



TOWN OF
VICTORIA PARK



Meeting Procedures Local Law 2019

Town of Victoria Park



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Consolidated within this document is the *Town of Victoria Park Meeting Procedures Local Law 2019* made under the *Local Government Act 1995*.

The following consolidated code is not legal evidence of a local law and exists as a requirement of section 5.96A of the *Local Government Act 1995* for the ease of information for the public. For a version that is legal evidence of a local law under section 9.34 of the *Local Government Act 1995* it can be sourced from the Town's administration office and library. This consolidation is prepared by taking the original local law as passed by Council and combining it with all amendments made.

The following is the *Meeting Procedures Local Law 2019* made by the Council of the Town of Victoria Park under section 3.12 of the *Local Government Act 1995* and all other acts and powers enabling it.

The Common Seal of the)
Town of Victoria Park was)
affixed by the authority of a)
resolution of the Council in)
the presence of)

_____ Trevor Vaughan, Mayor

_____ Anthony Vuleta, Chief Executive Officer

On the _____ day of _____ 20____

Revision History:

Version	Made, Amended, Revoked	Date	Council Resolution Number	Effective	Key Changes/Notes
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TOWN OF VICTORIA PARK

MEETING PROCEDURES LOCAL LAW 2019

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LOCAL GOVERNMENT ACT 1995

TOWN OF VICTORIA PARK MEETING PROCEDURES LOCAL LAW 2019

Under the powers of the *Local Government Act 1995* and all other powers and acts enabling it, the Council of the Town of Victoria Park resolved on 18 June 2019 to make the following local law.

Part 1 – Preliminary

1 Citation

This local law may be cited as the *Town of Victoria Park Meeting Procedures Local Law 2019*.

2 Commencement

This local comes into operation:

- (a) on 1 August 2019; or
 - (b) 14 days after the date of its publication in the *Government Gazette*;
- whichever is the later.

3 Purpose and Effect

- (1) The purpose of this local law is to provide rules and a set of procedures to apply to the conduct of meetings of the council, its committees and to any meeting of electors.
- (2) The intended effect of this local law is –
 - (a) better decision-making by the council and its committees;
 - (b) the orderly conduct of meetings dealing with council business;
 - (c) better understanding of the process of conducting meetings; and
 - (d) the more efficient and effective use of time at meetings.

4 Application

All meetings of the council, committees and the electors are to be conducted in accordance with the Act, the Regulations and this local law.

5 Terms used in this local law

- (1) In this local law unless the contrary intention appears –

Act means the *Local Government Act 1995*;

amendment in relation to a motion, means an amendment motion which does not alter the basic intent of the primary motion to which the amendment applies;

CEO means the Chief Executive Officer of the local government;

committee means a committee of the council established under section 5.8 of the Act;

committee meeting means a meeting of a committee;

council means the council of the local government;

district means the district of the local government;

local government means the Town of Victoria Park;

mayor means the mayor of the local government or other presiding member at a council meeting under section 5.6 of the Act;

meeting means a meeting of the council or a committee, as the context requires;

presiding member means—

- (a) in respect of the council, the person presiding under section 5.6 of the Act; and
- (b) in respect of a committee, the person presiding under sections 5.12, 5.13, and 5.14 of the Act;

Regulations means the *Local Government (Administration) Regulations 1996*;

simple majority means more than 50% of the members present and voting;

substantive motion means an original motion or an original motion as amended, but does not include an amendment or a procedural motion.

6 Interpretation

Unless otherwise defined in this local law, the terms and expressions used in this local law are to have the meaning given to them in the Act and Regulations.

7 Repeal

The *Town of Victoria Park Standing Orders Local Law 2011* published in the Government Gazette on 23 January 2012 is repealed.

Part 2 – Calling and Convening Meetings

8 Ordinary and special council meetings

- (1) Ordinary and special meetings of the council are dealt with in the Act.
- (2) An ordinary meeting of the council held on a monthly basis, or otherwise as determined by the council, is for the purpose of considering and dealing with ordinary business of the council.
- (3) A special meeting of the council is held for the purpose of considering and dealing with council business that is urgent, complex in nature or for any other special purpose.

9 Calling meetings

The calling of meetings of the council is dealt with in the Act.

10 Convening meetings

- (1) The convening of meetings of the council is dealt with in the Act.
- (2) Subject to subclause (3), the CEO is to give at least 72 hours' notice, for the purposes of section 5.5 of the Act, in convening a special meeting of the council.
- (3) Where, in the opinion of the mayor or at least one-third of the members, there is a need to meet urgently, the CEO may give a lesser period of notice of a special council meeting.

11 Calling committee meetings

The CEO is to call a meeting of any committee when requested by the mayor, the presiding member of a committee or any two members of that committee.

12 Public notice of meetings

Public notice of meetings is dealt with in the Regulations.

Part 3 – Presiding Member and Quorum

13 Who presides

Who presides at a council meeting is dealt with in the Act.

14 When the deputy mayor can act

When the deputy mayor can act is dealt with in the Act.

15 Who acts if no mayor

Who acts if there is no mayor is dealt with in the Act.

16 Election of presiding members of committees

The election of presiding members of committees and their deputies is dealt with in the Act.

17 Election of deputy presiding members of committees

The election of deputy presiding members of committees is dealt with in the Act.

18 Functions of deputy presiding members

The functions of deputy presiding members are dealt with in the Act.

19 Who acts if no presiding member

Who acts if there is no presiding member is dealt with in the Act.

20 Names to be recorded

At any meeting—

(a) at which there is not a quorum present; or

(b) which is adjourned for want of a quorum,

the names of the members then present are to be recorded in the minutes.

Part 4 – Business of a meeting

21 Business to be specified

(1) No business is to be transacted at any ordinary meeting of the council or a committee other than that specified in the agenda, without the approval of the presiding member or the council or committee.

(2) No business is to be transacted at a special meeting of the council or a committee other than that given in the notice as the purpose of the meeting.

(3) Subject to subclause (4), no business is to be transacted at an adjourned meeting of the council other than that—

(a) specified in the notice of the meeting which had been adjourned; and

(b) which remains unresolved.

(4) Where a meeting is adjourned to the next ordinary meeting of the council then, unless the council decides otherwise, the business unresolved at the adjourned meeting is to be dealt with before considering reports at that ordinary meeting.

22 Order of business

(1) Unless otherwise decided by the council the order of business at any ordinary meeting of the council is to be as follows –

(a) declaration of opening

(b) announcements from the presiding member

- (c) attendance—
 - (i) apologies
 - (ii) approved leave of absence
- (d) declaration of interest
- (e) public question time—
 - (i) response to previous public questions taken on notice
 - (ii) public question time
- (f) public statement time
- (g) confirmation of minutes and receipt of notes from any agenda briefing forum
- (h) presentations—
 - (i) petitions
 - (ii) presentations
 - (iii) deputations
- (i) method of dealing with agenda business
- (j) reports
- (k) applications for leave of absence
- (l) motions of which previous notice has been given
- (m) questions from members without notice
- (n) new business of an urgent nature introduced by decision of the meeting
- (o) public question time
- (p) public statement time
- (q) meeting closed to public—
 - (i) matters for which the meeting may be closed
 - (ii) public reading of resolutions that may be made public

- (r) closure
- (2) Unless otherwise decided by the council, the order of business at any special meeting of the council is to be the order in which that business stands in the agenda of the meeting.
- (3) In determining the order of business for any meeting of the council, the provisions of the Act and Regulations relating to the time at which public question time is to be held are to be observed.

23 Motions of which previous notice has been given

- (1) Unless the Act, Regulations or this local law otherwise provide, a member may raise at a meeting such business as they consider appropriate, in the form of a motion, of which notice has been given in writing to the CEO and which has been included on the agenda.
- (2) A notice of motion under subclause (1) is to be given at least three and a half (3½) clear working days before the meeting day at which the motion is moved.
- (3) A notice of motion is to relate to the good governance of the district.
- (4) The CEO—
 - (a) with the concurrence of the mayor, may exclude from the agenda paper any notice of motion considered to be, or likely to involve, a breach of any of the provision of this local law or any other written law;
 - (b) is to inform members on each occasion that a notice has been excluded and the reasons for that exclusion;
 - (c) may, after consultation with the member where this is practicable, make such amendments to the form but not the substance as will bring the notice of motion into due form; and
 - (d) may provide to the council relevant and material facts and circumstances pertaining to the notice of motion on such matters as policy, budget and law.
- (5) A motion of which notice has been given is to lapse unless—
 - (a) the member who gave notice of it, or some other member authorised by the originating member in writing, moves the motion when called on; or
 - (b) the council on a motion agrees to defer consideration of the motion to a later stage or date.
- (6) If a notice of motion is given and lapses under subclause (5), notice of a motion in the same terms or to the same effect is not to be given again for at least 3 months from the date of the lapse.

24 New business of an urgent nature

(1) In this clause—

cases of extreme urgency or other special circumstances means matters that have arisen after the preparation of the agenda that are considered by the presiding member to be of such importance and urgency that they are unable to be dealt with administratively by the local government and must be considered and dealt with by the council before the next meeting.

(2) In cases of extreme urgency or other special circumstances, matters may, on a motion by the presiding member that is carried by the meeting, be raised without notice and decided by the meeting.

25 Adoption by exception resolution

(1) In this clause—

adoption by exception resolution means a resolution of the council that has the effect of adopting, for a number of specifically identified reports, the employee recommendation as the council resolution.

(2) Subject to subclause (3), the council may pass an adoption by exception resolution.

(3) An adoption by exception resolution may not be used for a matter—

- (a) that requires an absolute majority;
- (b) in which an interest has been disclosed;
- (c) that has been the subject of a petition or deputation;
- (d) that is a matter on which a member wishes to make a statement; or
- (e) that is a matter on which a member wishes to move a motion that is different to the recommendation.

Part 5 – Public Participation

26 Meetings generally open to the public

Meetings being generally open to the public is dealt with in the Act.

27 Meetings not open to the public

(1) The CEO may, at any time, recommend that a meeting or part of a meeting be closed to members of the public.

(2) The council or a committee, in one or more of the circumstances dealt with in the Act, may at any time, by resolution, decide to close a meeting or part of a meeting.

(3) If a resolution under subclause (2) is carried—

- (a) the presiding member is to direct everyone to leave the meeting except—
 - (i) the members;
 - (ii) the CEO; and
 - (iii) any employee specified by the presiding member; and
 - (b) the meeting is to be closed to the public until, at the conclusion of the matter justifying the closure of the meeting to the public, the council decides otherwise.
- (4) A person who fails to comply with a direction under subclause (3)(a) may, by order of the presiding member, be removed from the meeting.
 - (5) While the decision under subclause (2) remains in force, the operation of clause 50 is to be suspended until the council by resolution, decides otherwise.
 - (6) A resolution under this clause may be made without notice.
 - (7) Unless the council decides otherwise, once the meeting is reopened to members of the public, the presiding member is to ensure that any resolution of the council made while the meeting was closed is to be read out including a vote of a member to be included in the minutes.

28 Question time for the public

Question time for the public is dealt with in the Act.

29 Question time for the public at certain meetings

Question time for the public at certain meetings is dealt with in the Regulations.

30 Minimum question time for the public

Minimum question time for the public is dealt with in the Regulations.

31 Procedures for question time for the public

- (1) Procedures for question time for the public are dealt with in the Regulations and in this clause.
- (2) Unless determined otherwise under the Regulations, the procedure for the asking of and responding to questions raised by members of the public at a meeting shall be as follows –
 - (a) members of the public are to be encouraged to submit questions in writing prior to the meeting before the questions are asked orally;
 - (b) a member of the public who raises a question during question time, shall be required to state their name and suburb;

- (c) questions are to be answered by the member or employee nominated by the presiding member;
 - (d) questions may be taken on notice, at the determination of the presiding member, and the presiding member may determine that any complex question requiring research be answered only in writing;
 - (e) no discussion of a question or answer is to take place; and
 - (f) when a question is taken on notice under subclause (d) a response is to be given to the member of the public in writing, and a copy is to be included in the agenda of the next meeting of the council or committee as the case requires.
- (3) The presiding member may reject any question that the presiding member considers to be offensive towards, or adversely reflect, upon the character and/or any actions, of any member of the council or employee of the local government, **provided that the presiding member has taken all reasonable steps to have the member of the public phrase the question in a manner that is not offensive or defamatory.**
- (4) When a question is taken on notice the CEO is to ensure that:
- (a) a response is given to the member of the public in writing; and
 - (b) a summary of the response is included in the agenda of the next meeting of the Council.
- (5) Where a question relating to a matter in which a relevant person has an interest is directed to the relevant person, the relevant person is to –
- (a) declare that they have an interest in the matter; and
 - (b) allow another person as determined by the presiding member to respond to the question.
- (6) The council, by resolution, may agree to extend public question time.
- (7) Where an answer to a question is given at a meeting, a summary of the question and the answer is to be included in the minutes.

32 Public statement time

- (1) The presiding member is responsible for the conduct of public statement time in accordance with this clause.
- (2) The procedure for the making of statements by members of the public may be determined by resolution of the council.

- (3) A member of the public wanting to make a public statement must first state their name and suburb.
- (4) Public statements made by the public at a special meeting are to relate to the business for which the meeting has been called.
- (5) Notwithstanding subclause (1), there is no public statement time in meetings of committees other than a committee to which the local government has delegated a power or duty.

33 Distinguished visitors

If a distinguished visitor is present at a meeting of the council, the presiding member may acknowledge the presence of the distinguished visitor at an appropriate time during the meeting, and the presence of that visitor shall be recorded in the minutes.

34 Deputations

- (1) A person or group who completes and submits, with at least 24 hours' notice, an application form provided by the local government may be received as a deputation—
 - (a) at an agenda briefing forum;
 - (b) at a meeting of a committee; or
 - (c) if the council determines, at a council meeting.
- (2) The CEO may either—
 - (a) approve the request and invite the deputation to attend an agenda briefing forum under clause 133, or a meeting of a committee; or
 - (b) refer the request to the council to decide by simple majority whether or not to receive the deputation and, if so, the meeting at which it is to be received.
- (3) Unless the council resolves otherwise, a deputation invited to attend a council meeting, an informal briefing forum under clause 133 or a committee meeting—
 - (a) is not to exceed 5 persons, only 2 of whom may address the council or committee, although others may respond to specific questions from members;
 - (b) is not to address the council or committee for a period exceeding 10 minutes without the agreement of the council or committee; and
 - (c) additional members of the deputation may be allowed to speak with the leave of the presiding member.
- (4) Any matter which is the subject of a deputation to the council or committee is not to be decided by the council or committee until the deputation has completed its presentation.

35 Petitions

- (1) A petition is to—
 - (a) be addressed to the mayor;
 - (b) be made by electors of the district;
 - (c) state the request on each page of the petition;
 - (d) contain the name, address and signature of each elector making the request, and the date each elector signed;
 - (e) contain a summary of the reasons for the request; and
 - (f) state the name of the person to whom, and an address at which, notice to the petitioners can be given.
- (2) Subject to subclause (3), upon receiving a petition, the local government is to submit the petition to the relevant employee to be included in their deliberations and report on the matter that is the subject of the petition.
- (3) At any meeting, the council is not to vote on any matter that is the subject of a petition presented to that meeting, unless—
 - (a) the matter is the subject of a report included in the agenda; and
 - (b) the council has considered the issues raised in the petition.

36 Presentations

- (1) In this clause—

presentation means the acceptance of a gift or an award by the council on behalf of the local government or the community.
- (2) A presentation may be made to the council at a meeting only with the prior approval of the CEO.

37 Participation at committee meetings

- (1) In this clause a reference to a person is to a person who—
 - (a) is entitled to attend a committee meeting;
 - (b) attends a committee meeting; and
 - (c) is not a member of that committee.
- (2) Without the consent of the presiding member, no person is to address a committee meeting.

- (3) The presiding member of a committee may allow a person to make an oral submission to the committee for up to 3 minutes.
- (4) A person addressing the committee with the consent of the presiding member is to cease that address immediately after being directed to do so by the presiding member.
- (5) A person who fails to comply with a direction of the presiding member under subclause (4) may, by order of the presiding member, be removed from the committee room.
- (6) The council may make a policy dealing with the circumstances in which a person may be given consent to address a committee meeting.

38 Confidentiality of information withheld

- (1) Information withheld by the CEO from the public under regulation 14(2) of the Regulations is to be—
 - (a) identified in the agenda of a council meeting under the item “matters for which meeting may be closed”;
 - (b) marked “Confidential” in the agenda; and
 - (c) kept confidential by employees and members until the council resolves otherwise.
- (2) A member or an employee who has—
 - (a) confidential information under subclause (1); or
 - (b) information that is provided or disclosed for the purposes of or during a meeting, or part of a meeting, that is closed to the public, anddiscloses any of that information to any person other than another member or an employee to the extent necessary for the purpose of carrying out their duties, commits an offence.
- (3) Subclause (2) does not prevent a member or employee from disclosing information—
 - (a) at a closed meeting;
 - (b) to the extent specified by the council and subject to such other conditions as the council determines;
 - (c) that is already in the public domain;
 - (d) to an officer of the Department;
 - (e) to the Minister;
 - (f) to a legal practitioner for the purpose of obtaining legal advice; or

(g) if the disclosure is required or permitted by law.

39 Recording of proceedings

- (1) A person who uses any electronic, visual or audio recording device or instrument to record the proceedings of the council, without the permission of the presiding member, commits an offence.
- (2) If the presiding member gives permission under subclause (1), the presiding member is to advise the meeting, immediately before the recording is commenced, that such permission has been given and the nature and extent of that permission.

40 Prevention of disturbance

- (1) A reference in this clause to a person is to a person other than a member.
- (2) A person addressing the council or a committee shall extend due courtesy and respect to the council or the committee and the processes under which it operates and shall comply with any direction by the presiding member.
- (3) A person present at or observing a meeting shall not create a disturbance at a meeting, by interrupting or interfering with the proceedings, whether by expressing approval or dissent, by conversing or by any other means.
- (4) A person shall ensure that their mobile telephone or audible pager is not switched on or used during any meeting of the council or a committee.
- (5) The presiding member may warn a person who fails to comply with this clause.
- (6) If—
 - (a) after being warned, the person again acts contrary to this clause; or
 - (b) a person refuses or fails to comply with a direction by the presiding member, the presiding member may expel the person from the meeting by ordering them to leave the meeting room.
- (7) A person who is ordered to leave the meeting room and fails to do so may, by order of the presiding member, be removed from the meeting room and, if the presiding member orders, from the premises.

Part 6 – Conduct of Members

41 Members to be in their proper places

- (1) At the first meeting held after each election day, the CEO is to allot by random draw, a position at the council table to each member.
- (2) Each member is to occupy their allotted position at each council meeting until such time as there is a call by a majority of members for a re-allotment of positions.

42 Respect to the presiding member

After the business of a council has been commenced, a member is not to enter or leave the meeting without first paying due respect to the presiding member.

43 Titles to be used

A speaker, when referring to the mayor, deputy mayor or presiding member, or a member or employee, is to use the title of that person's office.

44 Advice of entry or departure

During the course of a meeting of the council, a member is not to enter or leave the meeting without first advising the presiding member, in order to facilitate the recording in the minutes of the time of entry or departure.

45 Members to indicate their intention to speak

A member of the council who wishes to speak is to indicate their intention to speak by raising their hand or by another method agreed by the council.

46 Priority of speaking

- (1) Where 2 or more members indicate, at the same time, their intention to speak, the presiding member is to decide which member is entitled to be heard first.
- (2) A decision of the presiding member under subclause (1) is not open to discussion or dissent.
- (3) A member is to cease speaking immediately after being asked to do so by the presiding member.

47 Questions

- (1) Members may ask questions relating to an item on the notice paper or on matters related to the good government of persons in the district.
- (2) A member requesting general information from an employee at a council meeting may ask a question without notice and with the consent of the presiding member, may ask one or more further questions of that employee or another employee present at the meeting.
- (3) Where possible the employee shall endeavour to answer the question to the best of their knowledge and ability, however, if the information is unavailable or the answer requires research or investigation, the employee may ask that—
 - (a) the question be placed on notice for the next meeting of council; and
 - (b) the answer to the question be given to the member who asked it within 14 days.
- (4) Every question and answer—

- (a) is to be brief and concise; and
 - (b) is not to be accompanied by argument, expression of opinion or statement of facts, except to the extent necessary to explain the question or answer.
- (5) In answering any question, an employee may qualify their answer and may at a later time in the meeting or at a subsequent meeting alter, correct, add to or otherwise amend the original answer.

48 Presiding member may take part in debates

The presiding member may take part in a discussion of any matter before the council, subject to compliance with this local law.

49 Relevance

- (1) A member is to restrict their remarks to the motion or amendment under discussion, or to a personal explanation or point of order.
- (2) The presiding member, at any time, may—
- (a) call the attention of the meeting to—
 - (i) any irrelevant, repetitious, offensive or insulting language by a member; or
 - (ii) any breach of order or decorum by a member; and
 - (b) direct that member, if speaking, to discontinue their speech.
- (3) A member is to comply with the direction of the presiding member under subclause (2) by immediately ceasing to speak.

50 Speaking twice

A member is not to address the council more than once on any motion or amendment except—

- (a) as the mover of a substantive motion, to exercise a right of reply;
- (b) to raise a point of order; or
- (c) to make a personal explanation.

51 Duration of speeches

- (1) A member is not to speak on any matter for more than 5 minutes without the consent of the council which, if given, is to be given without debate.
- (2) An extension under this clause cannot be given to allow a member's total speaking time to exceed 10 minutes.

52 No speaking after conclusion of debate

A member is not to speak on any motion or amendment—

- (a) after the mover has replied; or
- (b) after the motion has been put.

53 No interruption

A member is not to interrupt another member who is speaking unless—

- (a) to raise a point of order;
- (b) to call attention to the absence of a quorum;
- (c) to make a personal explanation under clause 54; or
- (d) to move a procedural motion that the member be no longer heard.

54 Personal explanations

- (1) A member who wishes to make a personal explanation relating to a matter referred to by another member who is then speaking is to indicate to the presiding member their intention to make a personal explanation.
- (2) The presiding member is to determine whether the personal explanation is to be heard immediately or at the conclusion of the speech by the other member.
- (3) A member making a personal explanation is to confine their observations to a succinct statement relating to a specific part of the speech at which they may have been misunderstood.

55 No re-opening of discussion

A member is not to re-open discussion on any decision of the council, except to move that the decision be revoked or changed.

56 Adverse reflection

- (1) A member is not to reflect adversely on a decision of the council except on a motion that the decision be revoked or changed *unless the meeting resolves, without debate, that the matter before the meeting cannot otherwise be adequately considered.*
- (2) A member is not—
 - (a) to reflect adversely on the character or actions of another member or employee; or
 - (b) to impute any motive to a member or employee,

unless the meeting resolves, without debate, that the question then before the meeting cannot otherwise be adequately considered.

- (3) A member is not to use offensive or objectionable expressions in reference to any member, employee or other person.
- (4) If a member specifically requests, immediately after their use, that any particular words used by a member be recorded in the minutes—
 - (a) the presiding member is to cause the words used to be taken down and read to the meeting for verification; and
 - (b) the council may, by resolution, decide to record those words in the minutes.

57 Withdrawal of offensive language

- (1) A member who, in the opinion of the presiding member, uses an expression which—
 - (a) in the absence of a resolution under clause 6.16—
 - (i) reflects adversely on the character or actions of another member or employee; or
 - (ii) imputes any motive to a member or employee; or
 - (b) is offensive or insulting,must, when directed by the presiding member, withdraw the expression and make a satisfactory apology.
- (2) If a member fails to comply with a direction of the presiding member under subclause (1), the presiding member may refuse to hear the member further on the matter then under discussion and call on the next speaker.

58 Suspension of the limitations on speaking

The council may suspend the operation of clauses 50 and 51 during debate on a motion.

59 Disclosure of interests

Disclosure of interests is dealt with in the Act.

Part 7 – Preserving Order

60 Presiding member to preserve order

- (1) The presiding member is to preserve order, and, whenever they consider necessary, may call any member to order.
- (2) When the presiding member speaks during a debate, any member then speaking, or indicating that they wish to speak, is immediately to be silent and every member present is to preserve strict silence so that the presiding member may be heard without interruption.

- (3) Subclause (2) is not to be used by the presiding member to exercise the right provided in clause 48, but to preserve order.

61 Point of order

- (1) A member may object, by way of a point of order, only to a breach of—
 - (a) any of the provisions of this local law; or
 - (b) any other written law.
- (2) Despite any other provision of this local law to the contrary, a point of order—
 - (a) takes precedence over any discussion; and
 - (b) until determined, suspends the consideration or discussion of any other matter.

62 Procedures on a point of order

- (1) A member who is addressing the presiding member is not to be interrupted except on a point of order.
- (2) A member raising a point of order is to specify the breach of this local law or any other written law alleged before speaking further on the matter.
- (3) A member interrupted on a point of order is to immediately stop speaking until—
 - (a) the member raising the point of order has been heard; and
 - (b) the presiding member has ruled on the point of order,and, if permitted, the member who has been interrupted may then proceed.

63 Calling attention to breach

A member may, at any time, draw the attention of the presiding member to any breach of the provisions of this local law.

64 Ruling by the presiding member

- (1) The presiding member is to rule on any point of order which is raised by either upholding or rejecting the point of order.
- (2) A ruling by the presiding member on a point of order is to be final unless the majority of members then present and voting, on a motion moved immediately after the ruling, dissent from the ruling.
- (3) Subject to a motion of dissent being carried under subclause (2), if the presiding member rules that—

- (a) any motion, amendment or other matter before the meeting is out of order, it is not to be considered further; and
- (b) a statement made or act done by a member is out of order, the presiding member may require the member to make an explanation, retraction or apology.

65 Continued breach of order

If a member—

- (a) persists in any conduct that the presiding member had ruled is out of order; or
- (b) refuses to make an explanation, retraction or apology required by the presiding member under clause 64(3),

the presiding member may direct the member to refrain from taking any further part in the debate of that item, other than by voting, and the member is to comply with that direction.

66 Right of presiding member to adjourn

- (1) For the purpose of preserving or regaining order, the presiding member may adjourn the meeting for a period of up to 15 minutes.
- (2) On resumption, the debate is to continue at the point at which the meeting was adjourned.
- (3) If, at any one meeting, the presiding member adjourns the meeting more than once for the purpose of preserving or regaining order, the second or subsequent adjournment may be to a later time on the same day or to another day.

Part 8 – Debate of substantive motions

67 Motions to be stated and in writing

Any member who wishes to move a substantive motion or an amendment to a substantive motion—

- (a) is to state the substance of the motion before speaking to it; and
- (b) if required by the presiding member, is to put the motion or amendment in writing.

68 Motions to be supported

- (1) A substantive motion or an amendment to a substantive motion is not open to debate until it has been seconded.
- (2) A motion to revoke or change a decision made at a meeting is not open to debate unless the motion has the support required under regulation 10 of the Regulations.

69 Unopposed business

- (1) Immediately after a substantive motion has been moved and seconded, the presiding member may ask the meeting if any member opposes it.
- (2) If no member opposes the motion, the presiding member may declare it carried without debate and without taking a vote.
- (3) A motion declared carried under this clause is to be recorded in the minutes as a unanimous decision of the council.
- (4) If a member opposes a motion, the motion is to be dealt with under this Part.
- (5) This clause does not apply to a motion to revoke or change a decision which has been made at a meeting.

70 Only one substantive motion at a time

- (1) When a substantive motion is under debate at a meeting of the council, no further substantive motion is to be accepted.
- (2) The council is not to consider more than one substantive motion at any time.

71 Order of call in debate

The presiding member is to call speakers to a substantive motion in the following order—

- (a) the mover to state the motion;
- (b) a seconder to the motion;
- (c) the mover to speak to the motion;
- (d) the seconder to speak to the motion;
- (e) a speaker against the motion;
- (f) a speaker for the motion;
- (g) other speakers against and for the motion, alternating where possible; and
- (h) mover takes right of reply which closes debate.

72 Limit of debate

The presiding member may offer the right of reply and put a substantive motion to the vote if they believe that sufficient discussion has taken place even though all members may not have spoken.

73 Member may require question to be read

A member may require the question or matter under discussion to be read at any time during a debate, but not so as to interrupt any other member who is speaking.

74 Consent of seconder required for alteration

The mover of a substantive motion may not alter the wording of the motion without the consent of the seconder.

75 Order of amendments

Any number of amendments may be proposed to a substantive motion, but when an amendment is moved to a substantive motion, no second or subsequent amendment is to be moved or considered until the first amendment has been withdrawn, carried or lost.

76 Form of an amendment

An amendment must add, delete, or substitute words to the substantive motion.

77 Amendment must not negate original motion

An amendment to a substantive motion cannot negate the original motion or the intent of the original motion.

78 Relevance of amendments

Each amendment is to be relevant to the motion in respect of which it is moved.

79 Mover of motion may speak on amendment

Any member may speak during debate on an amendment.

80 Effect of an amendment

If an amendment to a substantive motion is carried, the motion as amended then becomes the substantive motion, on which any member may speak and any further amendment may be moved.

81 Withdrawal of motion or amendment

(1) Subject to subclause (2), the council may, without debate, grant leave to withdraw a motion or amendment on the request of the mover of the motion or amendment and with the approval of the seconder.

(2) Where an amendment has been proposed to a substantive motion, the substantive motion is not to be withdrawn, except by consent of the majority of members present, until the amendment proposed has been withdrawn or lost.

82 Right of reply

(1) The mover of a substantive motion has the right of reply.

- (2) The mover of any amendment to a substantive motion has a right of reply.
- (3) The right of the reply may only be exercised—
 - (a) where no amendment is moved to the substantive motion, at the conclusion of the discussion on the motion; or
 - (b) where one or more amendments have been moved to the substantive motion, at the conclusion of the discussion on the substantive motion and any amendments.
- (4) After the mover of the substantive motion has commenced the reply—
 - (a) no other member is to speak on the question; and
 - (b) there is to be no further discussion on, or any further amendment to, the motion.
- (5) The right of the reply is to be confined to rebutting arguments raised by previous speakers and no new matter is to be introduced.
- (6) At the conclusion of the right of reply, the substantive motion, or the substantive motion as amended, is immediately to be put to the vote.

Part 9 – Procedural Motions

83 Permissible procedural motions

In addition to the right to move an amendment to a substantive motion, a member may move the following procedural motions—

- (a) that the motion be deferred;
- (b) that the motion now be put;
- (c) that the item be referred back to a committee or the CEO;
- (d) that the meeting proceed to the next item of business;
- (e) that the debate be adjourned;
- (f) that the meeting now adjourn;
- (g) that the member be no longer heard;
- (h) that the ruling of the presiding member be disagreed with; or
- (i) that the meeting be closed to the public.

84 No debate

- (1) The mover of a motion specified in paragraph (a), (c), (d), (e), (f), or (h) of clause 83 may speak to the motion for not more than 5 minutes, the seconder is not to speak other than to formally second the motion, and there is to be no debate on the motion.
- (2) The mover of a motion specified in paragraph (b) or (g) of clause 83 may not speak to the motion, the seconder is not to speak other than to formally second the motion, and there is to be no debate on the motion.

85 Who may move

No person who has moved, seconded, or spoken for or against the substantive motion, or any amendment to the substantive motion, may move any procedural motion which, if carried, would close the debate on the substantive motion or amendment.

86 Procedural motions—right of reply on substantive motion

The carrying of a procedural motion which closes debate on the substantive motion or amendment and forces a decision on the substantive motion or amendment does not deny the right of reply to the mover of the substantive motion.

87 Motion to be deferred

- (1) If a motion “that the motion be deferred” is carried, then all debate on the primary motion and any amendment is to cease and the motion or amendment is to be resubmitted for consideration at a time and date specified in the motion.
- (2) A motion that the motion be deferred is not to be moved in respect of the election of presiding person or the mayor (if elected by the council) or the deputy mayor.
- (3) A motion that the motion be deferred, if carried, must be accompanied by a reason for the motion to be included within the meeting’s minutes.

88 Motion now be put

- (1) If a motion “that the motion now be put”, is carried during debate on a substantive motion without amendment, the presiding member is to offer the right of reply and then put the motion to the vote without further debate.
- (2) If the motion “that the motion now be put” is carried during debate of an amendment, the presiding member is to put the amendment to the vote without further debate.
- (3) If the motion “that the motion now be put”, is lost, debate is to continue.

89 Motion to refer

- (1) Motion that item be referred back to a committee or the CEO If a motion “that the item be referred back to a committee or the CEO” is carried, debate on the primary motion and any

amendment is to cease and the primary motion, excluding any amendment, is to be referred back to the appropriate committee or the CEO for further consideration.

- (2) If the motion in subclause (1) is lost, debate on the primary motion or amendment is to continue.
- (3) A motion that an item be referred back to a committee or the CEO, if carried, must be accompanied by a reason for the motion to be included within the meeting's minutes.

90 Motion to proceed to the next item of business

The motion "that the meeting proceed to the next item of business", if carried, has the effect that—

- (a) the debate on the substantive motion or amendment ceases immediately;
- (b) no decision is made on the substantive motion or amendment;
- (c) the council moves to the next item of business; and
- (d) there is no requirement for the matter to be raised again for consideration.

91 Debate to be adjourned

A motion "that the debate be adjourned"—

- (a) is to state the time to which the debate is to be adjourned; and
- (b) if carried, has the effect that all debate on the substantive motion or amendment ceases immediately, but continues at the time stated in the motion.

92 Meeting now adjourn

- (1) A member is not to move or second more than one motion of adjournment during the same sitting of the council.
- (2) Before putting the motion for the adjournment of the council, the presiding member may seek leave of the council to deal first with matters that may be the subject of an adoption by exception resolution.
- (3) A motion "that the meeting now adjourn"—
 - (a) is to state the time and date to which the meeting is to be adjourned; and
 - (b) if carried, has the effect that the meeting is adjourned to the time and date specified in the motion.
- (4) A meeting adjourned under subclause (3) is to continue from the point at which it was adjourned, unless the presiding member or the council determines otherwise.

93 Member to be no longer heard

If the motion “that the member be no longer heard”, is carried, the speaker against whom the motion has been moved cannot speak further on the current substantive motion, or any amendment relating to it, except to exercise the right of reply if they are the mover of the substantive motion.

94 Ruling of the presiding member to be disagreed with

If the motion “that the ruling of the presiding member be disagreed with”, is carried, that ruling is to have no effect and the meeting is to proceed accordingly.

95 The meeting be closed to members of the public

If a motion “that the meeting be closed to members of the public” is carried then the presiding member is to close the meeting in accordance with clause 27.

Part 10 – Voting

96 Motion—when put

- (1) Immediately after the debate on any motion is concluded and the right of reply has been exercised, the presiding member—
 - (a) is to put the motion to the meeting; and
 - (b) if requested by any member, is to again state the terms of the motion.
- (2) A member is not to leave the meeting when the presiding member is putting any motion.

97 Voting

Voting is dealt with in the Act and the Regulations.

98 Majorities required for decisions

The majorities required for decisions of the council and committees are dealt with in the Act.

99 Method of taking vote

- (1) In taking the vote on any motion or amendment the presiding member—
 - (a) is to put the motion first in the affirmative, and then in the negative;
 - (b) may put the motion in this way as often as may be necessary to enable them to determine whether the affirmative or the negative has the majority of votes;
 - (c) is to count and determine the votes of members in any way (such as electronically or by a show of hands) that enables a record to be taken of each member’s vote; and
 - (d) subject to this clause, is to declare the result.

- (2) The CEO is ensure that the minutes record—
- (a) the name of each member who voted; and
 - (b) whether they voted in the affirmative or negative.

Part 11 – Minutes of Meetings

100 Keeping of minutes

The keeping and confirmation of minutes are dealt with in the Act.

101 Content of minutes

- (1) The content of minutes is dealt with in the Regulations.
- (2) In addition to the matters required by the Regulations, the minutes of a meeting are to include where an application for approval is refused or the authorisation of a licence, permit or certificate is withheld or cancelled, the reasons for the decision; and

102 Public inspection of unconfirmed minutes

The public inspection of unconfirmed minutes is dealt with in the Regulations.

103 Confirmation of minutes

- (1) When minutes of a meeting of the council, or committee, are distributed for consideration prior to their confirmation at the next meeting, if a member is dissatisfied with the accuracy of the minutes, the member may provide the CEO with a written copy of the alternative wording to amend the minutes no later than 3 ½ clear working days before the next meeting of the council or committee.
- (2) At the next meeting of the council or committee, the member who provided the alternative wording must, at the time for confirmation of minutes—
- (a) state the item or items with which they are dissatisfied; and
 - (b) propose a motion clearly outlining the alternative wording to amend the minutes.
- (3) Members must not discuss items of business contained in the minutes, other than discussion as to their accuracy as a record of the proceedings.

Part 12 – Adjournment of Meeting

104 Meeting may be adjourned

The council may adjourn any meeting—

- (a) to a later time on the same day; or

- (b) to any other time on any other day, including a time which coincides with the conclusion of another meeting or event.

105 Effect of adjournment

Where any matter, motion, debate or meeting is adjourned under this local law—

- (a) the names of members who have spoken on the matter prior to the adjournment are to be recorded in the minutes;
- (b) debate is to be resumed at the next meeting at the point where it was interrupted; and
- (c) the provisions of clause 50 apply when the debate is resumed.

Part 13 – Revoking or Changing Decisions

106 Requirements to revoke or change decisions

The requirements to revoke or change a decision made at a meeting are dealt with in the Regulations.

107 Limitations on powers to revoke or change decisions

- (1) Subject to subclause (2), the council is not to consider a motion to revoke or change a decision—
 - (a) where, at the time the motion is moved or notice is given, any action has been taken under clause 13.3 to implement the decision; or
 - (b) where the decision is procedural in its form or effect.
- (2) The council may consider a motion to revoke or change a decision of the kind described in subclause (1)(a) if the motion is accompanied by a written statement of the legal and financial consequences of carrying the motion.

108 Implementing a decision

- (1) In this clause—
 - (a) **authorisation** means a licence, permit, approval or other means of authorising a person to do anything;
 - (b) **implement**, in relation to a decision, includes—
 - (i) communicate notice of the decision to a person affected by, or with an interest in, the decision; and
 - (ii) take any other action to give effect to the decision; and

- (c) **valid notice of revocation motion** means a notice of motion to revoke or change a decision that complies with the requirements of the Act, Regulations and this local law and may be considered, but has not yet been considered, by the council.
- (2) Subject to subclause (4), and unless a resolution is made under subclause (3), a decision made at a meeting is not to be implemented by the CEO or any other person until the afternoon of the first business day after the commencement of the meeting at which the decision was made.
- (3) The council may, by resolution carried at the same meeting at which a decision was made, direct the CEO or another person to take immediate action to implement the decision.
- (4) A decision made at a meeting is not to be implemented by the CEO or any other person—
 - (a) if, before commencing any implementation action, the CEO or that person is given a valid notice of revocation motion; and
 - (b) unless and until the valid notice of revocation motion has been determined by the council as the case may be.
- (5) The CEO is to ensure that members of the public attending the meeting are informed by an appropriate notice that a decision to grant an authorisation—
 - (a) is to take effect only in accordance with this clause; and
 - (b) cannot be acted upon by the person who has been granted the authorisation unless and until the decision has been implemented in accordance with this clause.

109 Revocation motions

- (1) In this clause—
 - (a) **relevant meeting**, where used in relation to a revocation motion, means—
 - (i) the ordinary or special meeting specified in the notice of revocation motion; or
 - (ii) if that meeting is adjourned before the motion is announced by the presiding person, then at the resumption of the adjourned meeting; or
 - (iii) if that meeting is closed before the motion is announced by the presiding person, then at the next ordinary meeting or a special meeting convened to consider those matters not considered prior to the closure of the meeting, or
 - (iv) if the motion is deferred by the council to another meeting of the council, then at that other meeting,
 as the case may be;

- (b) **revocation motion** means a motion to revoke or change a decision made at a meeting.
- (2) This clause does not apply to the change of a decision unless the effect of the change would be that the decision would be revoked or would become substantially different.
- (3) A member wishing to move a revocation motion at a meeting of the council must give to the CEO notice of the revocation motion, which is to—
- (a) be in writing;
 - (b) specify the decision proposed to be revoked or changed;
 - (c) include a reason or reasons for the revocation motion;
 - (d) be signed by the number of members required by law to support the motion to revoke or change the decision referred to in the revocation motion;
 - (e) specify the date of the ordinary or special meeting of the council, as the case may be, which next follows the expiry of 7 clear days after the notice is given to the CEO; and
 - (f) be given to the CEO not less than 7 clear days prior to the date of the ordinary or special meeting specified in the notice.
- (4) If –
- (a) at the relevant meeting, the member who gave the notice of the revocation motion is present, then the presiding person is to call on that member to move the revocation motion.
 - (b) that member is not present or, being present, does not move the revocation motion when called upon to do so by the presiding person, then any member of the council may move the revocation motion.
- (5) Where notice of a revocation motion is given in accordance with the requirements of this clause, then the CEO must not implement or continue to implement, the decision the subject of the revocation motion until—
- (a) the revocation motion is not supported by the number of members of the council required by law to support the motion;
 - (b) no member of the council moves the revocation motion;
 - (c) the motion is moved but not seconded; or
 - (d) the motion is moved and seconded but is not made by the kind of majority required by law, at the relevant meeting.

- (6) A notice of revocation motion given in accordance with the requirements of this clause is to lapse when—
- (a) the revocation motion is not supported by the number of members of the council required by law to support the motion;
 - (b) no member of the council moves the revocation motion;
 - (c) the motion is moved but not seconded; or
 - (d) the motion is moved and seconded but is not made by the kind of majority required by law, at the relevant meeting.
- (7) Subclauses (1), (2), (5) and (6) of clause 23 do not apply where the motion is a revocation motion.
- (8) For the avoidance of doubt, subclauses (3) and (4) of clause 23 are to apply where the motion is a revocation motion.
- (9) A motion that a revocation motion be deferred is only to be carried by the decision of an absolute majority.

Part 14 - Miscellaneous

110 Where this local law makes no provision

- (1) Where there is no provision or insufficient provision is made in this local law, the presiding member is to determine the procedure to be observed.
- (2) The decision of the presiding member under subclause (1) is final, except where a motion is moved and carried under clause 95.

111 Penalty for breach

A person who breaches a provision of this local law commits an offence. Penalty: \$1,000.00 and a daily penalty of \$100.00.

112 Who can prosecute

Who can prosecute is dealt with in the Act.

Part 15 – Establishment and Membership of Committees

113 Establishment of committees

- (1) The establishment of committees is dealt with in the Act.
- (2) A decision to establish a committee under section 5.8 of the Act is to include—
 - (a) the terms of reference of the committee;

- (b) the number of council members, employees and other persons to be appointed to the committee;
- (c) the names or titles of the council members and employees to be appointed to the committee;
- (d) the names of other persons to be appointed to the committee or an explanation of the procedure to be followed to determine the appointments; and
- (e) details of the delegation of any powers or duties to the committee under section 5.16 of the Act.

(3) The provisions of this local law are to apply to the conduct of a meeting of a committee.

114 Types of committees

The types of committees are dealt with in the Act.

115 Delegation of some powers and duties to certain committees

The delegation of some powers and duties to certain committees is dealt with in the Act.

116 Limits on delegation of powers and duties to certain committees

The limits on the delegation of powers and duties to certain committees are dealt with in the Act.

117 Appointment of committee members

The appointment of committee members is dealt with in the Act.

118 Tenure of committee membership

Tenure of committee membership is dealt with in the Act.

119 Resignation of committee members

The resignation of committee members is dealt with in the Regulations.

120 Register of delegations to committees

The register of delegations to committees is dealt with in the Act.

121 Committees to report

A committee—

- (a) is answerable to the council; and
- (b) is to report on its activities when, and to the extent, required by the council.

Part 16 – Meeting of Electors

122 Electors’ general meetings

Electors’ general meetings are dealt with in the Act.

123 Matters for discussion at electors’ general meetings

The matters to be discussed at electors’ general meetings are dealt with in the Regulations.

124 Electors’ special meetings

Electors’ special meetings are dealt with in the Act.

125 Requests for electors’ special meetings

Requests for electors’ special meetings are dealt with in the Regulations.

126 Convening electors’ meetings

Convening electors’ meetings is dealt with in the Act.

127 Who presides at electors’ meetings

Who presides at electors’ meetings is dealt with in the Act.

128 Procedure for electors’ meetings

- (1) The procedure for electors’ meetings is dealt with in the Act and the Regulations.
- (2) In exercising their discretion to determine the procedure to be followed at an electors’ meeting, the presiding member is to have regard to the provisions of this local law.

129 Participation of non-electors

A person who is not an elector of the Town must not take part in any discussion at an electors’ meeting unless the meeting, by resolution, permits the person do so.

130 Voting at electors’ meetings

Voting at electors’ meetings is dealt with in the Regulations.

131 Minutes of electors’ meetings

Minutes of electors’ meetings are dealt with in the Act.

132 Decisions made at electors’ meetings

Decisions made at electors’ meetings are dealt with in the Act.

Part 17 – Briefings and Other Informal Forums

133 Briefings and other informal forums

- (1) The council may conduct briefings, workshops and other informal forums.

- (2) Where the council conducts briefings, workshops and other informal forums, the CEO is to—
- (a) advise all members of the time, date and place of the forum; and
 - (b) in respect of a council agenda briefing or major development briefing which is open to the public, advise a person who has made an application that is listed on the agenda for the forum, of the time, date and place of the forum.
- (3) The council is not to make a formal resolution at any forum other than at a meeting or at a meeting of a committee which has delegated authority to do so.

134 Restriction on meeting

The council is not to meet except at—

- (a) a council or committee meeting; or
- (b) a briefing, workshop or informal forum under this clause.