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Bill No. 13

ACC. NO:
Hotel and Tourism Training Institute (HTTI) Bill
CALL NO:

2013

THE HOTEL AND TOURISM TRAINING INSTITUTE BILL, 2013.

MEMORANDUM

1. The object of this Bill is to provide for the establishment, constitution, administration and functions of the Hotel and Tourism Training Institute and for other connected matters.
2. The Bill further seeks, to re-orient the current **HOTEL AND TOURISM TRAINING INSTITUTE** into a modern institution based on specialized and well focused professional capacity, to undertake tourism and hospitality training and ensure effective development of the tourism sector's human resource.

The Bill seeks to improve competitiveness of Ugandans for jobs in the hotel and hospitality sector especially under East African Community Common Market Protocol. Hence effectively and sustainably playing a key role in the growth and development of the National economy and social transformation.

Under the Bill, the Institute will provide full time and part time courses of study and training in fields of applied learning and research as the Minister may direct.

The Institute will also provide guidance on the National curriculum in consultation with the National Council for Higher Education, for all public and private training providers in the hospitality industry at Tertiary level.

3. **Lack of an enabling law.**

The Hotel and Tourism Training Institute Act, was repealed by section 130 of the Universities and Other Tertiary Institutions Act, 2001 and the Institute had been transferred to the Ministry of Education and Sports in 1998. The return of the Hotel and Tourism Training Institute from the Ministry of Education and Sports to the Ministry of Tourism, had not been legally formalized, hence the urgent need for a legal framework to re-establish the institute.

4. **Provisions of the Bill.**

The Bill consists of six parts and 1 Schedule.

5. **Part 1—Preliminary.**

Clause 1 deals with the interpretation.

6. **Part II—Establishment, Functions and Composition of the Institute and Board of Directors.**

Part II of the Bill deals with the establishment of the Hotel and Tourism Training Institute as a body corporate with perpetual succession and a common seal.

7. Clause 4 spells out detailed objects of the institute for instance the clause requires the institute to develop technical, social skills and correct attitudes through a flexible research, based on hands on pro-tourism curriculum.

8. Clause 5 spells out detailed functions of the institute. For instance the clause requires the institute to provide guidance on the national curriculum for all public and private training providers in the tourism and hospitality industry at tertiary level.

9. Clause 6 establishes the Board which shall be the governing body of the institute.

10. Clause 7 provides for the functions of the board. For instance to supervise, control and evaluate the activities of the Institute.

11. **PART III - Establishment of the Academic Board and Committees.**

Part III of the Bill deals with the establishment of the Academic Board. Clause 10 spells out the functions of the Academic Board. For instance the clause requires the Academic Board to ensure appropriate content and academic standards of any course of study in respect of any award of the institute and report to the board of directors. Clause 11 provides for the appointment of Committees of the Academic Board.

12. **PART IV—Principal and staff of the Institute.**

Part IV provides for staff of the Institute. Clause 13 provides for the appointment of a principal of the Institute who shall be the chief executive officer of the Institute.

13. **Part V—Financial Provisions.**

Part V of the Bill deals with the financial provisions. Clause 19 provides that the funds of -the Institute shall consist of grants from the Government, loans from the Government, organisations or any person, donations that may be made to the Institute, training levy raised from the tourism levy collected by Uganda Tourism Board, and monies that may become payable to the Institute in the discharge of its functions. Clause 20 provides for the management and use of funds and property of the institute.

14. Clause 21 provides for Investment of the Institute's funds in any securities issued or guaranteed by the Government or in any other securities approved by the board.

15. Under Clause 22 the Board may, with the approval of the Minister, borrow money on terms that shall be agreed upon by the Board and the person lending the money.

16. Clause 23 provides for the financial year to be twelve months beginning from the 1st day of July and ending on the 30th day of June.

17. Clause 24 provides for estimates of the income and expenditure of the institute for the next ensuing year to be presented by the Board for approval by the Minister,
18. Clause 25 deals with accounts and audit. The Board shall keep proper books of account which shall be audited by the Auditor General.
19. **PART VI—MISCELLANEOUS PROVISIONS.**
Part VI spells out miscellaneous matters for instance Contracts to be made on behalf of the institute, exemption from tax such as the payment of import duties, sales tax or other taxes or duties that is or maybe specifically imposed under any written law. Clause 28 provides for service of documents on the institute by delivering it to the office or sending it by courier, registered post, telefax or electronic mail.
20. Clause 29 of the Bill provides for the Board to present the annual report at the end of each calendar year to the Minister who shall lay it before Parliament.
21. Clause 30 provides for the Minister's powers to give direction of a general nature on policy matters to the Board, Clause 32 of the bill deals with the making of byelaws and clause 33 provides for the Minister's power to make Regulations.
22. Clause 34 provides for repeal and savings. Upon the commencement of this Act, the rights, interests, obligations and liabilities of the public tertiary institution existing before the commencement of this Act under any contract or instrument, or at law or in equity shall by virtue of this Act, be assigned to and vested in the institute established under this Act.
23. **Schedule.**
Part 1 of the Schedule provides for meetings of the Board and related matters. Part 11 provides for meeting of the Academic Board

HON. DR. MARIA MUTAGAMBA,
Minister of Tourism, Wildlife and Antiquities.

THE HOTEL AND TOURISM TRAINING INSTITUTE (HTTI) BILL, 2013

ARRANGEMENT OF CLAUSES

Clause

PART I—INTERPRETATION.

1. Interpretation.

PART II—ESTABLISHMENT, FUNCTIONS AND COMPOSITION
OF THE INSTITUTE AND BOARD OF DIRECTORS.

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3. Seal of the Institute.
4. Objects of the Institute.
5. Functions of the Institute.
6. Establishment and composition of the Board.
7. Functions of the Board.
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PART III—ESTABLISHMENT OF THE
ACADEMIC BOARD AND COMMITTEES.

9. Establishment of the academic Board.
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PART IV—PRINCIPAL AND STAFF OF THE INSTITUTE.

13. Office of Principal.
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15. The Academic Registrar's Office.
16. Other staff.
17. Staff responsible to the Board.
18. Incapacity of member of staff.

Clause

PART V—FINANCIAL PROVISIONS.

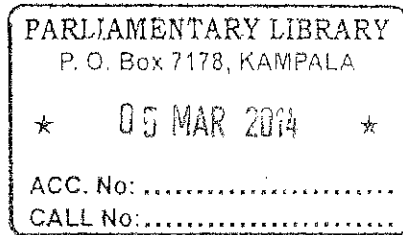
19. Funds of the Institute.
20. Management of funds and property of the Institute.
21. Investment.
22. Borrowing powers.
23. Financial year.
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PART VI—MISCELLANEOUS PROVISIONS.

26. Contracts.
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33. Regulations.
34. Repeal and Savings

SCHEDULE

Schedule—Meetings of the Board and related matters.



**THE HOTEL AND TOURISM TRAINING INSTITUTE
(HTTI) ACT, 2013.**

An Act to provide for the establishment, constitution, administration and functions of the Hotel and Tourism Training Institute and for other purposes connected therewith.

BE IT ENACTED by Parliament as follows:

PART I—INTERPRETATION.

1. Interpretation.

In this Act, unless the context otherwise requires—

“Board” means the Board of Directors established under section 6;

“Chairperson” means the Chairperson of the Board of Directors appointed under section 6(1)(a);

“Principal” means the Principal appointed under section 13(1).

“Deputy Principal” means the Deputy Principal appointed under section 14(1).

“Institute” means the Hotel and Tourism Training Institute (HTTI) established under section 2(1); and

“Ministry” mean the Ministry responsible for tourism.

PART II—ESTABLISHMENT, FUNCTIONS AND COMPOSITION OF THE
INSTITUTE AND BOARD OF DIRECTORS.

2. Establishment of the Institute.

(1) There is established an Institute to be known as the Hotel and Tourism Training Institute (HTTI).

(2) The Institute shall be a body corporate, with perpetual succession, a common seal and may sue or be sued in its corporate name.

(3) The Institute may, in connection with its functions, purchase, hold, manage and dispose of any property, movable and immovable, and may enter into contracts and other transactions as may be expedient and may do any act or thing as in law may be done by a body corporate.

3. Seal of the Institute.

(1) The seal of the Institute shall be authenticated by the signatures of the Chairperson and the Principal.

(2) A certificate signed by the Chairperson that a document was made or issued by or on behalf of the Institute shall be conclusive evidence of the document.

(3) A document issued and signed by or on behalf of the Institute, authenticated in the manner provided under subsection (1) and certified in the manner provided under subsection (2) shall be received in evidence and be deemed to be such a document without further proof unless the contrary is shown.

(4) The common seal of the Institute shall be kept in the custody of the secretary to the Board, and it shall not be affixed to any document except in accordance with a resolution of the Board.

4. Objects of the Institute.

The objects for which the Institute is established are—

- (a) to provide for studies, training or research in subjects relating to tourism, hotel management and catering;
- (b) to develop and enhance linkages or collaboration with stakeholders and other training institutions at both national and international level;
- (c) to develop technical, social skills and correct attitudes through a flexible research, based on practical pro – tourism curriculum;
- (d) to issue awards upon satisfactory fulfillment of curriculum examination requirements;
- (e) to strengthen the Institute's capacity to cater for its operations, management, logistics and infrastructure development;
- (f) to promote efficient hotel and tourism business;
- (g) to manage the National Curriculum in consultation with the National Council for Higher Education Center; and
- (h) to provide practical capacity building in hotel operations.

5. Functions of the Institute.

(1) The functions of the Institute are—

- (a) to provide full-time or part-time courses of study and training in such fields of applied learning and research as the Minister may direct;
- (b) to provide guidance on the national curriculum for all public and private training providers in the tourism and hospitality industry at tertiary level in consultation with the National Council for Higher Education;
- (c) to conduct national tourism and hotel examinations, grant national certificates, diplomas and other national awards consistent with the national curriculum;

- (d) to organise and conduct in-service training in conjunction with key stakeholders for persons already employed in the hotel and tourism sector;
- (e) to equip students with entrepreneurial skills in hotel and tourism sector and empower them to be job creators in the sector;
- (f) to organise and conduct internship programs;
- (g) to organise tailor made courses in tourism, hospitality, hotel management and catering and to make provision for the advancement, transmission and preservation of the knowledge;
- (h) to arrange and organise conferences, seminars, workshops and study groups in its field of operation;
- (i) to consult and cooperate with anybody or organisation in or outside Uganda having similar functions to those prescribed by this Act.

(2) The Institute shall have such other functions as the Minister may from time to time by statutory instrument prescribe.

6. Establishment and composition of the Board.

(1) There is established a Board of Directors which shall be the governing body of the Institute consisting of—

- (a) the Chairperson, with expertise and experience in hotel or tourism management, who shall be appointed by the Minister;
- (b) a representative of the Ministry responsible for tourism;
- (c) a representative of the Ministry responsible for education;
- (d) a representative of the Ministry of finance;
- (e) a representative of the Uganda Tourism Board;

- (f) a representative of the Uganda Hotel Owners Association;
- (g) a representative of the Student Guild;
- (i) a representative of the staff of the Institute; and
- (j) a representative of the Hotel and Catering Association of Uganda.

(2) The Principal shall be the secretary to the Board.

(3) The Chairperson and other appointed or elected members of the Board other than the Principal shall hold office for three years and shall be eligible for reappointment or reelection for one more term.

(4) A member of the Board may resign office by writing to the secretary to the Board.

(5) Where an elected or appointed member of the Board ceases to be a member other than by effluxion of time, the appointing or electing authority shall appoint or elect another person in that place, and the elected person shall hold office for the remaining period of the person in whose place that person is appointed or elected.

7. Functions of the Board.

The functions of the Board shall be—

- (a) to formulate policies of and make plans for the Institute;
- (b) to supervise and control the general management and administration of the Institute;
- (c) to supervise, control and evaluate the activities of the Institute;
- (d) to establish departments, committees and courses of study;
- (e) to hold and administer the property and funds of the Institute;

- (f) to receive, on behalf of the Institute, gifts, donations, grants or other monies;
- (g) to provide for the welfare of the staff and students of the Institute;
- (h) to enter into any association with other institutions of learning, within or outside Uganda, as the Board may consider appropriate;
- (i) to make byelaws governing the conduct and discipline of the staff and students, in consultation with the academic Board and the staff welfare committee;
- (j) to approve all job establishments for the Institute; and
- (k) to do any other thing that is incidental to the functions of the Institute under this Act or any other law.

8. Meetings of the Board.

The meetings of the Board shall be as is provided in the Schedule to this Act.

PART III—ESTABLISHMENT OF THE ACADEMIC BOARD AND COMMITTEES.

9. Establishment of the academic Board.

There is established an academic Board consisting of—

- (a) the Principal who shall be the Chairperson;
- (b) the Deputy Principal who shall be the Vice Chairperson;
- (c) a representative of the Board of Directors;
- (d) the dean of students;
- (e) a representative of other affiliated Tourism and Training Institutions;

- (f) heads of departments of the Institute;
- (g) a representative of Universities;
- (f) a representative of the Student Guild; and
- (g) the academic Registrar who shall be the secretary to the academic Board.

10. Functions of the academic Board.

The functions of the academic Board shall be—

- (a) to initiate proposals relating to the conduct of the institute generally and discuss any matter relating to the institution and to make submissions to the Board for its approval;
- (b) to ensure appropriate content and academic standards of any course of study in respect of any award of the Institute and report to the Board of Directors;
- (c) to determine syllabi uses and curricula in respect of the courses of study offered by the Institute;
- (d) to propose standards for eligibility of persons for admission to any course of study offered or supervised by the Institute;
- (e) to propose regulations to be made by the Board regarding the conduct and supervision of examinations in any course of study offered or supervised by the Institute;
- (f) to propose for appointment, examiners and moderators of examinations offered by the Institute;
- (g) to propose regulations to be made by the Board regarding the standard of proficiency to be gained in each examination for any award;

- (h) to decide on persons who have reached the standards of proficiency under paragraph (g) and are fit for any award;
- (i) to satisfy itself regarding the content and academic standard of any course of study in respect of any national award of the Hotel and Tourism Training Institute and report to the Board;
- (j) to initiate proposals relating to the management of National Curriculum and Examinations and make submission to Board;
- (k) to initiate, prepare, evaluate and submit to the Board the academic programs for the Institute; and
- (l) to do any other thing connected with the functions listed in this section.

11. Committees of the academic Board.

The academic Board may propose such number of committees as it may see fit for the better functioning of the academic Board.

12. Other committees.

The Institute may have such other committees as the Board may determine.

PART IV—PRINCIPAL AND STAFF OF THE INSTITUTE.

13. Office of Principal.

(1) There shall be a Principal who shall be appointed by the Minister, on recommendation of the Board, on terms and conditions that may be specified in the instrument of appointment.

(2) The Principal shall hold office for five years and shall be eligible for reappointment for only one consecutive term.

(3) The Principal shall be the chief executive officer of the Institute and shall be a full-time employee of the Institute.

(4) Subject to the general supervision and control of the Board, the office of the Principal shall be responsible for—

- (a) the development of academic and other Institute operational strategies, plans and programmes;
- (b) the management of the Institute resources, business, staff and students affairs;
- (c) the development and enhancement of collaborative mechanisms and linkages with all stakeholders and sector development partners;
- (d) the coordination and monitoring of academic and student development programmes;
- (e) the management and development of guidelines for examinations and awards; and
- (f) budgeting, acquisition, management and provision of accountability for the Institute funds.

(5) The Minister may, on the recommendation of the Board, terminate the appointment of the Principal for—

- (a) misbehaviour;
- (b) inability to perform the functions of the office; or
- (c) any other sufficient cause.

14. Office of Deputy Principal.

(1) There shall be a Deputy Principal who—

- (a) shall be appointed by the Board on terms and conditions that may be specified in the instrument of appointment; and
- (b) shall qualify for appointment by virtue of his or her professional knowledge and experience in hotel, tourism and hospitality education.

(2) The Deputy Principal shall perform the functions of Principal in the absence of the Principal from office and shall perform such other duties as the Principal or the Board may direct.

(3) Section 13(5) shall apply to the Deputy Principal.

15. The Academic Registrar's Office.

There shall be a Registrar appointed by the Board on such terms and conditions as the Board shall determine.

16. Other staff.

The Institute shall have other officers and employees as may be determined by the Board, and the officers and other employees shall hold office on terms and conditions that may be determined by the Board.

17. Staff responsible to the Board.

(1) All members of staff, whether administrative, academic or other category of employees, shall be—

- (a) responsible to the Board through the proper administrative setup;
- (b) employed on a full-time basis except where it is otherwise expressly provided in the instrument of appointment; and
- (c) appointed by the Board except where the provisions of this Act provide otherwise.

(2) Any person employed in the Hotel and Tourism Training Institute immediately before the coming into force of this Act shall continue to be employed by the Hotel and Tourism Training Institute on terms not less favorable than before.

18. Incapacity of member of staff.

(1) Where a member of staff is incapacitated, whether through absence from station, illness or other reason, the Board may appoint a suitable person to perform the duties of the incapacitated member of staff during that incapacity.

(2) Where the Principal is incapacitated, whether through absence from station, illness or other reason, the Deputy Principal shall perform the duties of the Principal.

PART V—FINANCIAL PROVISIONS.

19. Funds of the Institute.

(1) The funds of the Institute shall consist of—

- (a) amounts appropriated by Parliament;
- (b) grants from the Government;
- (c) loans from the Government, organisations or any person;
- (d) donations that may be made to the Institute;
- (e) a training levy being a percentage of the tourism development levy, collected under section 20 of the Uganda Tourism Act, 2008 as determined by the Minister in consultation with the Minister responsible for Finance; and
- (f) monies that may become payable to the Institute in the discharge of its functions.

(2) The Institute shall operate a bank account in a bank determined by the Board.

20. Management of funds and property of the Institute.

(1) All funds, assets and property of the Institute shall be managed, used or expended by the Board in a manner and for purposes which, in the opinion of the Board, would promote the functions of the Institute.

(2) The Board may charge or dispose of any property of the Institute.

21. Investment.

The Board may invest any of its funds in any securities issued or guaranteed by the Government or in any other securities approved by the Board.

22. Borrowing powers.

The Board may, with the approval of the Minister responsible for finance, borrow money on terms that shall be agreed upon by the Board and the person lending the money.

23. Financial year.

The financial year of the Institute shall be the period of twelve months beginning from the 1st day of July and ending on the 30th day of June.

24. Estimates.

(1) The Board shall, within three months before the end of each financial year, make and submit to the Minister for approval estimates of the income and expenditure of the Institute for the next ensuing year.

(2) The annual estimates shall include all the income and expenditure of the Institute for that financial year and shall include—

- (a) payment of all salaries, allowances and other charges in respect of the staff;
- (b) payment of pensions, gratuities and other charges regarding retirement benefits payable out of the funds of the Institute;
- (c) charges for the maintenance of the buildings and other assets of the Institute, including the repair and replacement of equipment and other movable property of the Institute;
- (d) the cost of teaching and research activities in the Institute;
- (e) a reserve fund for future contingent liabilities in respect of retirement benefits, insurance or replacement of buildings or equipment, or other matters as the Board may consider fit.

(3) No expenditure shall be made out of the funds of the Institute unless the expenditure has been approved by the Minister under estimates for the year in which the expenditure is to be made or in any other estimates supplementary to those estimates.

25. Accounts and audit.

(1) The Board shall keep proper books of account and shall prepare the annual financial statement of account for the immediately preceding financial year not later than the 31st day of March in the following year.

(2) The statement of account of the Institute shall, in respect of each year, be audited by the Auditor General or an auditor appointed by the Auditor General.

(3) The Board shall ensure that within four months from the end of each financial year, a statement of account of the Institute is submitted to the Auditor General for auditing.

(4) The Auditor General or an auditor appointed by him or her is entitled to have access to all books of account, vouchers and other financial records of the Institute and to require any information and explanation as he or she requires.

(5) The Auditor General shall audit and deliver to the Board a copy of the audited accounts together with his or her report on them not later than three months from the date of receipt of the final accounts.

(6) The Board shall, within one month from receipt of the audited accounts and the Auditor General's report on them, deliver a copy to the Minister who shall table it before Parliament.

(7) Any fee for an auditor who is not an employee of the Government shall be fixed and paid by the Board with the approval of the Minister.

PART VI—MISCELLANEOUS PROVISIONS.

26. Contracts.

(1) Contracts on behalf of the Institute shall be made in the following manner—

- (a) a contract which if made between private persons would be by law required to be in writing and under seal may be made on behalf of the Institute under the seal of the Institute;
- (b) a contract which if made between private persons would required by law to be made in writing signed by the parties to be charged may be made on behalf of the Institute in writing, signed by a person acting under its authority express or implied;

- (c) a contract which if made between private persons would be by law valid although not made in writing may be made orally by parole on behalf of the Institute by a person acting under its authority.

(2) A contract made according to subsection (1) shall be effectual in law and shall bind the Institute and its successors and all other parties to it.

(3) A contract made under subsection (1) may be varied or discharged in the same manner in which it is authorised to be made.

27. Exemption from tax.

The Institute shall be exempted from—

- (a) the payment of stamp duties under the Stamps Act;
- (b) the payment of import duties, sales tax or other taxes or duty that is or may be specifically imposed under any written law on any goods imported by the Institute in furtherance of its functions and which are not for resale to the public.

28. Service of documents.

Any document may be served on the Institute by delivering it to the office or sending it by courier, registered post, telefax or electronic mail.

29. Annual report.

The Board shall within three months after the end of each calendar year send to the Minister a report on the activities of the Institute for that year, and the Minister shall lay it before Parliament.

30. Minister's powers of direction.

The Minister may give directions of a general nature on policy matters to the Board, and the Board shall comply with the directions.

31. Institute to work with organisations.

The Institute may, in its activities, work with non governmental organisations having interest in hotel, tourism and hospitality.

32. Byelaws.

(1) The Board may, make byelaws for the general administration of the Institute.

(2) Without prejudice to the general effect of subsection (1), bye laws may be made under that subsection to do the following—

- (a) establish departments and constituent colleges of the Institute;
- (b) provide the description of the awards of the Institute;
- (c) provide the requirements for the awards;
- (d) regulate the conduct of examinations;
- (e) establish terms and conditions of service of its employees;
- (f) regulate the constitution and procedure of the meetings of the Board;
- (g) regulate the establishment, composition and terms of reference of its committees;
- (h) determine the scales of fees and Boarding charges;
- (i) provide for the constitution, functions and privileges of the students association;
- (j) regulate or provide for any other thing which requires regulating or provision in the performance of its functions.

(3) The Board may, after consultation with the academic Board, make byelaws providing for—

- (a) the academic organisation of the Institute and, in particular, admission to the Institute, the courses of instruction, the duration and number of terms of the Institute and the granting of awards of the Institute;
- (b) the grant of scholarships and studentship;
- (c) matters regarding connection of the Institute with other institutions.

33. Regulations.

(1) The Minister may, on the recommendation of the Board, make regulations generally for better carrying into effect the provisions of this Act and for the better running of the Institute.

(2) Without prejudice to the general effect of subsection (1), the Minister may make regulations for the following—

- (a) prescribing national diplomas, certificates and other national awards which may be conferred by the Institute and for the conditions to be fulfilled before they are conferred;
- (b) for the conduct of National examinations in respect of courses under this act;
- (c) prescribing fees or other payments in respect of admissions to the Institute and for sitting national examinations conducted by the Institute;

34. Repeal and Savings.

Upon the commencement of this Act—

- (a) the rights, interests, obligations and liabilities of the public tertiary institution existing before the commencement of this Act under any contract or instrument, or at law or in equity shall by virtue of this Act, be assigned to and vested in the Institute established under this Act; and
- (b) any contract or instrument as is mentioned in paragraph (a) shall be of the same force and effect against or in favour of the new institute and shall be enforceable.

SCHEDULE.

s. 8.

MEETINGS OF THE BOARD AND RELATED MATTERS

PART I

1. Meetings of the Board.

(1) The Chairperson shall convene every meeting of the Board at times and places as the Board may determine, and the Board shall meet for the discharge of business at least once in every three months.

(2) The Chairperson may, at any time, convene a special meeting of the Board and shall also call a meeting within fourteen days, if requested to do so in writing by five members of the Board, and with the approval of the Minister.

(3) Notice of a Board meeting shall be given in writing to each member at least fourteen working days before the day of the meeting.

(4) The Chairperson shall preside at every meeting of the Board and in his or her absence; the members present may appoint a member from among themselves to preside at the meeting.

2. Quorum.

(1) The quorum for a meeting of the Board is two-thirds of the members.

(2) All decisions at a meeting of the Board shall be by majority of the votes of the members present and voting and in case of an equality of votes, the person presiding at the meeting shall have a casting vote in addition to his or her deliberative vote.

3. Minutes of meetings.

(1) The Secretary shall cause to be recorded and kept, minutes of all meetings of the Board in a form approved by the Board.

(2) The minutes recorded under this paragraph shall be submitted to the Board for confirmation at its next meeting following that to which the minutes relate and when so confirmed, shall be signed by the Chairperson and the Secretary in the presence of the members present at the latter meeting.

4. Power to co-opt.

(1) The Board may invite any person who, in the opinion of the Board, has expert knowledge concerning the functions of the Board, to attend and take part in a meeting of the Board.

(2) A person attending a meeting of the Board under this section may take part in any discussion at the meeting on which his or her advice is required, but shall not have a right to vote at that meeting.

5. Validity of proceedings not affected by vacancy.

The validity of any proceedings of the Board or a committee of the Board shall not be affected by a vacancy in its membership or by any defect in the appointment or qualification of a member or by reason that a person not entitled, took part in its proceedings.

6. Disclosure of interest of members.

(1) A member of the Board who is in any way directly or indirectly interested in a contract made or proposed to be made by the Board, or in any other matter which falls to be considered by the Board, shall, as soon as the relevant facts come to his or her knowledge, disclose the nature of his or her interest at a meeting of the Board.

(2) A disclosure made under subparagraph (1) shall be recorded in the minutes of that meeting.

(3) A member who makes a disclosure under subparagraph (1) shall not—

- (a) be present during any deliberation of the Board with respect to that matter; or
- (b) take part in any decision of the Board with respect to that matter.

(4) For purposes of determining whether there is a quorum, a member withdrawing from a meeting or who is not taking part in a meeting under subparagraph (3) shall be treated as being present.

7. Board may regulate its procedure.

Subject to this Act, the Board may regulate its own procedure or any other matter relating to its meetings.

Part II

MEETINGS OF THE ACADEMIC BOARD AND RELATED MATTERS

1. Meetings of the academic Board.

(1) The academic Board shall meet for the discharge of its functions at least four times in the academic year of the Institute.

(2) Meetings of the Board shall be held at a place to be determined by the Principal at the time of calling a meeting.

(3) The Principal may at any time call a meeting of the academic Board and shall call a meeting within fourteen days after receipt of a requisition for that purpose addressed to the Principal and signed by not less than six members of the academic Board.

(4) The Principal shall preside at all meetings of the academic Board, and in the absence of the Principal, the Deputy Principal shall preside; and in the absence of both the Principal and Deputy Principal, the members present and constituting a quorum shall elect a temporary Chairperson from their number.

2. Quorum.

(1) One-third of the members shall form a quorum of the Board at any meeting of the academic Board.

(2) Any question before the Board shall be decided by a simple majority of the members present and voting; and in case of equality of votes, the person presiding shall have a casting vote.

3. Board may regulate its procedure.

Subject to this Act, the Board may regulate its own procedure and the procedure of any of its committees.

History: Act 14/1998.

Cross References

Stamps Act, Cap. 342.

Uganda Tourism Act, 2008, Act No. 2 of 2008

