

No. S 97

MUNICIPAL BOARDS ENACTMENT

(Cap. 57)

Belait Municipal Board (Standing Orders) By-Laws, 1961.

In exercise of the powers conferred by section 5 of the Municipal Boards Enactment, the following By-Laws have been passed by the Belait Municipal Board at a meeting held on 1st November, 1960 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 Belait Municipal Board (Standing Orders) By-laws, 1961, and shall come into force on the 1st day of September, 1961.

Meetings of the Board

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

Time and place for meetings of the Board. 3. The Belait Municipal Board shall meet on the first Tuesday of each of the months in the year, at the Government Office, Kuala Belait, unless such Tuesday shall be a public holiday, in which case the Board shall meet on the next following day which is not a public holiday.

Prayer. 4. All meetings 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.

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. Temporary Chairman to be chosen in the absence of the usual Chairman.
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 the next day at the same place and time. Adjournment of meeting in the absence of a quorum.
9. During the election of a Chairman under by-law 7, the Secretary shall call the meeting to order and preside. Secretary to preside during election of temporary Chairman.
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. Minutes of preceding meeting to be confirmed.
11. The Chairman shall preserve order and decorum and shall decide all questions of order, subject to an appeal by any member to the Municipal Board. Chairman to preserve order and decorum.
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. Right of precedence in speaking.
13. Every member while speaking shall respectfully address the Chairman. Member to address chairman while speaking.
14. No member shall,
- (a) Apply any offensive word or epithet to the Municipal Board or to any member thereof, nor
 - (b) Speak beside the question under debate.
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 speaking is not to be interrupted except on 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 to the same question, or in reply, for longer than five minutes.

Questions or enquiries relating to any by-law, motion or other matter. 17. Questions 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 day's 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 hereon.

(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.

P. M. YUSUF
for State Secretary,
Brunei.

[Ref: BRO/486/52]