



KHYBER PAKHTUNKHWA

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**GOVERNMENT OF THE KHYBER PAKHTUNKHWA
SPORTS, CULTURE, TOURISM, ARCHAEOLOGY, MUSEUMS AND YOUTH AFFAIRS
DEPARTMENT**

NOTIFICATION

Dated Peshawar, the 24th March, 2021.

No. SO(Y) Y-4/Misc/2021/5034. In exercise of the powers conferred by section 10 of the Khyber Pakhtunkhwa Youth Development Commission Act, 2019 (Khyber Pakhtunkhwa Act No. XXII of 2019), read with section 5 thereof, the Government of Khyber Pakhtunkhwa is pleased to make the following rules, namely:

**THE KHYBER PAKHTUNKHWA YOUTH DEVELOPMENT COMMISSION
(CONDUCT OF BUSINESS) RULES, 2021**

1. **Short title and commencement.**---(1) These rules may be called the Khyber Pakhtunkhwa Youth Development Commission (Conduct of Business) Rules, 2021.

(2) These rules shall come into force at once.

2. **Definition.**--- In these rules, unless the context otherwise requires,-

- (a) "Act" means the Khyber Pakhtunkhwa Youth Development Commission Act, 2019 (Khyber Pakhtunkhwa Act No. XXII of 2019);
- (b) "committee" means the committee, mentioned in section 7 of the Act, and constituted under section 5 of these rules; and
- (c) "Secretary" means the Secretary of the Commission.

3. **Preparation of agenda or working papers for the meeting.**---(1) The agenda of the meeting shall be prepared by the Secretary with the approval of the Chairperson, which shall be forwarded to the participants of the meeting at least fifteen (15) days in advance of the meeting:

Provided that in case of urgency, a meeting can be convened at a short notice of seven (07) days or less.

(2) Any member may propose an item for the agenda which may be included in the agenda with the approval of the Chairperson; provided that it is received ten days before the meeting.

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4. Proceedings for the meeting.--- (1) The principal place of sitting of the Commission shall be at Peshawar.

(2) In terms of sub-section (1) of section 5 of the Act, the Commission shall meet after every three months at the principal place of sitting of the Commission, as specified in sub-rule (1), or any other place as the Chairperson may deem appropriate.

(3) All the items of the agenda shall be considered for approval with exhaustive deliberation amongst the members of the meeting with the quorum as specified in sub-section (3) of section 5 of the Act.

(4) The minutes of the meeting shall be prepared and sent to the members for confirmation and their signatures. Their observations on the minutes, if any, shall be received by the Secretary within seven (07) days of the circulation of the minutes, failing which the minutes shall be deemed to have been confirmed.

(5) In case of, except in financial matters, an item may be decided by the Commission through circulation of the agenda amongst the members, in which case, the decision shall be based on the majority of the views expressed by the members.

(6) On the start of a meeting, other than the first meeting, the Secretary shall inform the actions taken on the decisions in the previous meetings.

(7) All the decision of the Commission shall be authenticated by the signature of the Chairperson.

(8) Proceedings of the Commission shall not be invalidated on the ground that any member did not receive the notice of agenda or working papers for the meeting of the Commission.

5. Record of proceedings.---(1) The Secretary shall record the proceedings of the meeting and shall submit them to the Chairperson for authentication.

(2) After authentication of the proceedings, two master copies shall be kept under lock and key in the office of the Chairperson and the Secretary. Every page of the master copies shall be signed by the Secretary and countersigned by the Chairperson.

(3) Copies of the proceedings shall be circulated among all the members.

(4) If any member draws the attention of the Secretary or the Chairperson to any discrepancy between a decision taken and its record in the proceedings, the views of the members shall be placed before the Chairperson, whose judgment shall be forwarded to the members concerned. If the member is still not satisfied, the matter may be placed to the Commission at its next meeting, without prejudice to the action taken.

6. Special meeting.--- If certain matters require in early reference, a special meeting of the Commission may be conveyed with the approval of the Chairperson at the request of one-third of the members to discuss a particular issue. Agenda for such a meeting shall be circulated at least a week before the meeting.

7. Emergency meeting.--- An emergency meeting of the Commission may be called by the Chairperson or on a written request made by two-third of the total number of members of the Commission, whenever the occasion demands. Agenda for such a meeting shall be circulated at least three days before the meeting.

8. Administration.--- The Secretary shall administer the day to day affairs of the Commission under the directions of the Chairperson and with the help of sub-ordinate staff.

9. Composition of committees.--- (1) In terms of section 7 of the Act, the Commission may constitute an administrative committee, finance committee, technical committee, advisory committee or any other committee as may be required.

(2) The committee, so constituted by the Commission, under sub-rule (1), shall comprise of such number of members as may be determined by the Commission and perform such functions and conduct such meetings, as are delegated to it under the Act, with due care and caution.

(3) The Commission shall not delegate its powers and functions to the committee which are assigned to it by Government under clause (h) of section 6 of the Act.

(4) The committee, so constituted under sub-rule (1), shall submit its report to the Commission after the disposal of each functions performed by it in its delegated capacity.

10. Powers and functions of the committee.--- Without prejudice to the generality of the forgoing powers, the committee may, subject to the Act, have powers to-

- (a) advise the Commission on preparation of annual progress report under section 8 of the Act;
- (b) regulate and lay down standards for the preparation of annual progress report;
- (c) propose to the Commission the schemes for preparation of annual progress report;
- (d) prepare the annual progress report and submit to the Commission; and
- (e) all other matters which may be assigned to the committee by the Commission.

11. Removal of nominated members.--- The members, nominated by the Chairperson under clauses (g) to (m) of the Act, may, in terms of sub-section (5) of section 5 thereof, be removed from the membership of the Commission, if,-

- (a) he is found guilty of misconduct;
- (b) adjudicate an insolvent;
- (c) unfit to continue in office by reason of being mentally or physically incapable or handicapped and stands so declared by a competent medical authority;
- (d) refuses to act or becomes incapable of acting as member;
- (e) remains absent from three consecutive meetings of the Commission;

- (f) he has, in the opinion of Chairperson, to abuse to position of a member which renders him detrimental to the interest of youth; or
- (g) he has convicted of any offence involving moral turpitude.

**SECRETARY TO GOVERNMENT OF THE KHYBER PAKHTUNKHWA
SPORTS, CULTURE, YOUTH AFFAIRS, ARCHAEOLOGY,
TOURISM AND MUSEUMS DEPARTMENT**