
SUBSIDIARY LEGISLATION

**GUYANA RICE PRODUCERS ASSOCIATION
REGULATIONS**

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**GUYANA RICE PRODUCERS ASSOCIATION
REGULATIONS**

made under section 9

Reg. 32/1948
9/1949
35/1951
29/1953
2/1955
28/1957
12/1960
6/1962
30/1962
8/1966B

1. These Regulations may be cited as the Guyana Rice Producers Association Regulations. Citation.

2. In these Regulations— Interpretation.

“chairman” means the chairman of a committee;

[Reg. 12/1960]

“Field Representative” means the person appointed by the Council to be the Executive Officer of a committee;

“General Secretary” means the General Secretary of the Association;

“President” means the President of the Council.

THE REGISTER

3. (1) The Committee of each District Association shall prepare a register of all rice producers who submit claims to be registered as members of the District Association in the manner hereinafter provided. The Register. [Reg. 29/1953
2/1955
28/1957
12/1960
30/1962
8/1966B]

(2) Every Committee shall take all reasonable steps to ensure the registration of as many as possible of the members of its District Association.

(3) On or before the 1st May in each year, the General Secretary shall publish, in at least one daily newspaper, a notice requiring every rice producer in every district in Guyana who desires to be registered as a member of the District Association to deliver to the district administration officer or the district agricultural officer, or any chairman of a village council, or any rice producer who is a landlord, on or before the 31st December a notice of that person’s claim to be so registered.

(4) Every person to whom a notice of any such claim is delivered may require the claimant to produce evidence in support of his claim, and if satisfied that the claim is valid, shall sign and deliver to the claimant a certificate which shall be in Form 1 in the Schedule.

(5) Any person claiming to be registered as a member of a District Association shall produce to the Field Representative of the Committee of the district a certificate signed under the preceding paragraph, that he is a rice producer in that district.

(6) When it is certified as hereinbefore provided that a claimant is eligible for registration, he shall, upon payment to the Field Representative of a fee of one dollar, be registered as a member of the District Association for a period of one year from the 1st January previous to the date of the claim to be registered and shall thereafter remain a registered member on payment of the fees prescribed in regulation 25.

(7) A copy of the register of each District Association shall be kept by the General Secretary, and made up from the particulars supplied by the Committee at the end of each month. In the event of any dispute as to the accuracy of any entry in a register, the copy of that register kept by the General Secretary shall be deemed to be correct.

ELECTION OF MEMBERS OF A COMMITTEE

Procedure for
election of
Committee.
[Reg. 2/1955
12/1960
6/1962]

4. (1) A Committee shall be elected for each District Association in the manner hereinafter provided on or before the 30th April in every alternate year commencing with the year 1960.

(2) The Council shall, in every year in which such elections are to be held, appoint a day and place for the nomination of candidates, and a day and polling station for the election of candidates, in each district:

Provided that the Council may subdivide any district, and may appoint a head polling station in any such subdivision and a sub-polling station in every other subdivision of the district and may alter the boundaries of any subdivision or make new subdivisions or cancel or vary any appointment made under this paragraph.

(3) The General Secretary shall, by leaflets, by notice published in at least one daily newspaper and by causing notices to be posted up at the office of each District Association, police stations, magistrate court rooms and at other conspicuous places in the district, give to members of the District Association at least fourteen days notice of such days and places as may be appointed for the nomination and election of members of a Committee of the District Association.

(4) For the purpose of an election of a Committee, the General Secretary shall appoint a Returning Officer for the district and, in the case of a district which has been subdivided under paragraph (2), a Presiding Officer for each subdivision in which a sub-polling station is situated and may cancel or vary any such appointment.

(5) The General Secretary shall, for the said purpose, compile a list for the district, or for each subdivision thereof, if any, of the rice producers entitled to vote therein and shall forward the list to the Returning Officer for the district or, if the list is for a subdivision

in which a sub-polling station is situated, to the Presiding Officer for the subdivision.

(6) On the day and at the place appointed for the nomination of candidates in his district, the Returning Officer shall attend to receive nominations from the hours of eight to ten in the forenoon.

(7) No nomination shall be accepted unless the candidate is a registered member of the District Association and is proposed and seconded by two other registered members who are present when the nomination is made. A person shall not be deemed to be a registered member of a District Association for the purposes of this paragraph if his registration fee for any year has not been paid.

(8) No less than seven candidates shall be nominated for the purpose of the election of a committee.

(9) If only seven candidates are nominated, the Returning Officer shall publicly declare them elected as members of the Committee.

(10) If at the close of the nominations there are more candidates nominated than there are seats to be filled, the Returning Officer shall publicly declare that an election of the candidates will be held on the day appointed therefor and shall assign a symbol to each candidate:

Provided that the Returning Officer shall not be precluded from assigning the same symbol to more than one candidate by reason only of this paragraph.

(11) The Returning Officer shall, at the close of the nominations, forward a report under his hand of the result of the nominations to the General Secretary.

(12) At every election of a Committee, voting shall be by ballot.

(13) Every Returning Officer and every Presiding Officer shall ensure that the polling station or head polling station or sub-polling station in his district or subdivision thereof, as the case may be is sufficiently provided with doors, barriers, tables, chairs, a ballot box and such other conveniences as may be necessary for the holding of the election therein.

(14) On the day appointed for the election, the Returning Officer shall attend at the polling station or head polling station in his district, and, if the district has been subdivided as aforesaid, every Presiding Officer shall attend at the sub-polling station in his subdivision, from the hour of seven in the forenoon to the hour of six in the afternoon.

(15) At an election of a Committee, every registered member of the District Association shall be entitled to one vote for every seat to be filled. A person shall not be deemed a registered member

of a District Association for the purpose of this paragraph if his registration fee for any year has not been paid.

(16) Upon producing his membership card between the hours aforesaid on the day appointed for the election at the polling station or head polling station or sub-polling station in the district or subdivision thereof in which he is a rice producer, as the case may be, a member of the District Association who is entitled to vote at the election shall be given a ballot paper showing the names and symbols of the candidates by the Returning or Presiding Officer.

(17) Upon being given a ballot paper as aforesaid, the member shall delete the names of all candidates other than those for whom he wishes to vote.

(18) If any member is incapacitated by blindness or other physical cause or by illiteracy from voting in the manner specified in the preceding paragraph, the Returning or Presiding Officer who gave him the ballot paper shall, at the request of the member mark such ballot paper in the manner directed by him.

(19) Every ballot paper marked in accordance with paragraph (17) or (18) at any polling, head polling, or sub-polling station shall be placed in the ballot box at such station in the presence of the Returning or Presiding Officer attending there.

(20) When a member has voted, the Returning or Presiding Officer who gave him the ballot paper shall cross the member's name off the list of those entitled to vote at the station where he has voted.

(21) At the hour of six in the afternoon on the day appointed for an election of a Committee, voting shall cease at every polling, head polling or sub-polling station in the district and the Returning Officer shall record the number of votes given for each candidate at the station where such Officer is attending and, if the district has been subdivided as aforesaid, each Presiding Officer shall record the number of votes given at his sub-polling station for each candidate, seal the ballot box at the sub-polling station, and forthwith take the same, together with such record and the list of persons entitled to vote at the sub-polling station, to the Returning Officer at the head polling station in the district.

(22) After recording the number of votes in accordance with the preceding paragraph and receiving the records made in accordance therewith by the Presiding Officers (if any) in the district, the Returning Officer shall publicly declare the seven candidates who have received the highest number of votes, to be elected as members of the Committee.

(23) Whenever there is an equality of votes between candidates qualifying for any seat at an election of members of a Committee the candidate who was first in order of nomination shall be declared elected to that seat.

(24) The decision of the Returning Officer as to any question arising in respect of any ballot paper shall be final.

(25) After declaring the results of the election, the Returning Officer shall forward a statement of the candidates elected, and return all lists of persons entitled to vote in the district, to the General Secretary who shall forward such statement to the Minister.

(26) The members of every Committee shall, as hereinafter provided, elect out of their number a Chairman, and a Vice-Chairman of the Committee for the ensuing term.

(27) The General Secretary shall within fourteen days of the election of a Committee summon a meeting of the members thereof for the purpose of electing a Chairman, and a Vice-Chairman; and not less than three days notice of the meeting shall be given in writing.

(28) The General Secretary, or a person deputed by him, shall preside at the meeting and he shall, with such assistance as he may deem necessary preside over and conduct the election of the Chairman and the Vice-Chairman.

5. A District Association or Committee may be designated by inserting the name of the district and a number in the expression, "..... District Rice Producers Association No....." or "..... District Rice Producers Committee No....." Designation of Associations and Committees. [Reg. 2/1955 12/1960]

APPOINTMENT OF MEMBERS OF THE COUNCIL

6. Each Committee shall, on or before the 15th May in the year in which it is elected, appoint one of its members to be a member of the Council and shall forthwith report to the General Secretary the name and address of the person so appointed. Appointment of members of Council. [Reg. 12/1960]

7. The persons appointed by the several Committees in any year to be members of the Council shall proceed to the place of meeting fixed in accordance with these regulations and elect four other members of the Council in the manner hereinafter provided. Duty of persons appointed members of the Council. [Reg. 12/1960]

ELECTION OF MEMBERS OF THE COUNCIL

Procedure
for electing
the
Council.
[Reg. 2/1955
12/1960]

8. (1) The persons appointed as aforesaid, in this regulation referred to as electors, shall, before the 31st May in the year in which they were appointed, meet at some convenient time and place named by the Council for the purpose of electing four other members of the Council for the ensuing term.

(2) The General Secretary shall give to every Committee and every elector at least seven days' notice of the time when and the place where the meeting shall be held.

(3) The General Secretary shall preside over the meeting of electors and conduct the election of members of the Council.

(4) At the meeting at least four persons shall be nominated and seconded by electors as fit and proper persons to be members of the Council.

(5) If only four persons are nominated and seconded, the General Secretary shall declare them duly elected members of the Council, but if more than four persons are nominated and seconded, the names of such persons shall be listed and every elector present at the meeting shall be supplied with a ballot paper showing a true copy of such list.

(6) A meeting of electors may be adjourned for not longer than twelve hours in order to allow the preparation of ballot papers.

(7) The elector shall mark his vote upon the ballot paper by drawing his pen through the names of all the candidates other than that or those of the person or persons for whom he wishes to vote.

(8) Every elector shall be entitled at every election to one vote for every seat to be filled.

(9) The requisite number of persons receiving the highest number of votes at the meeting shall be declared members of the Council.

(10) The General Secretary shall notify each Committee of the names of the persons who have been elected members of the Council; and also shall notify each member of his appointment.

Election
of President
and Vice-
Presidents.

9. At the first meeting of the Council, the General Secretary shall preside over and conduct the election of a President and two Vice-Presidents, a Senior and a Junior.

QUORUM, TIMES OF AND PROCEDURE AT MEETINGS

10. (1) At every meeting of the Council, nine members shall form a quorum. Quorum at meetings of the Council and the Executive Committee. [Reg. 12/1960]

(2) In the absence of the President and both Vice-Presidents, the members present may choose one of their number to preside over the meeting.

(3) At any meeting of the Executive Committee the President, or a Vice-President, or two other members thereof shall form a quorum.

11. (1) The Council may meet for the transaction of business as often as it may be summoned either by direction of the President or on the written requisition of at least thirteen members of the Council or for the purpose of complying with a requisition made under section 6(4) of the Act. In such requisition there shall be stated the nature of the business to be transacted at the meeting, and the requisition shall be delivered to the General Secretary. Convening of meetings of the Council. [Reg. 12/1960]

(2) The General Secretary shall summon a meeting of the Council on, and in accordance with, the instructions of the President, and also within three days after the receipt by him of a requisition made in accordance with paragraph (1) of this regulation or section 6(4) of the Act and in so doing he shall notify the time and place of, and the nature of the business to be transacted at such meeting.

(3) Subject to the Act, the Council may fix the times of the regular meetings of the Council.

(4) Every notice convening a meeting of the Council shall state the time and place of, and the nature of the business to be transacted at such meeting.

(5) Members of the Council shall be notified as to the dates of Ordinary Meetings at least seven days beforehand, and of Special Meetings at least three days beforehand.

12. Every question at a meeting of the Council or the Executive Committee shall be decided by a majority of votes and every member present at a meeting shall have one vote upon any question before the Council or the Executive Committee, but the President or other presiding member shall have in addition a casting vote in the case of equal votes being given on any question. Decision of Council or Executive Committee by majority of votes. [Reg. 12/1960]

13. (1) At a meeting of a Committee four members shall form a quorum. Quorum at meetings of a Committee.

(2) In the absence of the Chairman and Vice-Chairman, the members present may choose one of their number present to preside over the meeting.

LAWS OF GUYANA

18

Cap. 69:01

Guyana Rice Producers Association

[Subsidiary]

Guyana Rice Producers Association Regulations

Convening
of meetings
of Committee.
[Reg. 12/1960]

14. (1) A Committee may meet for the transaction of business as often as it may be summoned either by direction of the Chairman or on the written requisition of at least four members of the Committee. In such requisition there shall be stated the nature of the business to be transacted at the meeting and the requisition shall be delivered to the Field Representative.

(2) The Field Representative shall summon a meeting of a Committee on, and in accordance with, the instructions of the Chairman, and also within three days after the receipt by him of a requisition made in accordance with paragraph (1) and in so doing shall notify the time and place of, and the nature of the business to be transacted at such meeting.

(3) Subject to the Act, a Committee may fix the times of the regular meetings of the Committee.

(4) Every notice convening a meeting of a Committee shall state the time and place of, and the nature of the business to be transacted at such meeting.

(5) A notice of each meeting of the District Committee or District Association shall be sent the General Secretary at the same time when being despatched to members of the Committee.

(6) Members of the Committee shall be notified as to the dates of Ordinary Meetings at least seven days beforehand, and of Special Meetings at least three days beforehand.

Decision of
Committee
by majority
of votes.

15. Every question at a meeting shall be decided by a majority of votes and every member present at a meeting shall have one vote upon any question before a Committee, but the Chairman or other presiding member shall have in addition a casting vote in the case of equal votes being given on any question.

NOTICE OF MOTIONS, ETC.

Notice of
motions, etc.
[Reg. 12/1960]

16. Notice of motions, resolutions, and questions shall be served on the General Secretary or the Field Representative, as the case may be, in writing at least ten days before the meeting of the Council or the Committee, and copies of all such notices of motions and resolutions shall be circulated to members at least three days beforehand.

DUTIES OF OFFICERS OF THE COUNCIL

The President.
[Reg. 12/1960]

17. The President when present at a meeting shall preside over and conduct the meeting of the Council or the Executive Committee.

Vice-
Presidents.

18. A Vice-President shall preside at a meeting of the Council or the Executive Committee in the absence of the President, and in

case of the inability of the President from any cause whatever to perform his functions the Senior Vice-President and in his absence the Junior Vice-President shall act for the President.

DUTIES OF THE GENERAL SECRETARY

19. The General Secretary shall—

The General
Secretary.
[Reg. 12/1960]

(a) attend all meetings of the Council or the Executive Committee; and record the minutes of the proceedings thereof, incorporating only salient points in discussion and decisions taken;

(b) keep a copy of the register of each District Association;

(c) receive all annual grants and other money payable to the Council of the Association and give receipts therefor and deposit in an approved bank all money received by him for the Council of the Association except such sums as he may be authorised by the Council or the Executive Committee to retain in his possession for miscellaneous expenses;

(d) keep the accounts, documents and papers of the Council of the Association in such manner and for such purposes as the Council or the Executive Committee may direct;

(e) prepare and transmit to the Minister, after approval by the Council, the statement referred to in section 10(7) of the Act; and

(f) on all occasions in the execution of his office act under the superintendence, control and direction of the Council and the Executive Committee,

and also generally do all things necessary to ensure the proper functioning of the Association including the supervision of the work of the District Committees, the general administration of the affairs of the Association, and also shall secure the observance of the provisions of the Act and regulations by all concerned.

DUTIES OF A FIELD REPRESENTATIVE OF A COMMITTEE

20. Every Field Representative shall—

Duties of a
Field Repre-
sentative of
a Committee.

(a) attend all meetings of the Committee and record correctly the minutes of the proceedings thereof;

(b) receive all money provided by the Council for the payment of the expenses of the Committee, and all fees paid by members of the District Association, and give receipts therefor, and deposit in an approved bank all money received by him for the District Association, except the sum of ten

dollars which may be retained in his possession from time to time for miscellaneous expenses;

(c) keep the accounts, documents and papers of the District Association in such manner and for such purposes as the Committee may direct;

(d) transmit to the General Secretary forthwith a copy of the minutes of the proceedings of every meeting of the Committee authenticated by the signatures of the Chairman and himself; and

(e) on all occasions in the execution of his office act under the superintendence, control and direction of the Committee.

THE RECORDS, BOOKS AND ACCOUNTS TO BE KEPT

Council's books.

21. The Council shall—

(a) prepare and keep a cash account showing receipts and expenditure of all moneys and the dates and purposes thereof;

(b) annually make out a balance sheet showing receipts and expenditure, funds and effects of the Association.

Committees' books.

22. A Committee shall—

(a) keep a cash account showing receipts and expenditure of all moneys and the dates and purposes thereof;

(b) annually make out a balance sheet showing receipts and expenditure, funds and effects of the District Association;

(c) have power to open and operate a current or savings account with any approved bank in Guyana and any cheques or other order for the payment of money shall be signed by any officer of the Committee and countersigned by the Field Representative;

(d) keep such books and accounts as may be necessary to record its receipts and payments; and

(e) on or before the 28th February in each year transmit the Council a statement of its transactions to the 31st December in the year last past, which statement shall be audited by the General Secretary or by someone authorised in writing by him.

Form of the register.

23. The register shall be made out in suitable columns for the purpose of recording members numerically, registering the names and addresses of members, their respective categories of membership, recording the payment of their annual registration fees, stating

year for which paid, date of payment, receipt number, and remarks; and for these purposes Form 2 in the Schedule must be used.

24. (1) Every member of a District Association shall be supplied with a membership card containing the same particulars as the register mentioned in regulation 23, and of every payment of registration fees by the member. Membership card.

(2) If the original card is lost a duplicate shall be issued on payment of a fee of twelve cents and it shall be marked "DUPLICATE" written in red ink.

FEE ON REGISTRATION

25. Every member shall pay to the Field Representative the sum of one dollar each year in respect of his membership of the Association; and shall be given a receipt for such payment. Registration fee.
[Reg. 12/1960
8/1966B]

AUTHENTICATING DOCUMENTS AND SERVICE THEREOF

26. Every document made by the Council or the Executive Committee, not being a letter written on the instructions of the Council or the Executive Committee, shall be authenticated by the signatures of the President and the General Secretary, and every such letter shall be signed by the General Secretary. Authentication of documents.
[Reg. 12/1960]

27. Every document made by a Committee, not being a letter written on the instructions of the Committee, shall be authenticated by the signatures of the Chairman and the Field Representative and every such letter shall be signed by the Field Representative.

28. All notices and other documents for service on the Council or a Committee shall be served by handing the same to the General Secretary or the Field Representative, as the case may be, or by sending the same by post to the General Secretary at the head office of the Association, or to the Field Representative at his usual place of abode. Services of notices, etc.
[Reg. 12/1960]

GENERAL

29. Decisions of the Council or the Executive Committee of the Association in any matter affecting the interests of the Association shall be binding on all District Associations and members thereof. Council's decisions binding on all District Associations.
[Reg. 12/1960]

30. The General Secretary shall be entitled to attend any meeting of a District Committee or District Association and to take part in the proceedings at the meeting but not to vote thereat. Attendance of General Secretary at meetings of District Committees, etc.
[Reg. 12/1960]

LAWS OF GUYANA

22 Cap. 69:01 Guyana Rice Producers Association

[Subsidiary] Guyana Rice Producers Association Regulations

[Reg. 28/1957]

SCHEDULE

FORMS

GUYANA RICE PRODUCERS ASSOCIATION

FORM 1

reg. 3

CLAIM TO BE REGISTERED AS A MEMBER

To the Field Representative of District Rice Producers Association No.

I of name in full sufficient postal address

a rice farmer/landlord/manufacturer hereby claim to be registered as a member of the above named District Rice Producers Association.

strike out which do not apply

Qualifications

- 1. I have attained the age of 21 years.
2. I possess the following qualification. (Fill in one which applies).

(a) I cultivate acres of rice land rented from at vide receipt attached or entry in Pass Book.

(b) I am owner of Plantation

(c) I am the owner of a rice factory situated at

Dated this day of 19

Signature or Mark

Witnesses to Mark

- 1.
2.

To the Field Representative:

I hereby certify that this claimant is eligible/not eligible to become a member of the above named District Rice Producers Association.

(State qualification of certifying officer)

FOR OFFICE USE ONLY

Date Received
Receipt No.
Membership No.

GUYANA RICE PRODUCERS ASSOCIATION

FORM 2

reg. 23

REGISTER of Members of the District Rice Producers Association No.

No.	Name	Address	Description and Location of Qualifying Property	Category	1949			1950	1951	1952	1953	1954	1955	1956	Remarks
					Fee	Date of Payment	Receipt No.								