

**SAFA Guidelines for the conduct of
Meetings via
Teleconference/Videoconference**

Guidelines for the conduct of Meetings of Assembly/Centres of Excellence/Working Groups/Task Forces via Teleconference/Videoconference

Definitions:

Teleconference - 'Teleconference' means a meeting conducted among a group of people at different locations via tele-communication equipments, which enables the participants to simultaneously communicate with each other through voice.

Video-Conference- 'Video-Conference' means a meeting conducted among a group of people at different locations via television and tele-communication equipments, which enables the participants to simultaneously communicate with each other through vision and voice.

S. No.	Aspect	Existing Provision/Practice		Proposed Guidelines	
		Assembly	Centres of Excellence/ Working Groups/ Task Forces	Assembly	Centres of Excellence/ Working Groups/ Task Forces
1.	Authority to decide convening of a meeting	President has the authority to decide convening a meeting of the Assembly.	Chairman has the authority to decide convening a meeting of the Asembly.	President shall have the authority to decide convening a meeting of the Assembly through teleconference/videoconference.	Chairman shall have the authority to decide convening a meeting of the Centre of Excellence/Working Group/Task Force through teleconference/videoconference.
2.	Notice	a) A notice of not less than three months shall be given for an ordinary meeting of Assembly.	There is no specific provision regarding the period of notice for the meetings of Centres of	a) A notice of not less than one month shall be given for an ordinary meeting of the Assembly to be held via teleconference/	A notice of not less than seven days shall be given for a meeting of the Centre of Excellence/Working Group/Task Force to be

		<p>[Ref: Part IV (Clause 10) of the Constitution]</p> <p>(The frequency of the meetings of the Assembly has increased over a period of time owing to which the notice period is usually shorter. However in practice, the date and venue of the meetings are usually tentatively determined in the preceding Assembly meeting.)</p> <p>b) A notice of not less than two months shall be required for convening a special meeting of the Assembly.</p> <p>[Ref: Part IV (Clause 12) of the</p>	<p>Excellence/Working Groups/Task Forces.</p>	<p>videoconference.</p> <p>b) A notice of not less than 15 days shall be given for a special meeting of the Assembly to be held through teleconferencing/videoconferencing.</p>	<p>held through teleconference/videoconference.</p>
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		Constitution]			
3.	Transaction of business not originally included in the Agenda i.e. the additional items	<p>a) No business other than that included in the agenda for the ordinary meeting shall be transacted at such meeting except with the consent of the President.</p> <p>[Ref: Part IV (Clause 11) of the Constitution]</p> <p>b) No business except for which the special meeting of the Assembly is convened shall be transacted.</p> <p>[Ref: Part IV (Clause 10) of the Constitution]</p>	There is no specific provision regarding transaction of additional business in the Constitution. The items may be considered with consent of the Chairman.	<p>a) No business other than that included in the agenda for the ordinary meeting of the Assembly through teleconference/videoconference shall be transacted except with consent of the President.</p> <p>b) No business except for which the special meeting of the Assembly through teleconference/videoconference is convened shall be transacted.</p>	No business other than that included in the agenda for the ordinary meeting of the Centre of Excellence/Working Group/Task Force shall be transacted except with consent of the Chairman.
4.	Quorum	The Assembly shall not take action on matters coming before it unless at	The requirement for quorum is not provided in the Constitution or	The Assembly shall not take action on matters coming before it unless at least one half of the	The Centres of Excellence/Working Groups/Task Forces shall not take action on matters

		<p>least one half of the members eligible to vote are present at the meeting. If less than half the members are represented at the meeting of the Assembly, the meeting shall stand adjourned</p> <p>[Ref: Part IV (Clause 6) of the Constitution]</p>	<p>elsewhere. The constitutional provision as applicable in respect of the Assembly is generally followed.</p>	<p>members eligible to vote are present at the meeting held through teleconference/videoconference. If less than half the members are represented at the meeting of the Assembly, it shall stand adjourned.</p> <p>The following shall be applicable, additionally:</p> <p>1) As long as the participating members can communicate with each other simultaneously through audio/visual mode, they should be deemed to be present.</p> <p>2) If during the meeting, a member cannot be connected with the specified link whereas others are connected, normally the meeting can be commenced/continued if the concerned member is informed of the same</p>	<p>before it unless at least half of the members are present at the meeting held through teleconference/videoconference. If less than half the members are represented at the meeting, it shall stand adjourned.</p> <p>The following shall be applicable, additionally:</p> <p>1) As long as the participating members can communicate with each other simultaneously through audio/visual mode, they should be deemed to be present.</p> <p>2) If during the meeting, a member cannot be connected with the specified link whereas others are connected, normally the meeting can be commenced/continued if the concerned member is informed of the same and he also gives his consent,</p>
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				<p>and he also gives his consent, which is duly recorded in the minutes of the meeting. In any other case, including a situation where the Chairman is unable to co-ordinate with other members, the Chairman may consider as to whether to continue the meeting or to adjourn. In case an item is under consideration/discussion and the linkage is temporarily cut- off to one or more members, then the meeting should be adjourned for the time being and the same can resume only after the full linkage is restored.</p> <p>3) If a member desires consideration of a particular item in a personal meeting, he may then make a request citing specific reason(s) to the Chairman. On consideration of the same,</p>	<p>which is duly recorded in the minutes of the meeting. In any other case, including a situation where the Chairman is unable to co-ordinate with other members, the Chairman may consider as to whether to continue the meeting or to adjourn. In case an item is under consideration/discussion and the linkage is temporarily cut- off to one or more members, then the meeting should be adjourned for the time being and the same can resume only after the full linkage is restored.</p> <p>3) If a member desires consideration of a particular item, in a personal meeting, he may then make a request citing specific reason(s) to the Chairman. On consideration of the same, the Chairman may decide to defer consideration of the item.</p>
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				the Chairman may decide to defer consideration of the item.	
5.	Record of Attendance	The record of attendance is maintained by Permanent Secretary.	The record of attendance is maintained by the Chairman.	<p>1) The record of attendance shall be maintained by Permanent Secretary.</p> <p>2) The members should forward concurrence for attending the meeting to the Chairman or Permanent Secretariat in advance and upon the conclusion of the meeting. They must forward, in writing, a declaration to the effect of his attendance at the meeting. The minutes of the meeting should contain presence of individual member(s) (recorded on the basis of such declaration) and the same would constitute evidence of attendance of members at the meeting.</p> <p>3) Leave of absence sought</p>	<p>1) The record of attendance shall be maintained by the Chairman of the Centre of Excellence/Working Group/Task Force.</p> <p>2) The members should forward concurrence for attending the meeting to the Chairman in advance and upon the conclusion of the meeting. They must forward, in writing, a declaration to the effect of his attendance at the meeting. The minutes of the meeting should contain presence of individual member(s) (recorded on the basis of such declaration) and the same would constitute evidence of attendance of members at the meeting.</p> <p>3) Leave of absence sought</p>

				<p>by member should be granted only when a request to that effect is communicated to the Chairman or Permanent Secretary.</p> <p>4) In the event of a member requesting for leave of absence at any stage before conclusion of the meeting, his request may be acceded to and appropriate record of the same shall be maintained by the Chairman or Permanent Secretary. The minutes shall specifically record the presence or absence of a member with respect to the respective items, where he is not present throughout the meeting.</p>	<p>by member should be granted only when a request to that effect is communicated to the Chairman.</p> <p>4) In the event of a member requesting for leave of absence at any stage before conclusion of the meeting, his request may be acceded to and appropriate record of the same shall be maintained by the Chairman. The minutes shall specifically record the presence or absence of a member with respect to the respective items, where he is not present throughout the meeting.</p>
6.	Chairman of a Meeting	President is the Chairman of the ordinary or special meetings of the Assembly. In his	The Chairman of the Centre of Excellence/ Working Group/Task Force chairs the meeting or in his	President shall be the Chairman of the ordinary or special meetings of the Assembly held through teleconference/videoconfe	The Chairman of the Centre of Excellence/Working Group/Task Force shall chair the meeting. In his absence, the Vice Chairman,

		<p>absence, the Vice President acts as Chairman. In the absence of both, the Assembly may elect any other member to assume the chair.</p> <p>[Ref: Part IV (Clause 13) of the Constitution]</p>	<p>absence, the Vice Chairman, if there is any or another representative of the member body to which the Chairman belongs acts as the Chairman of the meeting.</p>	<p>rence. In his absence, the Vice President shall act as Chairman. In absence of both, the Assembly may elect any other member shall act as the Chairman.</p>	<p>if there is any or another representative of the member body to which the Chairman belongs shall act as the Chairman.</p>
7.	Record of Minutes	<p>Permanent Secretary records the minutes of the meetings of Assembly.</p>	<p>Chairman records the minutes of the meetings of Centres of Excellence/Working Groups/Task Forces.</p>	<p>Permanent Secretary shall record the minutes of the meetings of Assembly held through teleconference/videoconference.</p>	<p>The Chairman of the Centres of Excellence/Working Groups shall record the meetings of the respective Centres of Excellence/Working Groups/Task Forces held through teleconference/videoconference.</p>
8.	Adjournment of meeting	<p>If less than half the members are represented at a meeting of the Assembly, the meeting shall stand adjourned. The meeting shall</p>	<p>There is no specific provision in regard to adjournment of meetings of the Centres of Excellence/Working Groups/Task Forces. If less than half the members are</p>	<p>If less than half the members are represented at a meeting of the Assembly, the President will have the authority to decide regarding adjournment/cancellation of the meeting.</p>	<p>If less than half the members are represented at a meeting of the Assembly, the Chairman will have the authority to decide regarding adjournment/cancellation of the meeting.</p>

		<p>proceed to transact the business on the date to which the meeting is adjourned notwithstanding the fact that there may be less than one-half of the members present.</p> <p>[Ref: Part IV (Clause 6) of the Constitution]</p>	<p>represented at a meeting of the Assembly, the Chairman will have the authority to decide regarding adjournment/ cancellation of the meeting.</p>		
9.	Maintaining Secrecy	<p>Not specifically indicated but it is expected that while participating, the members should not allow presence of any unofficial at the location from where they so participate. The members shall fill in the declaration form (<i>as annexed</i>) within a day of conclusion of the meeting and forward it to the Permanent Secretariat confirming their</p>	<p>Not specifically indicated but it is expected that while participating, the members should not allow presence of any unofficial at the location from where they so participate. The members shall fill in the declaration form (<i>as annexed</i>) within a day of conclusion of the meeting and forward it to the Chairman of the respective Centre of Excellence/Working</p>	<p>Not specifically indicated but it is expected that while participating, the members should not allow presence of any unofficial at the location from where they so participate. The members shall fill in the declaration form (<i>as annexed</i>) within a day of conclusion of the meeting and forward it to the Permanent Secretariat confirming their presence in person at the meeting.</p>	<p>Not specifically indicated but it is expected that while participating, the members should not allow presence of any unofficial at the location from where they so participate. The members shall fill in the declaration form (<i>as annexed</i>) within a day of conclusion of the meeting and forward it to the Chairman of the respective Centre of Excellence/ Working Group confirming their presence in person at the meeting.</p>

		presence in person at the meeting.	Group/Task Force confirming their presence in person at the meeting.		
10.	Matters which should not be transacted at a meeting held through tele/video conferencing	-	-	<ul style="list-style-type: none"> a) Matters involving amendments in the Constitution; b) Approval of the annual report of the Federation; c) Approval of the audited accounts of the Federation; d) Appointment of auditors of the Federation and fixation of their remuneration e) Election of Office Bearers (an yearly feature) of the Federation f) Any other subject matter/s, which, in the opinion of the President, should not be considered via electronic mode. 	-
11.	Additional	-	-	a) provision for	a) provision for

	<p>measures to be taken</p>			<p>distribution of documents/papers during the course of meeting through e-mail or other means should be made;</p> <p>b) each location should have two-way communication between every other location during the entire meeting held by tele/video conferencing;</p> <p>c) audio signals perceptible from the remoter tele/video-conferencing sites should be of similar quality and volume as the local audio at the originating site;</p> <p>d) audio/video recording, if required, of the meeting should be</p>	<p>distribution of documents/papers during the course of meeting through e-mail or other means should be made;</p> <p>b) each location should have two-way communication between every other location during the entire meeting held by tele/video conferencing;</p> <p>c) audio signals perceptible from the remoter tele/video-conferencing sites should be of similar quality and volume as the local audio at the originating site;</p> <p>d) audio/video recording, if required, of the meeting should be made preferably from the place where the Chairman of the meeting participates</p>
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				made preferably from the place where the President participates for Assembly	for Centers of Excellence/Working Group.
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Apart from the above, the Constitution provides for various aspects of the

- Validity of a resolution passed at a meeting
- Right to vote
- Casting vote