise to speak at the same time, the Chairman shall name the member who, in his opinion, has right of precedence.

Member to  
address Chair-  
man while  
speaking.

13. Every member while speaking shall respectfully address the Chairman.

Offensive word  
or epithet not to  
be used.

14. No member shall,  
(a) Apply any offensive word or epithet to the Municipal Board or to any member thereof, nor  
(b) Speak outside the question under debate.

A member  
speaking is not  
to be interrupted  
except on a  
point of order.

15. When a member is speaking or a question is being put no member shall hold any private discourse, or make any noise or disturbance, or interrupt a speaker except to raise a point of order.

A member to speak once only on same question.

16. No member shall speak more than once on the same question without the leave of the Chairman, except a member who has made a substantive motion who shall be allowed a reply. No member shall speak on the same question, or in reply, for longer than five minutes.

Question or enquiries relating to any by-law, motion or other matter.

17. Question or enquiries may be put to the Chairman or through him to any member of the Board relating to any by-law, motion or other matter connected with the business of the Board, but no argument or opinion is to be offered or facts to be stated.

Every member present to vote.

18. Every member, who shall be present in the meeting when a question is put, shall vote thereon, unless he is disqualified by interest, in which case he shall not vote.

### Orders of the Day

General Orders of the Day.

19. The Secretary shall cause to be prepared and printed for the use of the members at the regular meetings of the Board, "The General Orders of the day" as follows :—

1. Confirmation of the minutes.
2. Presentation and consideration of reports.
3. Motions.
4. The giving of notices of motion.
5. Any other business arising from the meeting. Motions, etc.

Notice of motions.

20. Five clear days' notice exclusive of Friday and Sunday, shall be given of all motions introducing new matter, and all motions shall be placed in "The General Orders of the Day."

Motion to be in writing and to be seconded.

21. Every motion shall be in writing and shall be read by the Chairman, but shall be seconded before being put or debated.

22. (1) All motions shall be recorded by the Secretary together with the voting thereon.

(2) A copy of the motion signed by the Chairman or any person elected under By-law 7 with a statement that such motion was lost or passed shall be prepared immediately after the meeting has closed.

(3) Such signed copy of the motion shall constitute proof that the motion was so lost or passed and shall also constitute an order of the Board where this is appropriate for any or all actions to be taken to carry it into effect.

RAJA AZAM BIN RAJA KAMARALZAMAN

*State Secretary,*

*Brunei.*

[Ref.: SUK. 209/62]