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THE MALAITA DEVELOPMENT AUTHORITY

Standing Orders

(Made under Section 8 (4) of Schedule 2 of the Malaita Development Ordinance 1987).

Interpretation

1. The definitions in the Interpretation clause contained in the Malaita Development Ordinance 1987 shall apply to these Standing Orders.

Corporate records

2. (i) The Corporate Records of the Authority, including, the Seal, Minute Book, Resolution Book, Securities and Assets Registers, Land Titles and other related documents shall be maintained by the General Manager who shall also be responsible to the Board for their safe custody.

(ii) The General Manager shall also be responsible to the Board for safe custody of all Books of Account.

Board papers

3. Board Meeting Papers, including Notice of Meeting, Minutes of previous Meeting and the current Agenda with supporting documents shall be sent to all Board members by the General Manager not less than seven days prior to the next meeting.

Agenda

4. Any member wishing to place a matter for discussion at a Board meeting must intimate this in writing to the General Manager at least ten days prior to the date of the meeting. The Agenda shall be approved by the Chairman before it is sent out to Members.

Withdrawal of subject

5. A member prior to discussion of a subject he has placed on the Agenda may with the consent of the Chairman withdraw it from the Agenda. Once discussion has begun on a subject it shall only be withdrawn from further discussion by the majority vote of members present and agreeing to that proposal.

Order of business

6. The Order of Business at Board Meetings shall be as follows -

(1) Opening prayer

(2) Minutes of the previous meeting

- (3) Any Statement by Chairman
- (4) Matters arising from previous Meeting
- (5) Items held over for discussion from previous meeting
- (6) New items for discussion
- (7) Any other Business
- (8) Use of Seal
- (9) Date of next meeting

It shall be open to the Chairman to alter the normal order of business where it appears to him to be in the best interest for the conduct of the meeting to do so.

7. (i) Ordinary meetings of the Board shall normally be held bi-monthly or monthly if business demands on a date and place agreed at the earlier meeting. Conduct of meetings

- (ii) The Chairman, Deputy Chairman or a person so appointed for a particular meeting shall preside. He shall ensure that all members who wish to contribute to a discussion are allowed to do so, and that prior to any vote on the matter being taken.
- (iii) The Chairman shall have power to suspend discussion temporarily on any subject during a meeting to enable members to reflect on their position.
- (iv) All acts and decision of the Authority shall be determined by a majority of the votes of the members present at any meeting. Voting initially shall be by acclamation "Aye" in favour and "No" against. In the event of uncertainty any member may call on the Chairman for a count and each member shall then indicate his vote for or against with the person presiding having a casting vote, as well in addition to his deliberative vote, if any -

Committee
and Board

8. It shall be competent for the Board to appoint adhoc Committees to examine in detail any particular proposal. Each Committee shall appoint from its number a chairman and it shall work in accordance with the remit and within the time limit given to it by the Board. It shall be open to any member or members of a Committee to present a minority report to the Board.

Alternate
member

9. Alternate members may attend any Board Meeting as observers when their Principal is also present. They shall have no voting rights but they may take part in any discussion. They shall also be subject to all obligations of confidentiality and declaring of Financial Interest incumbent on full Board Members. Any expenses incurred by alternate members attending in such circumstances, shall, subject to the approval of the Chairman, be reimbursed.

Declaration
by members

10. At any meeting subsequent to his appointment any member shall forthwith declare any connection, business, family or financial, direct or indirect that he has with any subject under consideration by the Board. Failure to do so may be construed by the Board as misconduct under Section 4(1)(d) of Schedule 2 of the Ordinance if a voting member, or the matter referred to the Executive if a non-voting member.

Public
statement

11. All public statements concerning the Authority's Affairs shall be issued only by the Chairman, or by the General Manager with the prior approval of the Chairman, and subsequent ratification by the Board.

Standing orders

12. These Standing Orders are Supplementary to any provisions in the Malaita Development Authority Ordinance 1987, and in any conflict between the provisions, the terms of the Ordinance shall prevail.

Approved by the Malaita Chazon Development Authority Board thisday of 2012.

CHAIRMAN

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