



# Telemedicine Society of India Meeting Policy and Procedure

## **Telemedicine Society of India Meeting Policy and Procedure**

### **1. Title**

The policy shall be called as Telemedicine Society of India Meeting Policy and Procedure

### **2. Commencement**

This Policy guidelines shall come into effect from the date of approval by the Telemedicine Society of India Executive Committee (TSI EC) and General Body.

### **3. Preamble**

The Telemedicine Society of India (TSI) recognizes that structured, transparent, and well-governed meetings are fundamental to effective decision-making, institutional accountability, and the overall functioning of the Society. As a professional body committed to advancing telemedicine and digital health, TSI places high importance on ensuring that its meetings are conducted in a systematic, inclusive, and efficient manner.

This Meeting Policy and Procedure has been developed to establish standardized guidelines for the planning, conduct, documentation, and follow-up of meetings of the Executive Committee, General Body, and other committees constituted by the Society. The Policy seeks to promote clarity of roles, timely communication, informed participation, and proper record-keeping, thereby strengthening governance practices and organizational effectiveness.

The Society acknowledges the evolving nature of professional engagements and, accordingly, permits meetings to be conducted in physical, virtual, or hybrid modes, ensuring flexibility while maintaining procedural integrity and compliance with applicable laws and the Society's Bye-Laws.

Through this Policy, TSI aims to ensure that all meetings are conducted with due diligence, transparency, and accountability, facilitating meaningful deliberations and effective implementation of decisions in alignment with the objectives of the Society.

The Executive Committee shall be responsible for overseeing the implementation of this Policy and ensuring adherence across all levels of the organization.

### **4. Introduction**

TSI conducts regular and periodic meetings with all members of the society, executive committee and other sub committees to fulfill the objectives of the society efficiently and effectively. Its TSI's policy to conduct regular Annual

General Body Meeting (AGM), Special /Emergency Annual General Body Meeting (SGBM/ EAGM), Executive Committee Meeting, (ECM), or Special Executive committee meeting / Emergency Executive Committee Meeting and respective Sub Committee meeting, or ICC meeting whenever necessary. TSI office bearers / anyone authorized by the Executive Committee shall ensure the all meeting conducted by TSI for fulfilling its objectives shall be done in free, fair, and transparent manner without violating any TSI Bye-laws and other policies as well as procedures. The purpose of these policy and procedures is to ensure that all meetings are organized and conducted effectively according to established protocols.

This policy and procedures are in accordance with Sec. 4 of the Societies Registration Act, 1860, "Secretarial Standard on General Meetings" (SS-2), formulated by the Secretarial Standards Board (SSB) of the Institute of Company Secretaries of India (ICSI) and issued by the Council of the ICSI, has been approved by the Central Government, and TSI Bye-Laws vide amended time to time. As per the Societies of Registration Act and TSI Bye-laws its mandatory to conduct meetings at the appropriate time.

## **5. Scope and Applicability**

TSI bye-laws mandates holding of Meetings at specified intervals and also prescribes related procedural rules for the same. TSI convenes a range of meetings, including AGM, SGBM, ECM, EECM, ScM, ICC, etc. This policy is applicable for all the meetings conducted by the office bearers of TSI, employees, members, general body, executive committee and subcommittee. All such meetings are considered to be formal meeting and policy covers formal meetings only.

## **6. Categories of Meeting at TSI**

- 6.1 Annual General Body Meeting (AGBM)
- 6.2 Special General Body Meeting (SGBM)
- 6.2 Executive Committee Meeting (ECM)
- 6.3 Emergency Executive Committee Meeting (EECM)
- 6.4 Sub-Committee Meeting (ScM)
- 6.5 Internal Complaints Committee (ICC) Meeting

## **7. Definitions**

- 7.1 "Bye-Laws" means the Bye-Laws of the Telemedicine Society of India, as originally framed or as altered from time to time.
- 7.2 "Calendar Year" means calendar year as per the Gregorian calendar i.e. a period of one year which begins on 1st January and ends on 31st December.

- 7.3 “Chairman” means the President of the Society or the Chairman elected for a Meeting or Chairman of the Sub-Committee, as the case may be.
- 7.4 “Executive Committee” means the governing body of the TSI, elected /nominated by the members of the society.
- 7.5 “Electronic Mode” in relation to Meetings refers to Meetings through video conferencing or other audio-visual means. “
- 7.6 “Invitee” or “Special Invitee “ means a person, other than the elected or nominated committee member (Executive committee or Sub-Committee), who attends a particular Meeting by invitation.
- 7.7 “Maintenance” means keeping of registers and records either in physical or electronic form, as may be permitted under any law for the time being in force, and includes the making of appropriate entries therein, the authentication of such entries and the preservation of such physical or electronic records.
- 7.8 “Meeting” means a duly convened, held and conducted Meeting of the General body of members, Executive Committee/ Board or any Committee thereof.
- 7.9 “Minutes” means a formal written record, in physical or electronic form, of the proceedings of a Meeting.
- 7.10 “Minutes Book” means a Book maintained in physical or in electronic form for the purpose of recording of Minutes.
- 7.11 “Quorum” means the minimum number of members whose presence is necessary for holding of a Meeting.
- 7.12 “Secured Computer System” means computer hardware, software, and procedure that – are reasonably secure from unauthorized access and misuse; provide a reasonable level of reliability and correct operation; are reasonably suited to performing the intended functions; and adhere to generally accepted security procedures.
- 7.13 “Timestamp” means the current time of an event that is recorded by a Secured Computer System and is used to describe a time that is printed to a file or other location to help keep track of when data is added, removed, sent or received.

## **8. Annual General Body Meeting (AGBM)**

Meeting of all the registered members of the Society held once in each Calendar year generally during the National Conference of the Telemedicine Society of India. Annual General Body Meetings provide Members with an opportunity to collectively discuss the affairs of the Society and to exercise their ultimate control over the management of the Society. At the AGBM members shall discuss routine business activity such as receive and adopt financial statements & consolidated financial statements, propose and adopt annual budget, receive and adopt annual reports of the society, approval of the members, ratification of the decision of EC, appointment of the auditors, conduct and declaration of

the election results, and to transact any other agenda brought by the members of the society. Procedure is explained below.

#### **9. Special General Body Meeting (SGBM)**

TSI may organize a special extraordinary Meeting of all the registered members of the Society as and when required or at the requisition of the Members. A Special General Body Meeting is convened for transacting Special or Urgent business that may arise in between two Annual General Body Meetings. All business transacted at a Special General Body Meeting are called Special Business.

SGBM can be called at any time with a minimum of fifteen (15) days' notice, as required for major discussion / decision as felt by the EC or as demanded by any member of the society which needs to be discussed and approved by the EC for the necessity of a SGBM.

SGBM may be called for by the President, or in his/her absence by the President Elect or the Vice President or Hony. Secretary on advice of the Executive Committee or request by the one-third (1/3) of members of the society.

Request for such a meeting must state its objectives, signed by the members requesting and forward to the Hony. Secretary of the society. The Hony. Secretary shall discuss and on approval of the EC shall convene the SGBM. Procedure is explained below.

#### **10. Executive Committee Meeting**

The Meeting of the Executive Committee (Governing body of TSI) shall be conducted once in every quarter in person/online (electronic mode) at the call of the President of the society or at the behest of the President. Executive committee shall discuss and transact all businesses of the society.

#### **11. Emergency Executive Committee Meeting (EECM)**

TSI EC may organize an Emergency Executive Committee Meeting of all the office bearers of the EC as and when required or at the requisition of the EC members. An Emergency Executive Committee Meeting is convened for transacting Special or Urgent business that may arise anytime between the two EC meetings.

EECM can be called at any time with a minimum of 24 hours' notice, or if majority of the EC agree at a convenient time that is agreeable to all, as required for major discussion / decision as felt by the EC or as demanded by any EC members which need to be discussed and approved by the President for the necessity of a EECM.

## **12. Sub-Committee Meeting (ScM)**

Sub-Committees are formed for a specific purpose with a stipulated time period by the President on the advice of the TSI EC. The members of the Subcommittee shall be selected from the Members of Society / or any external member with a specific technical knowledge. Preferably the Sub-Committee should be from the Members of the Society, (all members need not be part of the TSI EC). The Sub-Committee shall be odd number committee consist of a chairman and minimum of two members and maximum of 7 members. Chairman shall call for the meeting and also ensure record all the minutes of the meeting, that shall be submitted along with report.

## **13. Internal Complaints Committee (ICC) Meeting**

ICC meeting shall be convened when ever there is a complaint registered by any of the members/employees. Details of the procedure available in the POSH policy

## **14. Meeting Procedures**

### **AGBM**

#### **14.1 Convening a Meeting**

- 14.1.1 TSI shall, every year, convene a Meeting of its Members called the Annual General Body Meeting to transact items of Ordinary Business specifically required to be transacted at an Annual General Body Meeting as well as Special General Body Meeting whenever necessary.
- 14.1.2 Every General Meeting other than an Annual General Body Meeting shall be called Special General Body Meeting or extra-ordinary general meeting.
- 14.1.3 The Annual General Body Meeting (AGBM) shall be held once in each calendar year during the National Telemedicine Society of India Conference or anytime within 9 months of end of previous financial year.
- 14.1.4 Hony.Secretary shall convene the AGBM / in his or her absence Joint Secretary shall convene the meeting under the chairmanship of the President of the Society.

### **Notice**

#### **14.2 Notice**

##### **14.2.1 Notice issuing authority**

- 14.2.1.1 Notice of the meeting should be duly signed by the Hony.Secretary. in his or her absence due to unavoidable circumstance, the same shall be done the Joint Secretary.
- 14.2.1.2 Notice of the AGBM shall be approved by the TSI EC before its shared among the members.

- 14.2.1.3 Notice of a AGBM given by the Hony.Secretary without the sanction /approval of the TSI EC is invalid, but such a Notice may be ratified by the TSI EC before the Meeting.
- 14.2.1.4 The approval of the TSI EC is necessary for the issuance of the notice including the items of business to be transacted (Agenda), text of resolution and/or explanatory statement contained in the Notice. **If the TSI EC's approval is not available and the AGBM is conducted the meeting/resolutions passed shall be considered invalid.**
- 14.2.1.5 Notice of AGBM in writing shall be shared to every member of the society.

#### **14.2.2 Format of Notice and Time**

- 14.2.2.1 The Notice should be in writing, though no form has been prescribed for this purpose. Oral intimation that it is proposed to have a general meeting is not a Notice at all and consequently if any Meeting is held, it will be invalid.
- 14.2.2.2 Notice for the AGBM shall be circulated one month (30 days) in advance of the meeting date along with the agenda or businesses to be transacted at the meeting.
- 14.2.2.3 Notice that is not issued by the Hony.Secretary, not authorized / approved by the TSI EC, does not have the all the necessary details, or issued late, shall be considered invalid
- 14.2.2.4 A Meeting called and held without adequate notice and Resolutions passed at such Meetings will be invalid.
- 14.2.2.5 In situations where the Society is unable to send Notice to a Member whose registered address (email) or phone number is changed/ invalid/, on grounds of force majeure, there is no violation of the requirement relating to Notice.
- 14.2.2.6 If the right of some Members to receive Notice is suspended by operation of law, or any disciplinary action, the society can carry on its business without serving Notice on such Members.
- 14.2.2.7 Great care should be taken to ensure that notice of the Meeting is served on all the persons entitled to receive it.
- 14.2.2.8 Non receipt of the Notice shall not invalidate the proceeding of the meeting.

#### **14.2.3 Mode of issuing notice**

- 14.2.3.1 Notice may be served by various modes, such as hand delivery, post, courier, e-mail or any other electronic means.
- 14.2.3.2 Notice may be sent through e-mail as a text or as an attachment to an email or as a notification providing electronic link or Uniform Resource Locator (URL) for accessing such notice.
- 14.2.3.3 If the Notice is sent through e-mail, the subject line in such e-mail should state Notice of the type of Meeting, place and the date on which the Meeting

is scheduled. ( Eg “TSI Annual General Body Meeting, to be held at venue XXXXX / online on. Date..XXXX, at time XXXXX.

- 14.2.3.4 If Notice is sent in the form of a non-editable attachment to e-mail, such attachment should be in the Portable Document Format (PDF) or in a noneditable format together with a ‘link or instructions’ for recipient to download or use.
- 14.2.3.5 TSI Headquarter shall ensure that it uses a system which produces confirmation of the total number of recipients e-mailed and a record of each recipient to whom the Notice has been sent and copy of such record and any Notices of any failed transmissions and subsequent re-sending shall be retained by or on behalf of the company as “proof of sending”.
- 14.2.3.6 Proof of sending of the Notice should be preserved for such period, as may be decided by the TSI EC. In case any legal proceedings in connection with the same are pending, this proof should be maintained till complete disposal of the proceedings, including accounting for limitation period for any appeals. The proof may be maintained in soft copy.
- 14.2.3.7 In case the Notice and accompanying documents are given by e-mail, these shall be sent at the Members’ e-mail addresses, registered with the Society and updated time to time. (note: it is responsibility of the member to update the email address, phone number and postal address of the members).
- 14.2.3.8 TSI headquarter is required to provide an advance opportunity at least once in a financial year, (preferably in the month of May) to the Member to register his email address or to update a fresh email id or get such details updated with the society.
- 14.2.3.9 If a Member requests for delivery of Notice through a particular mode, other than one of those listed above, he /she shall pay such fees as may be determined by the Society in its Annual General Body Meeting and the Notice shall be sent to him/her in such mode.
- 14.2.3.10 The Notice of the Annual General Body Meeting of the Society should be simultaneously hosted on the website of the TSI. (Uploaded 30 days in advance and hosted till meeting is completed.)

**14.2.4 Contents of the Notice:**

- 14.2.4.1 Notice shall explicitly specify the day, date, time and full address of the venue of the Meeting.
- 14.2.4.2 In the absence of any of these particulars, the Meeting would be invalid.
- 14.2.4.3 Meetings shall preferably be called during business hours, i.e., between 9 a.m. and 8 p.m.
- 14.2.4.4 The time mentioned in the Notice is the time for commencement of the Meeting.
- 14.2.4.5 Every Notice of a Meeting should specify the place of the Meeting, ‘place’ means the exact location or full postal address where the Meeting is to be held, so as to enable a person to locate the venue of the Meeting without any difficulty.

- 14.2.4.6 AGBM Shall be held the Venue of the National Conference of Telemedicine Society of India if conducted in offline mode. AGBM can be conducted online or in hybrid mode whenever necessary.
- 14.2.4.7 Notice shall clearly specify the nature of the Meeting and the business to be transacted.
- 14.2.4.8 In the case of an Annual General Body Meeting, the business to be transacted at the Meeting should be divided into two parts – Ordinary Business and Special Business. All business other than Ordinary Business shall be Special Business. However, in case of Special/ Extra-Ordinary General Meeting, all business shall be Special Business.
- 14.2.4.9 “Accidental omission” means omission which is neither designed nor deliberate and implies absence of intention. In the absence of mala fide intention or negligence, the non-receipt of Notice by any Member will not affect the validity of the Meeting.
- 14.2.4.10 Amendment (corrigendum) to the Notice, if any, including the addition of any item of business, should be made at least three clear days before the Meeting.
- 14.2.4.11 The Notice of any amendment, including the addition of any item of business, should be sent individually by any mode specified for sending Notice.
- 14.2.4.12 Any printing or typographical errors or grammatical or clerical mistakes identified in the Notice or the accounts, reports and statements attached thereto, may be rectified and intimated to the Members in the form of an erratum.
- 14.2.4.13 Such erratum may be circulated to Members at the General Meeting itself. However, if such errors are on the text of Resolutions proposed, it is necessary to notify the Members as soon as they are discovered and no corrections should be made to the text of the Resolutions after commencement of voting including e-voting.

### **14.3 Attendance**

- 14.3.1 Attendance of members attending the AGBM shall be recorded, in book or sheet with their name, TSI number, and signature.
- 14.3.2 In the event the Meeting is organized in electronic or hybrid mode the members present throughout the Meeting shall be recorded.

### **14.4 Reschedule or Postponement of the Meeting**

- 14.4.1 Once a General Meeting has been convened upon due Notice, it should not be postponed or cancelled.
- 14.4.2 If, for reasons beyond the control of TSI, a Meeting cannot be held on the date originally fixed, the TSI EC may reconvene the Meeting, to transact the same business as specified in the original Notice, after giving not less than three days intimation to the Members.
- 14.4.3 No Meeting should be postponed merely for the reason that it would be inconvenient to hold the Meeting at the stated time and place.

14.4.4 Postponement should be resorted to only if it is impossible to hold the Meeting.

#### **14.5 Quorum**

- 14.5.1 Quorum the minimum number of members whose presence is necessary for holding of a Meeting
- 14.5.2 Quorum of the meeting shall be two-third of total number of members registered in TSI, or minimum of 50 persons.
- 14.5.3 Quorum shall be present throughout the Meeting, in order that a Meeting may be properly constituted and the business be validly transacted.
- 14.5.4 Quorum shall be present not only at the time of commencement of the Meeting but also while transacting business.
- 14.5.5 A General Meeting at which less than the number of Members prescribed for a Quorum is present, is not a Meeting at all for want of the required Quorum.
- 14.5.6 The absence of a Quorum cannot be waived, and any business transacted at a Meeting where a Quorum is absent is deemed void.
- 14.5.7 In the absence of Quorum, the Meeting shall be adjourned and reconvened.
- 14.5.8 If within half an hour from the time fixed for holding the Meeting a Quorum is not present, the Meeting shall stand adjourned to the same day or later day as decided by the members present along with TSI EC.
- 14.5.9 If at the adjourned Meeting within half an hour from the time appointed for the Meeting the Quorum is not present, the Members present shall form a Quorum.

#### **14.6 Chairman**

- 14.6.1 The President of Telemedicine Society of India shall preside over and guides the meeting as the Chairman.
- 14.6.2 If the President is unwilling, or not available due to some reason, president-elect, shall chair the Meeting.
- 14.6.3 If the President Elect is unwilling or not available due to some reason, the Vice President shall chair the Meeting.
- 14.6.4 If the President, President Elect and Vice-President is not present within fifteen minutes after the time appointed for holding the Meeting or if he /she declines to take the chair, Members should elect any one senior member/ anyone with knowhow of the proceedings among themselves to chair such Meeting.
- 14.6.5 The election of the Chairman, as aforesaid, should in the first instance be made by a show of hands. The person elected as Chairman on a show of hands should preside over the Meeting and commence the proceedings of the Meeting.
- 14.6.6 In the event of an adjourned Meeting is a continuation of the original Meeting, the Chairman of the original Meeting should be the Chairman of the adjourned Meeting unless he is unable or unwilling to act as such or is validly removed as Chairman at the Meeting.
- 14.6.7 The Chairman shall ensure that the Meeting is duly constituted in accordance with the TSI Bye-laws, before it proceeds to transact business.

- 14.6.8 The Chairman shall conduct the Meeting in a fair and impartial manner.
- 14.6.9 The Chairman shall regulate the manner in which voting is conducted at the Meeting at per the Bye-Laws and procedures stipulated by TSI in the Policy and Procedure Manual.
- 14.6.10 The Chairman shall provide a fair opportunity to Members who are entitled to vote to seek clarifications and/or offer comments related to any item of business and address the same, as warranted.
- 14.6.11 The Chairman should provide an opportunity to Members to raise questions relating to the agenda items and ensure that Members who have sought any clarifications, information or explanations, are given an effective and timely response.
- 14.6.12 The Chairman should act fairly and allow all Members who wish to speak on a motion to have a reasonable opportunity to do so, even if there appears to be clear majority who have already made up their mind on the agenda item.
- 14.6.13 The Chairman may, however, restrict repetitive questions and limit the amount of debate permitted on each agenda item.

#### **14.7 Vice-Chairman (President Elect/ Vice President)**

The duties of a vice-chairman include assisting the chairman in carrying out his /her responsibilities in conducting the meeting and standing in place of the chairman when he/she is absent.

#### **14.7Hony. Secretary / Joint Secretary**

- 14.8.1 Preparation of the agenda items with relevant background documents and sending notice and agenda on advice of TSI EC along with the meeting documents to members within the required timeframe.
- 14.8.2 Planning and organization of the meetings, attends all meetings and to keep all relevant documents and records of the meeting.
- 14.8.3 Hony. Secretary makes explanations within the context of the agenda of the meeting on the request of the chairman.
- 14.8.4 Preparation of the reports on the past year and activities of the society and presenting the reports during the meetings.
- 14.8.5 Hony. Secretary is responsible for ensuring clear, concise resolutions and minutes record of the meeting and circulating within three weeks of completion of Meeting.

#### **14.9 Voting and Decision**

- 14.9.1 Voting is a method by which the Meeting decides whether it approves or disapproves the Resolution.
- 14.9.2 When the Chairman feels there has been sufficient discussion on an item, and all members have been encouraged to speak, he/she repeats the item and asks for a vote
- 14.9.3 It is a procedure which enables the Chairman to ascertain the true sense of the Meeting on any Resolution put before it.

- 14.9.4 Chairman shall try his/her own best to pass all the motions by consensus generally. However whenever it was not possible , then voting the process forward to decide.
- 14.9.5 Only those Members entitled to vote either in person or, online shall participate in voting.
- 14.9.6 The voting process may be through show of hands or ballot process, or e-voting.
- 14.9.7 Every Resolution shall be proposed by a Member and seconded by another Member.
- 14.9.8 Procedure for voting on show of hands : When the Chairman puts a Resolution to vote on a show of hands, he/she should first request those Members who are in favour of the Resolution to raise their hands. Thereafter, he/she should request those Members who are against the Resolution to raise their hands.
- 14.9.9 On counting- (a) in the case of a Resolution, if the number of hands raised in favour of the Resolution exceeds the number of hands raised against, the Resolution can be said to have been passed.
- 14.9.10 On completion of voting on a show of hands, the Chairman should declare the result by announcing that the Resolution has been passed by the requisite majority or that such Resolution has not been passed.
- 14.9.11 In the event of equality of votes, whether on show of hands or electronically or on a poll, the Chairman of the Meeting shall have a second or casting vote.
- 14.9.12 A second or casting vote is deciding vote.
- 14.9.13 Its chairman's discretion to use or not to use his / her casting vote vests entirely with the Chairman. If the Chairman declines to exercise his second or casting vote and there is then an equality of votes, the Resolution is lost.
- 14.9.14 The result of voting so declared by the Chairman should subsequently be recorded in the Minutes of the Meeting and such record shall be conclusive evidence of the fact that the Resolution has been passed or not.
- 14.9.15 Once a motion is approved and the result is announced by the Chairman, it cannot be rescinded at the same meeting.
- 14.10 Minutes
- 14.10.1 Minutes are the official recording of the proceedings of the Meeting and the business transacted at the Meeting.
- 14.10.2 Hon'y. Secretary shall keep a record of meetings and circulate it within two weeks after the meeting.
- 14.10.3 Minutes of Meetings constitute a very important statutory record and serve as evidence of various matters transacted by the society, until the contrary is proved.

- 14.10.4 The burden of proof is on the person who questions the correctness of the proceedings of a Meeting as recorded in the Minutes.
- 14.10.5 If the Minutes of the Meeting are not recorded or signed within the period prescribed under the statute, it would be presumed that the Minutes have not been properly kept and hence such Minutes cannot be produced as evidence.
- 14.10.6 The Minutes of proceedings of each Meeting should be entered in the book maintained for that purpose / maintained in electronic form. Minutes in electronic form shall be maintained with Timestamp.
- 14.10.7 Timestamp refer to digital date and time information attached to digital data (For example, computer files contain Timestamps that indicate when the file was last modified; digital cameras add Timestamps to the pictures they take, recording the date and time the picture was taken.).
- 14.10.8 Timestamp should be created with a system integrated time to mark the creation or modification of a file. When a file is created, the system itself should note the time at which the file is created or modified. When digital signature is affixed, the date and time of signing should get recorded automatically. When an e-mail is received or sent, there should be a recording of the time by the system. All this should be recorded by a Secured Computer System.
- 14.10.9 Where Minutes are maintained in electronic form be satisfied -
- 14.10.10 the information contained therein remains accessible so as to be usable for a subsequent reference.
- 14.10.11 it is retained in the format in which it was originally generated, or in format which can be demonstrated to represent accurately the information originally generated;
- 14.10.12 the details which would facilitate the identification of the origin, destination, date and time of generation are available in the electronic record.
- 14.10.13 The person who is responsible for the Maintenance and security of Minutes in electronic form should -
- 14.10.14 provide adequate protection and security against unauthorised access, alteration or tampering of Minutes.
- 14.10.15 ensure that computer systems, software and hardware are adequately secured and validated to ensure their accuracy, reliability and consistent intended performance;
- 14.10.16 ensure that Minutes are accurate, accessible, and capable of being reproduced for reference later;
- 14.10.17 ensure that the Minutes are at all times capable of being retrieved to readable and printable form.

- 14.10.18 ensure that Minutes are kept in a non-rewriteable and non-erasable format like pdf. version or some other version which cannot be altered or tampered;
- 14.10.19 ensure that a backup is kept of the updated Minutes maintained in electronic form; such backup is authenticated and dated and is securely kept at such place as may be decided by the TSI EC;
- 14.10.20 take necessary steps to ensure security, integrity and confidentiality of Minutes.
- 14.10.21 Contents of Minutes
- 14.10.22 The type of Meeting (Annual General Meeting, Extra-Ordinary General Meeting, etc.)
- 14.10.23 The day, date and venue of the Meeting, the time of commencement as well as the time of conclusion of the Meeting.
- 14.10.24 In case a Meeting is adjourned, the Minutes shall be entered in respect of the original Meeting as well as the adjourned Meeting.
- 14.10.25 Minutes should record the names of the members present.
- 14.10.26 Minutes shall be written in clear, concise and plain language.
- 14.10.27 Minutes need not be an exact transcript of the proceedings at the Meeting
- 14.10.28 Minutes should be written in simple language and should contain a brief synopsis of the discussions along with the decisions taken at the Meeting.
- 14.10.29 Minutes should record the essential elements of the Meeting i.e., narration which is fundamental to understand the proceedings at the Meeting and the complete text of all the Resolutions.
- 14.10.30 Minutes shall be written in third person and past tense. Resolutions shall however be written in present tense.
- 14.10.31 Each item of business taken up at the Meeting shall be numbered.
- 14.10.32 Numbering shall be in a manner which would enable ease of reference or cross-reference.
- 14.10.33 Minutes of a Annual General Meeting shall be signed and dated by the Chairman of the Meeting or in the event of death or inability of that Chairman, either by President Elect, or Vice-President who was present in the Meeting and duly authorized by the EC for the purpose, within thirty days of the General Meeting.

## **15. Special General Body Meeting (SGBM)**

- 15.1 All procedures are same as above except the notice period is 15 days.
- 15.2 Executive Committee Member Meeting: Procedure same as above, Members participating in meeting shall be elected or nominated by

Executive Committee., notice period is range between 24 hours to 7 days.

16. Sub-Committee meeting : Procedure is same as above, except the members, time duration is same as 24 hours to 7 days.

**17. Executive Committee Meeting (ECM)**

17.1 The Executive Committee Meeting (ECM) is a formal meeting of the governing body of the Telemedicine Society of India (TSI), comprising elected and/or nominated members of the Executive Committee. These meetings are conducted to deliberate upon, manage, and take decisions on all matters relating to the functioning, administration, strategy, and activities of the Society.

17.2 The Executive Committee shall meet **at least once every month** to ensure regular oversight, timely decision-making, and effective implementation of the objectives of the Society.

**17.3 Convening of Meeting**

17.3.1 The Executive Committee Meeting shall be convened by the Honorary Secretary, under the direction of the President of the Society. In the absence of the Honorary Secretary, the Joint Secretary shall convene the meeting.

17.3.2 The President may, at any time, call for an Executive Committee Meeting. Additionally, the meeting may also be convened upon a written requisition by a reasonable number of Executive Committee members, as may be specified in the Bye-Laws or decided by the EC.

**17.4 Notice**

**Notice Period**

17.4.1 A notice of **minimum seven (7) days** shall be given for convening an Executive Committee Meeting.

17.4.2 In urgent situations, a shorter notice may be permitted with the approval of the President, provided that all members are duly informed and reasonable opportunity to participate is ensured.

**17.5 Mode of Notice**

17.4.1 Notice of the meeting shall be issued in writing by the Honorary Secretary (or Joint Secretary in their absence) through:

17.4.2 E-mail

17.4.3 Electronic communication platforms

17.4.4 Any other approved digital means

17.4.5 The Notice shall clearly specify:

- 17.4.5.1 Date
- 17.4.5.2 Time
- 17.4.5.3 Mode (Physical / Virtual / Hybrid)
- 17.4.5.4 Agenda items

## **17.6 Mode of Conduct of Meeting**

Executive Committee Meetings may be conducted:

- 17.6.1 In physical (in-person) mode
- 17.6.2 Through electronic mode (video conferencing or similar platforms)
- 17.6.3 In hybrid mode
- 17.6.4 The Society shall encourage **virtual or hybrid modes of meetings**, wherever feasible, to ensure wider participation and operational efficiency.

## **17.7 Participants**

- 17.7.1 Participation in Executive Committee Meetings shall be limited to:
  - 17.7.1.1 Elected and nominated Executive Committee members
  - 17.7.1.2 Invitees or experts, if specifically invited by the President or EC (without voting rights)
- 17.7.2 Only Executive Committee members shall have the right to vote.

## **17.8 Frequency of Meetings**

The Executive Committee shall meet:

- 17.8.1 **At least once every month**, and
- 17.8.2 As frequently as required for effective governance and decision-making

## **17.9 Quorum**

- 17.9.1 The quorum for an Executive Committee Meeting shall be as prescribed in the TSI Bye-Laws.
- 17.9.2 For EC Meeting the Quorum shall be 50% of the EC
- 17.9.3 Quorum shall be present throughout the Meeting, including during deliberations and decision-making. Participation through electronic mode shall be counted for the purpose of quorum.

## **17.10 Agenda and Business**

- 17.10.1 The agenda for the meeting shall be prepared by the Honorary Secretary in consultation with the President and circulated along with the Notice.

**17.10.2** The Executive Committee shall deliberate upon:

**17.10.2.1** Administrative matters

**17.10.2.2** Financial approvals

**17.10.2.3** Programmatic decisions

**17.10.2.4** Policy matters

**17.10.2.5** Any other agenda relevant to the objectives of the Society

### **17.11 Decision Making**

**17.11.1** Decisions shall, as far as possible, be taken by **consensus**.

**17.11.2** Where consensus is not achievable, decisions shall be made through voting as per the procedures laid down in this policy and the Bye-Laws.

**17.11.3** The Chairman (President) shall have a **casting vote** in case of a tie.

### **17.12 Minutes**

The Honorary Secretary shall:

**17.12.1** Record the proceedings of the Meeting

**17.12.2** Prepare the Minutes in a clear and concise manner

**17.12.3** Circulate the Minutes to all Executive Committee members within the stipulated time

**17.12.4** The Minutes shall serve as an official record of decisions and shall be maintained in physical or electronic form as per applicable provisions.

### **17.13 Special / Emergency Executive Committee Meeting**

In cases of urgency, an Emergency Executive Committee Meeting may be convened with shorter notice, including **24 hours' notice**, as per necessity and approval of the President.