



**General Body meetings
&
Standing Committee meetings
of Zilla Parishads**

Composition of Zilla Parishad (Sec.177)

1. Persons elected under Section 179 (ZPTCs)
2. M.L.As representing from the district
3. MP(LS) representing from the district
4. MP(RS) who is a registered voter in the district
5. Two persons belonging to minorities to be coopted by Members

Permanent invitees (Section 188)

- Chairperson of District Cooperative Marketing Society
- Chairperson, Zilla Grandhalaya Samastha
- Chairperson, District Cooperative Central Bank
- District Collector
- Mandal Parishad Presidents in the district

Special invitee (Sec.189)

- For the purposes of consultation on any subject under the consideration of the ZP

Rules for conduct of business at a meeting of ZP

(Sec.190 & Vide GoMsNo.218 PR&RD(Mdl.II) dt.31.3.1995)

When:

Every month General body meeting

No meeting during Assembly/Parliament sessions

Where:

Head Quarters offices only

Notice of place, date and time of the meeting shall be indicated

Agenda shall be sent along with the notice

Kinds of Meetings:

Ordinary Meeting: 6 clear days

Urgent Meeting : atleast 2 days notice

Requisition Meeting :Requisition in writing signed by not
less than 1/3rd of the Members

If CZP fails to convene meeting within 3 days

7 clear days of notice to the Members

Properly convened meeting shall not be postponed except
request made by 1/2 of Members

Preparation of Agenda:

- Prepare in Telugu in consultation with CZP
- Any subject specified by the CZP shall be included
- If a subject is in violation of any rule, Note should be written
- CEO may include any subject to be considered by ZP

Presiding Member:

- CZP, Vice-Chairperson, or Members Chosen
- All the meetings of ZP shall be open to the public

Quorum:

- 1/3rd Members of then on ZP
- Quorum shall be maintained throughout meeting
- The Proceedings of meeting is illegal without quorum
- Quorum Bell - not less than 15 minutes

Adjournment:

- For want of quorum
- With consent of members
- For grave disorder
- Adjourn later hour on the same day or next day on the same time
- Fresh meeting if no quorum in the adjourned meeting

Order of the Day:

1. Interpellations and questions
2. Papers to be laid on the table of the ZP
3. Elections of members of Standing Committees
4. Matters relating to urgent official business by CZP
5. Any motion regarding change of order of business
6. Proceedings of the standing committees
7. Resolutions
8. Other Official business

Minutes of the Meeting:

- Resolution not carried unanimously, record for and against
- No resolution be modified or cancelled within 3 months
except supported by not less than 1/2 members in spl .meet
- Maintain minutes book signed by Presiding Member

Minutes contain

- Names of member who stage walkout during the meeting
- Arrival and departure of the Member may be recorded
- CEO's Advice on a decision form part of the proceedings
- Copy of minutes shall be forwarded to CPR within -7days

Decorum:

- The members shall speak only from their places
- Presiding member shall decide who is to speak first

Breaches of order:

- Uses objectionable or offensive words
- Wilfully disturbs the peaceful and orderly meeting
- Refuses to obey any order from the chair
- Persists in irrelevance or in tedious repetition of own arguments

Suspension of member:

- Presiding member may direct any member, to withdraw immediately from the Meeting - not exceeding 4 months

Questions:

- Notice of question shall be given atleast 15 clear days
- The first 30 mts shall be available for asking questions
- Shall not contain arguments, defamatory statements
- Shall not ask about personal matters except official matters
- Shall not pertain to individual grievances or complaints
- A question once fully answered shall not be asked again
- Member can raise a point of order for the decision of CZP

Resolution:

- Any member may move a resolution relating to ZP
- Presiding member shall decide on the admissibility
- Clearly expressed and raise a definite issue
- Shall be given at least 8 clear days of notice
- Notice of resolution shall be in writing
- Shall not contain arguments or defamatory statement
- Relative precedence of resolutions shall be determined by ballot, if necessary

Issues in the meetings

- Officials are not attending the meetings
- Agenda items are not discussed fully
- Meetings are not held monthly
- No effective review in standing committees
- No sufficient time is allotted for reviews by the standing committees
- NO follow up action on the decisions taken by the standing committees/General body meetings relating to the line department

The image features a solid brown background with a pattern of stylized, overlapping autumn leaves in various shades of brown and tan. The leaves are scattered across the frame, creating a textured, seasonal feel. Centered on this background is the text "Thank You" in a white, serif font. The letters are bold and have a slight shadow effect, making them stand out against the darker background. The overall composition is simple and elegant, typical of a closing slide in a presentation.

Thank You