

BOARD NOTICE

South African Council for Social Work

No. 57

18 September 1987

RULES CONCERNING THE INSTITUTION, POWERS, FUNCTIONS AND PROCEDURES OF COMMITTEES

Rules made under the Social Work Act, 1978, published as Board Notice 57 in Government Gazette 10906 of 18 September 1987.

In terms of section 10(1) and 27(1A)(b) of the Social Work Act, 1978 (Act 110 of 1978), the S A Council for Social Work hereby makes the rules set out in the Schedule hereto.

SCHEDULE

DEFINITIONS

1. In these rules "the Act" shall mean the Social Work Act, 1978 (Act 110 of 1978), and any expression to which a meaning has been assigned in the Act shall bear such meaning and, unless the context otherwise indicates –

"*chairman*" shall mean the chairman of a committee appointed or elected in term of section 10(2)(b);

"*committee*" shall mean a committee referred to in section 10(1);

"*member*", as referred to in these rules, shall mean a member or members of a committee;

"*president*" shall mean the president of the council;

"*section*" shall mean a section of the Act;

"*vice-president*" shall mean the vice-president of the council.

COMMITTEES OF THE COUNCIL

Institution of a committee

2. (1) Subject to section 10, the council may decide during a properly constituted meeting of the council, to institution a committee or committees consisting of –

(a) at least two and not more than five members of the council;

(b) not more than three persons, if any, who are not members of the council; and

- (c) not more than three persons, if any, who are not members of the council and who are appointed as members to make an expert contribution to one or another matter, determined by the council, on an ad hoc basis; plus
 - (d) the president or vice-president, as the council may determine from time to time, who shall be an ex officio member of such a committee.
- (2) A member shall be appointed by the council for such period as the council may determine but for not longer than the unexpired period of the council's term of office.
- (3) The council may at any time terminate any appointment thus made if it is of the opinion that good reasons exist for so doing.
- (4) A member whose term of office has expired, may be re-appointed.
- (5) Should a vacancy occur on a committee during the interval between meetings of the council, the executive committee may appoint a member to fill such a vacancy and the member appointed thus shall hold office until the next ordinary meeting of the council when the council may confirm his appointment or appoint another person in his place.
- (6) The allowances prescribed in terms of section 28(1)(b) may be paid to any member, including a member who is not also a member of the council.

Power of committees

3. (1) The powers of any committee shall be to deliberate on its functions, to investigate aspects thereof and to report and make recommendations to the council.
- (2) No committee shall possess any power to execute recommendations made by a committee prior to such recommendations having been approved by the council.

Functions of committees

4. The functions of any committee are determined by the council per resolution and may from time to time be amended, supplemented or limited during a properly constituted meeting of the council.

Procedures at committee meetings

5. (1) The majority of the members of a committee shall constitute a quorum at any meeting of a committee.
- (2) (a) If there is no quorum a quarter of an hour after the time any meeting has been scheduled to begin, the chairman may declare the meeting postponed to a day and hour to be fixed by him and notice of the postponed meeting shall be given to all members.

- (b) Notwithstanding the provision of subrule(1), the members present at such postponed meeting shall form a quorum.

6. (1) The registrar shall notify in writing every member at least 14 days before the date determined for the holding of the meeting of the date and time and the place where such meeting shall be held.

(2) Such notice shall be accompanied by an agenda which sets out the matters to be considered at the said meeting.

7.(1) Subject to the of section 10(2)(b), the chairman shall preside at all meetings.

(2) In the absence of the chairman the members who are present shall elect one of their number to preside at such meeting.

8. The decision of the majority of the members present at a meeting shall be a decision of such committee and in the event of an equal division of votes, the member presiding at the meeting in question shall in addition at a deliberative vote, also have a casting vote.

9. The person presiding at a meeting shall determine the procedure at such meeting and if any member objects to such decision, the matter shall forthwith be put to the vote without further discussion and the decision of the meeting shall be final.

10. (1) (a) The registrar shall keep typed minutes of the proceedings of all meetings.

- (b) Such minutes shall include a record of the date and place of such meeting, a list of every member present and the resolutions adopted

(2) The registrar shall forward a copy of the minutes as soon as possible after every such meeting to each member, who in turn shall submit any comments he may wish to make to the registrar within 14 days.

(3) Such minutes and comments thereon shall be submitted to the committee at its next meeting for adoption.

(4) A copy of all such minutes shall be forwarded to each of the council together with the notice referred to in regulation 23 of the regulation published in Government Notice R. 698 of 3 April 1981.

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