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The Gazette of the Democratic Socialist Republic of Sri Lanka

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(Published by Authority)

PART IV (A) – PROVINCIAL COUNCIL

Provincial Council Notifications

SABARAGAMUWA PROVINCIAL COUNCIL

RULES made under Section 193 of the Urban Councils Ordinance, Chapter 255, read with Section (2) of the Provincial Councils (Consequential Provisions) Act, No. 12 of 1989.

I, A. A. C. J. Rajarathna, Governor of the Sabaragamuwa Province, hereby declare that the rules made in exercise of the powers vested in me under section 193 of the Urban Councils Ordinance, Chapter 255, read with section (2) of the Provincial Councils (Consequential Provisions) Act, No. 12 of 1989, are hereby published in the Schedule here to.

A.A.C.J. Rajarathna,
Governor.

Sabaragamuwa Province.

At Governor's Office,
Provincial Council Building,
New Town,
Ratnapura.
19th May, 2025.



1. These Rules are made to prescribe the allowances payable to the Chairman, Vice Chairman and members of the Urban Councils of the Sabaragamuwa Province and to make provision for repealing the rules included in the *Extraordinary Gazette* of the Democratic Socialist Republic of Sri Lanka No. 1396/18 dated 08th June 2005.
2. These rules are mentioned as the Rules relating to the Payment of Allowances to the Chairman, Vice-Chairman and Members of the Urban Council of the Sabaragamuwa Province
3. The monthly allowances payable to the Chairman, Vice Chairman and members of the Municipal Council shall be in accordance with the policy decisions taken by the Government in this regard from time to time and shall be paid in the following month for the month passed, subject to the maximums so prescribed.
4. A member shall not be entitled to allowances under the following circumstances:
 - (1) In the case of a member of the Municipal Council who has been suspended from the proceedings of the Municipal Council under the By-laws on the Proceedings of the Municipal Council, for the period of such suspension
 - (2) For the period of arrest and detention or imprisonment under the Bribery or Corruption Commission Act or for any other criminal charge
 - (3) Failure to attend ordinary meetings of the Council with or without the permission of the Council, except when on leave for medical reasons or for other official duties of the Council with the permission of the Council.
 - (4) When the office of the Chairman, Vice - Chairman and a member of the Council or the Council has been suspended under any written law.
5. The total monthly subsistence allowances and travelling allowances payable to the Chairman, Vice - Chairman and members for attending meetings of a Municipal Council shall be as amount determined by the Council, taking into account the income in the annual budget of the relevant Municipal Council, subject to a maximum of eight thousand rupees.
6. The Chairman, Vice-Chairman and Member, when applying for the allowances under section 5 above, shall submit a formal travel expense voucher for the relevant month in the following month along with a declaration submitted in accordance with the format included in the Appendix under these Rules.
7. The rules relating to allowances for the Chairman, Vice - Chairman and members of the Municipal Councils, published in the *Extraordinary Gazette* of the Democratic Socialist Republic of Sri Lanka No. 1396/18 dated 08th June 2005, are hereby repealed with effect from the date of commencement of these rules.
8. In the event of any inconsistency between the Sinhala, Tamil and English texts of these rules, the Sinhala text shall prevail.

Appendix

Declaration regarding the request for subsistence allowance and travel allowance

Urban Council

Subsistence allowance

Name of the Post Holder

Post: Chairman /Vice Chairman/Member

Rs.1000/- for the Chairman, Rs.800/- for the Vice-Chairman and Rs.700/- for a member.

These values are applicable for a period of 24 hours of service of 12 hours or more. For a period of more than 6 hours and less than 12 hours, half of this allowance is payable.

For travel to the following locations for Urban Council business

01. Amount incurred for the use of a private vehicle (maximum Rs. 20 per kilometer for a car/maximum Rs. 10 per kilometer for a motorcycle or three-wheeler)

Rs.	Cents

02. Subsistence allowance

03. Requested Amount

I certify that the above request for a total of Rs..... includes an accurate record of my travels on the business of Urban Council and that the travel allowance and subsistence allowances mentioned therein were actually incurred for the business of the Council.

.....,

Applicant's Signature.

Date :

This is a notice made under Section 184 of the Pradeshiya Sabha Act, No. 15 of 1987, read with Section 2 of the Provincial Councils (Incidental Provisions) Act, No. 12 of 1989.

The Rules for the Conduct of the Meetings of the Pradeshiya Sabha in the Sabaragamuwa Province and the Payment of Allowances to the Chairman, Vice - Chairman and Members of the Pradeshiya Sabha, 2025, made by virtue of the powers vested in me under Section 184, of the Pradeshiya Sabha Act, No. 15 of 1987, read with Section 2 of the Provincial Councils (Incidental Provisions) Act, No. 12 of 1989, are hereby promulgated by me, A.A.C.J. Rajarathna, Governor of the Sabaragamuwa Province.

A.A.C.J. Rajarathne,
Governor.
Sabaragamuwa Province.

Governor's Office,
New Town,
Provincial Council Building.
19th May, 2025.

Rules

1. These rules are made to prescribe the procedure for conducting the business of the Pradeshiya Sabha meetings, to make provisions regarding the payment of allowances applicable to the members of the Pradeshiya Sabha and to review the Pradeshiya Sabha (Procedure for Conduct of Business) Rules in 1988 and the rules included in the *Extraordinary Gazette* No. 1396/618 and dated 08th June 2005 of the Democratic Socialist Republic of Sri Lanka for payment of allowances to Pradeshiya Sabha chairmen, vice-chairmen and members,
2. These rules may be called the Rules on the Conduct of Meetings of the Pradeshiya Sabha in the Sabaragamuwa Province and the Payment of Allowances to the Chairman, Vice-Chairman and Members of the Pradeshiya Sabha, 2025

General Meeting.

3. (1) The Pradeshiya Sabha shall hold an ordinary meeting for every month on a date and at a time previously determined by the Council, in accordance with the provisions of the Pradeshiya Sabha Act. No. 15 of 1987, in one of the office premises of the Council. However, in the event that the day previously decided for the ordinary meeting referred to in this section is declared a public holiday, the subsequent working day shall be considered as the day on which the relevant meeting is held.
- (2) If, under this section, a day fixed by the Council as the day on which the ordinary meeting should be held is deemed to be a day on which, due to special circumstances, the ordinary meeting cannot be held, it shall be the duty of the Chairman to call a special meeting to decide on that.
- (3) When a Pradeshiya Sabha determines a date for an ordinary meeting of the council, that date must be a day in the first week of the relevant month or a day close to it.

4. A notice calling an ordinary meeting of the Pradeshiya Sabha, together with the agenda for that day's meeting, shall be delivered by the Chairman to each member of the Sabha four days prior to the date of the ordinary meeting, except on Saturdays, Sundays and public holidays. If, for any reason, a notice under this section cannot be delivered to the relevant member personally, the posting of the notice by the relevant member at the address within the area of the Pradeshiya Sabha, which as has previously been informed to the Pradeshiya Sabha as residential address, shall be deemed to be a proper delivery of the relevant notice.

However, in cases where the Council has previously decided with the consent of the members that the notice of the convening of the Council and the delivery of documents shall be made by E-Mail to all the members, forwarding the relevant notice to their E-Mail addresses shall be deemed to be a legal delivery of the notice to the members.

5. Notice of a special meeting of the Pradeshiya Sabha shall be given in accordance with the provisions of the Pradeshiya Sabha Act, No. 15 of 1987.

6. In considering the priority and seniority of the members of the Pradeshiya Sabha, the Chairman shall be in the first place, the Vice - Chairman in second place, and in the case of former members who have been re-elected, the order of their continuous membership in the Sabha, and the order of priority in the declaration of the Election Commissioner regarding the election of members in their names shall be taken into account.

Order of the
Priority.

7. Every member attending the business of the Council or Committee meetings shall be dressed in the following attire:

Dress code of
the members for
council.

- (1) National dress, full European dress, trousers or cloth, a shirt with a long sleeve tunic collar covering the neck,
- (2) Saree and hat for female members.
- (3) Clothing accepted in accordance with religious customs and traditions.
- (4) Head covering accepted in accordance with religious customs and traditions.
- (5) Members shall wear light-colored clothing whenever possible and shall refrain from wearing dark colored, colorful, or striped clothing to the Council.

8. The provisions of Section 13 of the Pradeshiya Sabha Act, No. 15 of 1987, shall apply to the quorum for ordinary and special meetings of the Pradeshiya Sabha. If, at the time of a meeting of the Sabha, it appears to the Chairman or if any other member of the Chairman draws the attention of the Chairman to the quorum, the Chairman shall cause the proceedings of the meeting to be suspended and the bell to be rung to indicate the quorum. If, within two minutes, the quorum is not in the Council, the Chairman shall adjourn the meeting on the ground of the quorum.

Quorum.

9. (1) When a meeting is called for and within 30 minutes of the time and if the quorum is not in the council and the Chairman decided that the quorum is not present as per in the section 8, the meeting shall be adjourned.

Adjournment due
to lack of quorum.

- (2) if the quorum for the meeting is not present for a meeting, within 24 hours from the time adjourned

by the Chairman under the first sub-section of this section, it shall be adjourned to another day. The meeting, agenda or the rest of it so adjourned shall be reconvened on a day not exceeding 15 days from the date of adjournment.

- (3) Notice of the reconvening of a meeting adjourned under this section shall be given to all members three days before the date of the meeting.
- (4) In the event of a meeting being called under this section and where a decision has been taken by the Pradeshiya Sabha under section 4 hereof, forwarding the relevant notice to the E-mail addresses of the members of the Pradeshiya Sabha shall be deemed to be a lawful delivery of the notice to the relevant member.

10. A regular or special meeting of the Council may be adjourned from time to time by the Chairman with the consent of the Council. No business other than the uncompleted business specified in the agenda of such adjourned meeting shall be considered at the adjourned meeting.

- (2) A meeting adjourned under this section with the consent of the Council shall be convened on a day within 15 days from the date of adjournment and the adjourned agenda or the remainder thereof shall be completed.
- (3) Notice of a meeting adjourned under this section shall be given to all members three days before the date of the meeting.
- (4) In the event of a meeting being called under this section and where a decision has been taken by the Pradeshiya Sabha under section 4 here of, forwarding the relevant notice to the E- mail addresses of the members of the Pradeshiya Sabha shall be deemed to be a lawful delivery of the notice to the relevant member.

Public Gallery

11. (1) It shall be the duty of the Pradeshiya Sabha to reserve a place for the general public, including electronic and printed reporters, to remain at an observation during a meeting of Council.
- (2) The general public, including electronic and printed reporters, may remain at a place specifically reserved for them during a meeting of the Council, and shall leave the Council when the Chairman so requests, upon the decision of the majority of the members present decide on any relevant matter that they should be removed from the council in the public interest.

The Order of
business of the
meeting

12. The order of business of the ordinary meeting of the Pradeshiya Sabha shall be as follows
 - (a) Confirmation of the minutes of the previous meeting.
 - (b) Announcements to be made to the Council by the Chairman
 - (c) Motions for leave to remain absent from the meeting of the Council
 - (d) Submission of memoranda, petitions, complaints
 - (e) Questions duly adjourned
 - (f) Motions duly adjourned
 - (g) Submission of Committee Reports

- (h) Submission of monthly statements of receipts and expenditure, progress report on revenue collected and other documents to be submitted to the Pradeshiya Sabha
- (e) Personel explanations of members
13. Subject to the provisions of section 15 of the Pradeshiya Sabha Act, No. 15 of 1987, all the business decision, Rules and actions of a Pradeshiya Sabha shall be recorded in a record book and maintained by the Secretary. Confirmation of the minutes
14. (1) The minutes of each meeting of the previous month shall be included in the agenda of the ordinary meeting of the following month and shall be delivered to all members along with the agenda.
- (2) In cases where the Council has previously decided with the consent of all the members representing the Council that the minutes of the meeting of the Council shall be delivered by electronic mail under this section, the forwarding of the relevant meeting minutes to their electronic addresses shall be deemed to be a valid delivery of the said minutes to the members.
- (3) It shall be proposed that the minutes of the previous month's meeting of the ordinary meeting of the following month be considered as read and confirmed and that the minutes of the meeting of the ordinary meeting of the following month shall be deemed to have been approved, if any, and that the minutes shall be deemed to have been approved by any member.
15. (1) If the Chairman considers that there are matters within his purview which he considers necessary to inform the Council, he may address the Council and make announcements in that regard. Announcement made by the president
- (2) No member shall have the right to comment on, argue or pass resolutions on the matters contained in the notices made under this section.
- (3) Any notice made in the form of a notice shall be in respect of a matter relating to the subject matter of local government.
16. In the event that any member is unable to attend a general meeting of the Council or a special meeting of the Council, he/she must submit a written request to the Council, either by himself/herself, the Chairman or another member, requesting leave of absence from the Council. Motions for permission to non attending the council meeting
17. The Council shall consider each application for leave of absence submitted under section 16 above and shall reach a decision on the grant of leave of absence, and if the Council does not grant leave of absence in respect of any such application, the reasons for such refusal shall be clearly stated in the report.
18. (1) Every memorandum, petition and complaint submitted to the Council shall have a matter and relation to the scope of the Pradeshiya Sabha. Submitting memo-randums, petitions and complaints
- (2) Every memorandum, petition and complaint submitted under this section shall be addressed to the Council or the Chairman and shall be written in polite language.
- (3) The name, signature, date and personal address of the submitter of a memorandum, petition or complaint shall be mentioned in every memorandum, petition, complaint submitted, and if any relief is sought, it shall also be mentioned.

- (4) Certified copies of any documents, if any, in support of the matters mentioned in the memorandum, petition or complaint shall be attached to it.
- (5) The memorandum, petition, or complaint submitted should not relate to a matter pending before a court or other judicial body or to a matter submitted for arbitration.
- (6) No member shall submit any petition, petition or complaint in his own name.
- (7) A member presenting a petition or petition to the Pradeshiya Sabha may briefly state the object of the petition or petition.
- (8) No member shall submit any memorandum, petition or other information which is not addressed in a respectful tone and which does not include the name and address of the person who wrote it.
- (9) Any member may suggest that a memorandum or petition shall be read. When suggesting the motion, he shall briefly state the reasons for which he desires it to be read.
- (10) No argument shall be allowed on the motion, and no other member shall speak on or in relation to the petition or memorandum except to confirm the motion.
- (11) When the motion is confirmed, it should be inquired the question whether the petition or memorandum should be read.
- (12) It shall be lawful for a member to propose that the Chairman himself or a committee report on a petition or memorandum submitted to the Pradeshiya Sabha for appropriate action or to refer it for final action.
- (13) Where the Chairman intends to examine evidence from witnesses in respect of a petition or memorandum, the petitioner or member who requires such witnesses shall submit to the Secretary a list of such witnesses, including their names, place of residence and occupations, at least 3 days before the date fixed for the examination of such evidence, and the Secretary shall give written notice to such witnesses to attend the examination of such evidence.

Extended
problems.

19. (1) The Chairman may be questioned relating to the business of the Pradeshiya Sabha.

- (2) The Questions submitted for oral answers from the Chairman shall be prepared in writing and submitted to the Secretary by the member submitting the questions for inclusion in the minutes seven days prior to the meeting of the Council, excluding Saturdays, Sundays and public holidays.

However, where the Council has previously decided, with the consent of all the members representing the Council, that the submission of questions adjourned under this section by electronic mail is sufficient, the submission of the relevant questions adjourned to the electronic address of the Council seven days in advance of the meeting of the Council, excluding Saturdays, Sundays and public holidays, shall be deemed to be a legal submission of such questions to the Secretary.

- (3) Questions submitted under this section shall be included in the agenda in the manner in which they were submitted to him by the Secretary.
 - (4) The maximum number of questions that may be included in any one agenda for a single member shall be limited to five and all such questions shall be relevant to the Administration of the Council.
 - (5) A written answer to each question shall be read out by the Secretary at the meeting.
 - (6) No member shall address the Pradeshiya Sabha on any question or the answer given to any question and the words relating to any question shall not contain any argument or attribution of any intention or expression of opinion or statement of facts except to the extent necessary to clarify the question.
 - (7) A supplementary question may be raised by the member who raised the question or by another member with his permission only for the purpose of further clarifying the answer given by the Chairman to any question at the meeting.
 - (8) Any question raised shall not be relevant to a matter which is subject to the judgment of a court.
20. (1) Every motion relating to a matter which is to be decided and implemented by the Council under written law shall be a matter which has been proposed on the agenda of the Council and decided by a majority of the Council. Extended proposals.
- (2) Every motion to be submitted to the Council shall be in writing and shall be signed by the member presenting the motion,
 - (3) The relevant motion shall be delivered to the Secretary, together with a request to be included in the agenda, seven days in advance of the date of the meeting, excluding Saturdays, Sundays and public holidays.
- However, where the Council has previously decided, with the consent of all the members representing the Council, that the delivery of the motions adjourned under this section and the request therefor by electronic mail is sufficient, the relevant adjourned motions shall be deemed to have been delivered to the Secretary, together with the request therefor, seven days in advance of the date of the meeting, excluding Saturdays, Sundays and public holidays, by sending them to the electronic address of the Pradeshiya Sabha.
- (4) Every motion submitted for inclusion in the agenda of the Council shall be a motion relating to a matter on which the Council is empowered by any written law to take a decision.
 - (5) Each motion shall be filed by the secretary mentioning the date and number respectively as it is submitted to himself.
 - (6) Motions shall be submitted to the Chairman before being included in the agenda and the Chairman shall give his approval for inclusion in the agenda, taking into account whether the relevant motion is in accordance with the written law. If the Chairman is of the opinion that any motion is not in accordance with the written law, he shall not give his approval for inclusion in the agenda and shall so inform the member who moved the motion, along with a notice stating the reasons for not including the motions not included in the agenda.

- (7) No motion to reconsider any motion passed within the six months above, or any motion to the same effect as a motion rejected within the six months above, shall be placed on the agenda unless it is submitted for inclusion on the agenda with the signatures of four other members in addition to the signature of the member proposing it. No member shall be entitled to submit a similar motion within a period of six months after the Council has taken a decision on a motion so placed on the agenda.
- (8) Notwithstanding anything contained in the above sections, a motion on a matter considered by a Committee of the Council and recommended for the decision of the Council shall be prepared in writing and submitted to the Secretary for inclusion in the agenda under the signature of the Chairman of the Committee or the member presiding over the Committee on that day.
- (9) Every motion included in the agenda shall be included in the same manner as the proposer made.
- (10) Every motion submitted for the agenda must be proposed to the House by the proposer himself or by another member with the permission of the proposer, in the manner specified in the agenda.
- (11) After any motion has been proposed to the Council, it shall be seconded by another member and until such motion has been seconded, no comment shall be made by the proposer or any other member on the motion.
- (12) Any member may second any motion or amendment to the motion after rising from his seat and saluting the Chairman, formally without prejudice to his right to speak on the motion at a later stage of the debate.
- (13) No motion shall be allowed to be submitted to the Council unless the Council is satisfied that it is necessary to present the motion to the Council on that day and that it would be in the public interest to take a decision on the motion at that day itself.
- (14) A motion submitted for the approval of the Council under sub-section (13) above shall be submitted to the Secretary with a written and signed statement by the proposer stating the reasons for the necessity of submitting the motion at the same session of the Council, together with a request to allow the motion to be presented at the meeting of the Council on that day.
- (15) The request submitted to the Secretary under sub-section (14) above shall be submitted to the Chairman and the Chairman shall submit the request to the Council and seek the consent of the Council to the request.
- (16) Only when the Council has given its consent under sub-section (15) above, the President shall grant permission to the proposer to propose the motion to the Council and the provisions of sub-sections (10) and (11) of this section shall apply to the motion.
- (17) After a motion submitted to the Council has been approved and the debate has concluded, the Chair shall seek the consent of the Council regarding the motion. If, during the consultation on

consent, no separation is requested regarding the motion of any member, the relevant motion shall be deemed to have been duly passed by the Council.

(18) If any member requests a division in relation to a motion, the motion shall be put to a vote.

21. (1) Every amendment to a motion shall be signed in writing by the member intending to move it and delivered to the Secretary.

(2) Every amendment shall be in relation to the motion under discussion at the time.

(3) Every amendment shall be read before it is proposed to the Council.

(4) If any amended motion is not confirmed after being proposed to the Council, it shall not be discussed and shall not be considered as having been submitted to the Council.

(5) Any member may, without prejudice to his right to speak at a later stage of the debate on the relevant amended motion, duly second an amended motion.

(6) When an amended motion relating to a motion under discussion has been moved and seconded, no subsequent amendment relating to that motion shall be moved to the Council until the Council has taken a decision on the amended motion before it.

(7) If an amended motion is confirmed, that amended motion shall take the place of the original motion and any further amendment to the relevant amended motion shall be deemed to be an amendment of the relevant amended motion.

22. A motion or amendment moved by a member may be withdrawn by that member with the permission of the Pradeshiya Sabha and such permission shall not be argued. Withdrawing a proposal or amendment.

23. A motion withdrawn under section 22 above shall not be an obstacle to re-introduced it at a subsequent meeting. Resubmission a plan.

24. Before the Chairman prepares and presents a budget or a supplementary budget to the Council under section 168 of the Pradeshiya Sabha Act, No. 15 of 1987, each subject shall be discussed separately in a draft budget or a supplementary budget document at a joint committee meeting of the Council convened for the purpose. Council approval regarding the budget.

25. Taking into account the matters presented at the joint committee meeting, the budget document or supplementary budget document finally prepared by the Chairman shall be presented to the Council.

26. (1) The Council shall consider each item of a budget or supplementary budget presented to the Council separately and, having considered it, the Council may decide to approve the budget as such.

(2) If the Council does not decide to approve the budget or supplementary budget as such under the first sub-section above, the Council may decide to approve the relevant budget or supplementary budget with minor changes or rejections or with the addition to all or any subject of it.

Closing the debate.	27. If any member made objection while the Chairman seeking the consent of the Council, at the end of the debate on any motion, the Chairman shall take a vote on the motion.
Voting and vote recording.	<p>28. (1) At every election in the Pradeshiya Sabha, the bell shall be rung in advance to invite the members present to participate in the voting and the voting shall be conducted two minutes after the bell is rung.</p> <p>(2) Unless the members present at a meeting of the Council avoid from voting, they shall cast their votes for or against.</p> <p>(3) The Secretary of the Council shall take and record the votes at the polls of the Council, and shall record the votes whether for, against or abstentions by name, starting from the Chairman,</p> <p>(4) The votes recorded by the Secretary shall be certified by him and announced to the Council.</p>
Casting vote.	29. The Chairperson shall have an initial vote along with the other members, and in the event of an equality of votes for and against any motion or matter, the Chairperson shall have a casting vote.
Considering the reports of the Committees.	<p>30. It shall be the duty of the Council to consider the reports of the Committees included and submitted with the agenda at the same time or to fix a date for considering such reports.</p> <p>However, in the event of a review under this section, the provisions of sub-section (8) of this rule shall apply to the Council in deciding on any matter contained in such a report.</p>
Monthly Statements of receipts and expenditures.	31. The Council shall produce and consider the monthly statements of receipts and expenditure, progress reports on revenue collected and other documents to be submitted to the Pradeshiya Sabha.
Personal explanation of the members.	<p>32. (1) The Council shall have previously decided the time to be allocated for personal explanations of members at the ordinary meeting of the Council and the Council shall have determined the maximum time to be allowed to a member within the allocated time.</p> <p>(2) If any member has a personal explanation to make for a common purpose at a general meeting, he/she shall submit a written request for that purpose to the chairman before starting the meeting.</p> <p>(3) Requests made under subsection (2) considering the provisions of subsection (1) above, members who are allowed the opportunity to make a personal explanation on that day, based on the priority of the request made shall allow to make the explanation on the priority of the request made.</p> <p>(4) Every member making a personal explanation shall have the matter stated in the record entered in the form in which it is stated, and no member shall be given an opportunity to make a reply thereto.</p> <p>(5) Every member making a personal explanation shall speak only in relation to the matter on which the request for a personal explanation is based, and the Chair shall grant permission to make a statement only within the time allocated to him for that purpose.</p>

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| <p>33. The business to be conducted on the day of an ordinary meeting shall be as specified in section 12 of these Rules, and unless the Council decides that the business to be conducted on that day shall be varied accordingly, the order of business to be conducted on the day of the meeting shall be as specified in section 12.</p> | <p>Scheduled activities for the day</p> |
| <p>34. Any member who is not agree to a resolution passed shall have the opportunity to submit the reasons for not being agree, and such reasons shall be prepared in writing and submitted to the Secretary within one week of the date of the meeting. The document containing the reasons so submitted shall be recorded in the minutes of the Council for that day and kept with the minutes.</p> | <p>Members those who disagree</p> |
| <p>35. (1) When a question of order arises at a meeting of the Council, the member who raised the question shall sit down and no member shall speak until the question of order shall be decided by the Chair.</p> <p>(2) When a question of order arises at a meeting of the Council, it shall be solved by the chairman at the same time.</p> <p>(3) The question of order raised shall relate to a matter before the Council at that time, and the decision of the Chairman on the question of order raised, shall be final.</p> | <p>Decision on point of order</p> |
| <p>36. (1) It shall be the duty of the Chair, as the case may be, to maintain the discipline of the Council.</p> <p>(2) The Chair person on his own motion or on a question of order raised by another Member, may order that the order be complied with in respect of any member who acts in contravention of the rules at a meeting of the Council.</p> | <p>The responsibility of the chair for maintaining the discipline of the Council</p> |
| <p>37. In order to maintain discipline at a meeting of the Council or a meeting of a Committee, all Members shall observe the following provisions:</p> <p>(1) Every Member attending a meeting of the Council or a meeting of a Committee shall be dressed in the dress prescribed by these rules.</p> <p>(2) Every member speaking in the Council shall address the Chair and shall speak while standing in the Council, except in the case of a Committee.</p> <p>(3) Whenever the Chairperson of the Council or a Committee calls upon a member to speak, a member speaking at that time shall immediately take his seat.</p> <p>(4) No member shall interrupt any member while speaking, and the raising of a point of order in respect of the member speaking shall not be deemed to constitute an interruption under this section.</p> <p>(5) A member shall not read his speech in writing, but it shall not be deemed to constitute a breach of this section to refer to any document or extract in support of the statements made by him.</p> <p>(6) Every member shall sit down after having finished speaking.</p> | <p>The responsibility of the members for maintaining the discipline of the Council</p> |

- (7) No two members shall speak at the same time at a meeting, and if two members rise to speak at the same time, the Chairman shall determine who shall speak first, as he sees fit.
- (8) Every member shall speak only within the scope of his observation.
- (9) A member shall refrain from speaking of a personal nature and shall act in such a manner as not to impute improper motives to another member.
- (10) No member shall speak more than once on any matter before the Council, except that it required excuse on point of order or the Council is converted into a Committee.

However, in cases specifically mentioned in these Rules, it shall not be considered a breach of these Rules for any Member to be given more than one opportunity to speak on any motion or amendment.

- (11) The proposer of a resolution or motion may make a reply after giving all the members present an opportunity to address the Pradeshiya Sabha on that resolution or motion, and before the question is presented to the Council, but his speech shall be limited to replying to the speakers who have spoken previously and shall not introduce new points into the debate. The right of replying is not entitle to the proposer of the (12) When a member has used inappropriate words in the course of his speech in the Council, the Chairman has to order him to retract those words and express his regret to the Council for using those words.
- (13) No member shall repeat the same thing to make the annoyance of the Council while expressing his views on any matter.

Action to be taken
regarding
undisciplined
behavior

38. When any member, at a meeting of the Council or at a meeting of a committee, continues to act in an undisciplined manner contrary to the provisions of Section 37 of these Rules and does not comply with the instructions of the Chairperson in this regard, the Chairperson may order him to remain out of the Chamber of the Pradeshiya Sabha until the end of the remainder of the meeting on that day. The Chairperson may also order that such action be taken as may be necessary to implement the said order.
39. (1) If any member of a council acts in a manner contrary to the authority of the chairman or repeatedly obstructs the business of the Pradeshiya Sabha by violating the provisions of these rules or acting contrary to the rules, the chairman may nominate such member and the Council shall decide (without allowing for a vote, adjournment or debate) on a motion that any member nominated by the chairman or the member shall be suspended from service of the Council.
- (2) If a motion is passed under the above sub-section and a member of the council is suspended under the rule, the suspension shall be for one month in the first instance, for two months in the second instance, and for three months in the third or subsequent Instances.
- (3) No more than one member shall be nominated at a time unless several members have disregarded the authority of the Chairperson.

- (4) If any member or several members acting in concert who have been Suspended from the service of the Pradeshiya Sabha under this section refuse to comply with the directions given by the Chairman or the Chairperson of the meeting at any time during the period of suspension, the Chairman may direct the member or members to take the necessary steps to implement his decision.
40. A member or members who are ordered to leave the Chamber of the Pradeshiy Sabha and who are suspended from the service of the Council under Sections 38 an 39 of these Rules respectively shall immediately leave the Chamber of the Pradeshiya Sabha and if they do not do so, the Chairman or the Chairperson, as the case may be may direct that such reasonable and just steps to be taken for such removal.
41. The monthly allowances payable to the Chairman, Vice Chairman and members of the Council shall be in accordance with the policy decisions taken by the Government in this regard from time to time and shall be paid in the following month for the month in question, subject to the maximum limits so prescribed. Allowance for members
42. A member shall not be entitled to allowances under the following circumstances:
- (1) In the case of a member suspended from the business of the Council under this Rule 39, for the period of suspension,
 - (2) For the period of arrest and detention or imprisonment on any criminal charge.
 - (3) For the absence from ordinary meetings of the Council, with or without the leave of the Council, except when on leave for medical reasons or for other official business of Pradeshiya Sabha,
 - (4) When the Council, the Chairman, Vice-Chairman or any member of the Council is suspended under any written law,
43. (1) The maximum sum of the subsistence allowances and travelling allowances payable monthly to the Chairman, Vice-Chairman and members for attending meetings of a Pradeshiya Sabha shall be an amount determined by the Council, taking into account the income in the annual budget of the relevant Pradeshiya Sabha, subject to a maximum of eight thousand rupees.
- (2) The Chairman, Vice-Chairman and Member applying for the allowances under sub-section (1) above, shall submit a declaration in the form set out in the First Schedule to these Rules, together with a regular travel voucher for the month in question.
- 44 (1) The Council may appoint committees subject to the provisions of the Fundamental Law. Advisory Committee
- (2) Committees appointed by the Council shall not function after the end of the financial year in which they are so appointed, and the appointment of committees for the relevant year shall take place at the first sitting of the Council in that year.

However, the provisions of this section shall not disturb in any way for the operation of sub-section 20 (8) of these Rules.

- (3) The quorum for a meeting of a Committee shall be one - third of the member of the Committee on the date of the meeting.

In the event that one-third of the members are a whole number and a half, the next whole number in excess of that whole number and a half, shall be deemed to be the quorum of the Committee.

- (4) Where, as the case may be, two or more Committees are merged and a joint Committee meeting is held, the provisions of sub - section (3) above shall apply the same in respect of the quorum of such meeting and in addition, one member of each Committee so merged shall be present for the joint Committee meetings.
- (5) The Chairman of the Pradeshiya Sabha shall be the official Chairman of the Finance and Policy Committee and of a Joint Committee meeting, and for other Committees appointed by the Pradeshiya Sabha, the Committee members shall appoint the Chairman of the Committee.
- (6) In the absence of the Chairman of a Committee, the members of the Committee shall appoint a member of the Committee to preside over the proceedings of the Committee on that day.
- (7) The minutes of a Committee or Joint Committee shall be kept by the Secretary and the minutes of each Committee or Joint Committee shall be approved by the signatures of the members present on that day.
- (8) If an objection is called for on any matter arising in connection with the proceedings of the Committee, the provisions of Sections 28 and 29 of these Rules shall apply to the voting of the division.

45. All members or other members of the Committee attending a general or special meeting of the Pradeshiya Sabha or a meeting of the Committee shall attend the meeting after signing a register kept in the care of the Secretary.

46. With effect from the date of commencement of these rules, the Pradeshiya Sabha (Procedure for Conduct of Meetings) Rules in 1988, published by the Minister of Local Government and Housing Construction on 08.01.1988 and the Rules for Payment of Allowances to Chairpersons, Vice-Chairpersons and Members of the Pradeshiya Sabha, published in the *Extraordinary Gazette* of the Democratic Socialist Republic of Sri Lanka No. 1396/18 and dated 08 June 2005, are hereby repealed.

47. In the event of any inconsistency between the Sinhala, Tamil and English texts of these rules, the Sinhala text shall prevail.

Appendix

Declaration regarding the request for subsistence allowance and travel allowance

Pradeshiya Sabha

Subsistence allowance

Name of the Post Holder

Post: Chairman /Vice Chairman/Member

Rs.1000/- for the Chairman, Rs.800/- for the Vice-Chairman and Rs.700/- for a member.

These values are applicable for a period of 24 hours of service of 12 hours or more. For a period of more than 6 hours and less than 12 hours, half of this allowance is payable.

For travel to the following locations for Pradeshiya Sabha business

01. Amount incurred for the use of a private vehicle (maximum Rs. 20 per kilometer for a car/maximum Rs. 10 per kilometer for a motorcycle or three-wheeler)

Rs.	Cents

02. Subsistence allowance

03. Requested Amount

I certify that the above request for a total of Rs. includes an accurate record of my travels on the business of Pradeshiya Sabha and that the travel allowance and subsistence allowances mentioned therein were actually incurred for the business of the Council.

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Applicant's Signature.

Date -

ECG 05-0257/2