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LOCAL GOVERNMENT ACT 1995

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CITY OF STIRLING

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**MEETING PROCEDURES  
LOCAL LAW 2009**



**LOCAL GOVERNMENT ACT 1995**

## CITY OF STIRLING

**MEETING PROCEDURES LOCAL LAW 2009**

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## LOCAL GOVERNMENT ACT 1995

## CITY OF STIRLING

## MEETING PROCEDURES LOCAL LAW 2009

Under the powers conferred by the *Local Government Act 1995* and under all other powers enabling it, the Council of the City of Stirling resolved on 3 February 2009 to make the following local law.

## PART 1—PRELIMINARY

**1.1 Citation**

- (1) This local law may be cited as the *City of Stirling Meeting Procedures Local Law 2009*.
- (2) This local law is referred to as “these Meeting Procedures.”

**1.2 Commencement**

This local law commences on the fourteenth day after it is published in the *Government Gazette*.

**1.3 Application and intent**

- (1) These Meeting Procedures contain the rules that apply to the conduct of meetings of the Council and its committees and to meetings of electors.
- (2) All meetings are to be conducted in accordance with the Act, the Regulations and this local law.
- (3) These Meeting Procedures are intended to result in—
  - (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) more efficient and effective use of time at meetings.

**1.4 Interpretation**

In this local law, unless the context requires otherwise—

- “**absolute majority**” has the meaning given to it in the Act;
- “**Act**” means the *Local Government Act 1995*;
- “**CEO**” means the Chief Executive Officer or Acting Chief Executive Officer for the time being of the City;
- “**City**” means the City of Stirling;
- “**clause**” means a clause of these Meeting Procedures;
- “**committee**” means a committee of the Council (established under section 5.8 of the Act);
- “**Council**” means the Council of the City;
- “**Councillor**” has the same meaning as is given to it in the Act;
- “**Deputy Mayor**” means the deputy mayor of the City;
- “**employee**” has the same meaning as is given to it in the Act;
- “**Mayor**” means the mayor of the City;
- “**meeting**” means a meeting of the Council or of a committee, or an electors’ meeting, as the context requires;
- “**member**” has the same meaning as given to it in the Act;
- “**Minister**” means the Minister responsible for administering the Act;
- “**minor amendment**”, in relation to a motion, means an amendment which does not alter the basic intent of the motion to which the amendment applies;
- “**presiding member**” means—
  - (a) in respect of the Council, the person presiding under section 5.6 of the Act (see clause 3.1); and
  - (b) in respect of a committee, the person presiding under sections 5.12, 5.13 and 5.14 of the Act (see clauses 3.4 and 3.5);

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

“**Rules of Conduct Regulations**” means the *Local Government (Rules of Conduct) Regulations 2007*;

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

“**special majority**” has the same meaning as is given to it in the Act; and

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

*Note: unless otherwise defined, the terms used in these Meeting Procedures have the meaning given to them in the Act and Regulations (see section 44 of the Interpretation Act 1984).*

*Note: Provisions of the Act, Regulations and other legislation*

(1) *In this local law—*

(a) *provisions of the Act and Regulations, and of other legislation, are reproduced in a boxed format; and*

(b) *notes are also included.*

(2) *The purpose of reproducing these provisions, and of including the notes, is to assist the reader in the interpretation or administration of this local law.*

(3) *The reproduced provisions of the Act and Regulations and other legislation, and the notes—*

(a) *are to be treated as footnotes and are not part of this local law (see section 32(2) of the Interpretation Act 1984); and,*

(b) *reproduce only the provisions, or refer only to the provisions, that were in force at the time that the Council resolved to adopt this local law and, therefore, may not necessarily be accurate at a future date.*

### **1.5 Repeal**

The *City of Stirling Standing Orders Local Law 1999* published in the *Government Gazette* on 10 August 1999, is repealed.

## **PART 2—MEETINGS OF COUNCIL**

### **2.1 Ordinary and special Council meetings**

(1) Ordinary and special Council meetings are dealt with in the Act.

(2) An ordinary meeting of the Council, held on a twice monthly basis or otherwise as determined by the Council, is for the purpose of considering and dealing with the 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, for a particular purpose or confidential.

### **2.2 Calling Council meetings**

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

### **2.3 Convening Council meetings**

(1) The convening of a Council meeting 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, in convening a special meeting of the Council.

(3) Where, in the opinion of the Mayor or at least 1/3 of the members, there is a need to meet urgently, the CEO may give a lesser period of notice of a special Council meeting.

### **2.4 Calling committee meetings**

A meeting of a committee is to be held—

(a) if called for in a verbal or written request to the CEO by the Mayor or the presiding member of the committee, advising the date and purpose of the proposed meeting;

(b) if called for by at least 1/3 of the members of the committee in a notice to the CEO, setting out the date and purpose of the proposed meeting; or

(c) in accordance with a decision of the Council or the committee.

### **2.5 Public notice of meetings**

Public notice of meetings is dealt with in the Regulations.

## **PART 3—PRESIDING MEMBER AND QUORUM**

### **3.1 Who presides**

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

### **3.2 When the Deputy Mayor can act**

When the Deputy Mayor can act is dealt with in the Act.

### **3.3 Who acts if no Mayor**

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

**3.4 Election of presiding members of committees**

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

**3.5 Election of deputy presiding members of committees**

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

**3.6 Functions of deputy presiding members**

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

**3.7 Who acts if no presiding member**

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

**3.8 Quorum for meetings**

The quorum for meetings is dealt with in the Act.

**3.9 Reduction of quorum for Council meetings**

The power of the Minister to reduce the number for a quorum and certain majorities is dealt with in the Act.

**3.10 Reduction of quorum for committee meetings**

The reduction of a quorum for committee meetings is dealt with in the Act.

**3.11 Procedure where no quorum to begin a meeting**

The procedure where there is no quorum to begin a meeting is dealt with in the Regulations.

**3.12 Procedure where quorum not present during a meeting**

If at any time during a meeting a quorum is not present—

- (a) the presiding member is immediately to suspend the proceedings of the meeting for a period of up to 15 minutes;
- (b) if a quorum is not present at the expiry of the suspension period under subclause (a), the presiding member may either adjourn the meeting to some future time or date or may extend the extension period for a further period of 30 minutes; and
- (c) if a quorum is not present at the expiry of the extended period of suspension under subclause (b), the presiding member is to adjourn the meeting to a later time on the same day or to another day.

**3.13 Names to be recorded**

At any meeting—

- (a) at which there is not a quorum present to begin the meeting; 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****4.1 Business to be specified**

- (1) No business is to be transacted at any ordinary meeting of the Council other than that specified in the agenda, without the approval of the presiding member or a decision of the Council.
- (2) No business is to be transacted at a special meeting of the Council other than that given in the notice of the meeting as the purpose of the meeting.
- (3) No business is to be transacted at a committee meeting other than that specified in the agenda, or in the notice of the meeting as the purpose of the meeting, without the approval of the presiding member or a decision of the committee.
- (4) Where a Council meeting is adjourned to the next ordinary meeting of the Council, the business unresolved at the meeting that is adjourned is to be dealt with before item 9 of clause 4.2 at that ordinary meeting.
- (5) Where a committee meeting is adjourned to the next ordinary committee meeting, the business unresolved at the meeting that is adjourned is to be given precedence at that ordinary meeting.
- (6) Where a Council or committee meeting is adjourned to a meeting not described in subclause (4) or (5), no business is to be transacted at that later meeting other than that—
  - (a) specified in the notice of the meeting that is adjourned; and
  - (b) which remains unresolved.

**4.2 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—
  1. Official opening.
  2. Record of attendance, apologies and leave of absence.
  3. Disclosures of interests.
  4. Petitions.



5. Public question time—
  - 5.1 Responses to previous questions from members of the public taken on notice.
  - 5.2 Public question time.
6. Applications for leave of absence.
7. Confirmation of minutes.
8. Announcements by the presiding member.
9. Unresolved business from previous meetings.
10. Reports and recommendations of Committees.
11. Motions of which previous notice has been given.
12. Notice of motion for consideration at the next meeting.
13. Questions by members of which due notice has been given.
14. New business of an urgent nature.
15. Matters behind closed doors.
16. Closure.

(2) Unless otherwise decided by the members present, the order of business at any special meeting of the Council or at a committee meeting is to be the order in which that business stands in the notice of, or agenda for, the meeting.

*Note: in exercising its discretion relating to the order of business under subclause (1) and (2), a meeting must comply with the requirements of the Act and Regulations relating to public question time (see clauses 5.3-5.5 below).*

(3) Notwithstanding subclauses (1) and (2), the CEO may include on the agenda of a Council or committee meeting in an appropriate place within the order of business any matter which must be decided, or which he or she considers is appropriate to be decided, by that meeting.

#### **4.3 Grant of leave of absence**

The grant of leave of absence is dealt with in the Act.

#### **4.4 Announcements by the presiding member**

Announcements by the presiding member under item 8 of clause 4.2(1) are—

- (a) to inform the Council of official duties performed, or functions attended, by the Mayor, or of other matters of importance to the Council, of which the Council has not previously been informed;
- (b) to be brief and concise; and
- (c) to be completed within 10 minutes.

#### **4.5 Motions of which previous notice has been given**

(1) Unless the Act, Regulations or these Meeting Procedures otherwise provide, a member may raise at a meeting such business of the City as he or she considers appropriate, in the form of a motion, of which notice has been given in writing to the CEO or at the last Council meeting.

(2) A notice of motion under subclause (1) is to be given at least 4 clear working days before the meeting at which the motion is moved.

(3) A notice of motion must relate to the good government of persons in the district.

(4) The CEO—

- (a) with the concurrence of the Mayor, may exclude from the notice paper any notice of motion that he or she considers to be out of order (under clause 8.2(1)), such as a breach of clause 7.7 and 7.13 of these Meeting Procedures; and
- (b) may make such amendments to the form, but not the substance, as will bring the notice of motion into due form.

*Note: under section 5.41(b) of the Local Government Act, the CEO may provide to members any information that he or she considers relevant to the notice of motion.*

(5) A notice of motion is not out of order because the policy involved is considered to be objectionable.

(6) If a notice of motion is excluded under subclause (4), the CEO is to provide the reason for its exclusion to all members as soon as practicable.

(7) The CEO may provide relevant and material facts and circumstances relating to the notice of motion on such matters as policy, budget and law.

(8) 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 him or her in writing, moves the motion when called on; or
- (b) the Council or committee on a motion agrees to defer consideration of the motion to a later stage or date.

(9) An amendment, other than a minor amendment, to a motion of which notice has been given under this clause, is not to be considered at a meeting unless written notice of the amendment is received by the CEO no later than 12:00 noon on the last working date preceding the day of the meeting at which the relevant motion is to be considered.

- (10) The presiding member—
- (a) is to determine whether an amendment is a minor amendment for the purposes of subclause (9); and
  - (b) is to make that determination on the basis that a minor amendment is one which, in his or her opinion, does not alter the basic intent of the primary motion.

#### **4.6 New business of an urgent nature**

- (1) In cases of extreme urgency or other special circumstances, matters may, on a motion that is carried by the meeting, be raised without notice and decided by the meeting.
- (2) In subclause (1), “cases of extreme urgency or other special circumstances” means matters—
- (a) that have arisen after the preparation of the agenda that are considered by the meeting to be of such importance and urgency that they are unable to be dealt with administratively by the City and must be considered and dealt with by the Council before the next meeting; and
  - (b) that, if not dealt with at the meeting, are likely to—
    - (i) have a significant adverse effect (financially or otherwise) on the City; or
    - (ii) result in a contravention of a written law.
- (3) Before debate begins on a matter under this clause that is not the subject of a written employee report to the meeting—
- (a) the presiding member is to ask the CEO to give; and
  - (b) the CEO, or the CEO’s nominee, is to give,
- a verbal report to the meeting.
- (4) The minutes of the meeting are to include—
- (a) a summary of the verbal report and any recommendations of the CEO or the CEO’s nominee; and
  - (b) the reasons for any decision made at the meeting that are significantly different from any recommendations of the CEO or the CEO’s nominee.

#### **4.7 Adoption by exception resolution**

- (1) In this clause “adoption by exception resolution” means—
- (a) a resolution of the Council that has the effect of adopting, for each of a number of specifically identified reports, the committee or employee recommendation as the Council resolution; and
  - (b) a resolution of a committee that has the effect of adopting, for each of a number of specifically identified reports, the employee recommendation as the committee resolution.
- (2) The Council or a committee 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 or a special 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.

#### **4.8 Closure—time limits for Council meetings**

If a meeting of the Council is in progress 3 hours after its commencement—

- (a) the presiding member is to enable the Council to decide whether the meeting should continue;
- (b) the meeting may continue—
  - (i) for up to 1 more hour;
  - (ii) only if a motion that the meeting may continue is carried; and
  - (iii) only for the time (up to 1 more hour) specified in that motion; and
- (c) the presiding member is to adjourn the meeting—
  - (i) if the motion under paragraph (b) is not carried; or
  - (ii) at the conclusion of any extension specified in a motion that is carried under paragraph (b).

*Note: a Council meeting may continue beyond 5 hours by suspending this Standing Order under clause 15.1 below.*

### **PART 5—PUBLIC PARTICIPATION**

#### **5.1 Meetings generally open to the public**

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

#### **5.2 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 (other than any person specified in a resolution).

- (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 to members of the public 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) any employee of the City unless specified in a resolution; and
    - (iii) any other person specified in a resolution; 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 or the committee, by resolution, decides otherwise.
- (4) A person who fails to comply with a direction under subclause (3) may, by order of the presiding member, be removed from the meeting.
- (5) A resolution under this clause may be made without notice of the relevant motion.
- (6) Unless the Council or the committee resolves otherwise, once the meeting is reopened to members of the public the presiding member is to ensure that—
- (a) any resolution of the Council or committee made while the meeting was closed is to be read out; and
  - (b) the vote of a member or members is recorded in the minutes.

*Note: restrictions on the disclosure of information considered at a meeting closed to the public are set out in clause 5.13 below.*

### **5.3 Question time for the public**

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

### **5.4 Question time for the public at certain meetings**

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

### **5.5 Minimum question time for the public**

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

### **5.6 Procedures for question time for the public**

Procedures for question time for the public are dealt with in the Regulations.

### **5.7 Other procedures for question time for the public**

- (1) A member of the public who wishes to ask a question during question time must—
- (a) first state his or her name and address;
  - (b) direct the question to the presiding member;
  - (c) ask the question briefly and concisely;
  - (d) limit any preamble to matters directly relevant to the question; and
  - (e) ensure that the question is not accompanied by any expression of opinion, statement of fact or other comment, except where necessary to explain the question.
- (2) Each member of the public with a question is entitled to ask up to 3 questions before other members of the public will be invited to ask their questions.
- (3) A member of the public may give prior written notice to the CEO of the text or substance of a question that he or she wishes to ask at a meeting.
- (4) Unless the presiding member determines otherwise, a question of which prior written notice has been given to the CEO is to be given priority in question time.
- (5) Where a member of the public gives written notice of a question, the presiding member may determine that the question is to be responded to as normal business correspondence.
- (6) A question may be taken on notice by the Council or committee for later response.
- (7) When a question is taken on notice, the CEO is to ensure that—
- (a) a written response is given to the person who asked the question; and
  - (b) a summary of the response is included in the agenda for the next meeting of the Council or committee.
- (8) Where a question relating to a matter in which a person has an interest is directed to that person, that person is to—
- (a) declare that he or she has an interest in the matter; and
  - (b) allow another person to respond to the question.
- (9) A response to a question—
- (a) is to be brief and concise; and
  - (b) is not to be the subject of any discussion, except that if in the opinion of a member, false information or any adverse reflection is contained in any question asked or comments made by a member of the public, then (through the presiding member) the member may correct or clarify the matter.
- (10) Where a response to a question is given at a meeting, a summary of the question and the response is to be included in the minutes.

- (11) The presiding member may decide that a question is not to be responded to where—
- the same or similar question was asked at a previous meeting, a response was provided and the person who asked the question is directed to the minutes of the meeting at which the response was provided;
  - it is in the form of a statement, provided that the presiding member has taken reasonable steps to assist the person to phrase the statement as a question; or
  - the question is offensive or defamatory in nature, or is one which, if asked by a member, would be in breach of these Meeting Procedures or any other law.
- (12) The Council or committee, by resolution, may agree to extend public question time.

### 5.8 Distinguished visitor

If a distinguished visitor is present at a meeting of the Council or a committee, the presiding member—

- may invite the distinguished visitor to sit beside the presiding member or at the Council table;
- may acknowledge the presence of the distinguished visitor at an appropriate time during the meeting; and
- may direct that the presence of the distinguished visitor be recorded in the minutes.

### 5.9 Deputations to a committee

- (1) A deputation may be made to a committee in accordance with this clause.
- (2) A person or group who wishes to be received as a deputation by a committee must—
- apply in writing to the CEO for approval; and
  - include with the application information relating to the subject matter to be raised by the deputation in concise terms, but in sufficient detail to provide a general understanding of the purpose of the delegation.
- (3) The CEO is to refer to the presiding member a copy or summary of the application.
- (4) Unless the committee resolves otherwise—
- a deputation that complies with subclause (2) may address the committee for up to 3 minutes; and
  - the presiding member may allow that period of 3 minutes to be shared between 2 or 3 members of the deputation and, in the absence of agreement by members of the deputation, the presiding member is to determine which members of the deputation are to address the committee and for how long (within the total period of 3 minutes).
- (5) For the purposes of this clause, a deputation comprises all those people either in favour of, or opposed to, the matter which is the subject of the deputation.
- (6) Any matter which is the subject of a deputation to the committee is not to be decided by the committee until the deputation has completed its presentation.

### 5.10 Petitions

- (1) A petition must—
- be addressed to the Mayor, Councillor or CEO;
  - be made by electors of the district;
  - state the request on each page;
  - contain the legible names, addresses and signatures of the electors making the request, and the date each elector signed;
  - contain a summary of the reasons for the request;
  - state the name of the person upon whom, and an address at which, notice to the petitioners can be given;
  - be respectful and temperate in its language; and
  - comply with any form prescribed by the Act or any other written law, such as the *Local Government (Constitution) Regulations 1998* if, for example, it is—
    - a proposal to change the method of filling the office of Mayor;
    - a proposal to create a new district or the boundaries of the City;
    - a request for a poll on a recommended amalgamation; or
    - a submission about changes to wards, the name of a district or ward or the number of councillors for a district or ward.
- (2) On the presentation of a petition—
- the Councillor presenting it is confined to reading the petition; and
  - the only motion that is in order is that the petition be received and, if necessary, that it be referred for the CEO's report.
- (3) At any meeting, the Council or committee is not to vote on any matter that is the subject of a petition presented to that meeting, unless—
- the matter is the subject of a report included in the agenda; and
  - the Council or committee has considered the issues raised in the petition.

**5.11 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.

*Note: a member of the public is entitled to attend a committee meeting only where a local government power or duty has been delegated to that committee: see section 5.23(1)(b) of the Act.*

(2) A member may attend, as an observer, any meeting of a committee of which he or she is not a member or the deputy of a member, but is to sit in an area set aside by the CEO for observers separated from the committee members.

(3) Without the consent of the presiding member, no person is to address a committee meeting.

(4) The presiding member of a committee may allow a person to make an oral submission to the committee for up to 3 minutes.

(5) A person addressing the committee with the consent of the presiding member must cease that address immediately after being directed to do so by the presiding member.

(6) A person who fails to comply with a direction of the presiding member under subclause (5) may, by order of the presiding member, be removed from the committee room.

(7) The Council may make a policy dealing with the circumstances in which a person may be given consent to address a committee meeting.

**5.12 Public inspection of agenda material**

The right of a member of the public to inspect the documents relating to a Council or committee meeting are dealt with in the Regulations.

**5.13 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 or committee meeting under the item “Matters behind closed doors”;
- (b) marked “Confidential” in the agenda; and
- (c) kept confidential by members and employees until the Council or committee 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,

must not disclose any of that information to any person other than another member or an employee to the extent necessary for the purpose of carrying out his or her duties.

(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 decides;
- (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.

**5.14 Recording of proceedings**

(1) Unless otherwise decided by the meeting—

- (a) the CEO is to ensure that an audio recording is taken of the proceedings of each meeting; and
- (b) the CEO may also record the proceedings of a meeting in any other way that he or she considers to be appropriate.

(2) Unless with the written authorisation of the presiding member, a person is not to use any electronic, visual or audio recording device or instrument to record the proceedings of a meeting.

**5.15 Prevention of disturbance**

(1) A reference in this clause to a “person” is to a person other than a member.

(2) A person must ensure that his or her mobile telephone or audible pager is not switched on or used during any meeting of the Council or a committee.

(3) A person addressing the Council or a committee must extend due courtesy and respect to the Council or committee and the processes under which it operates and must comply with any direction by the presiding member.

(4) A person present at or observing a meeting must not create a disturbance, by interrupting or interfering with the orderly conduct of the proceedings, whether by expressing approval or dissent, by conversing or by any other means.

- (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 to these Meeting Procedures; 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 him or her 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—QUESTIONS BY MEMBERS

### 6.1 Questions on notice

- (1) A member who wishes to ask a question at a meeting of the Council is to give to the CEO written notice of the text of the question at least 4 clear working days before the meeting.
- (2) If the CEO considers that the question breaches or may breach these Meeting Procedures or any other law—
- (a) the CEO is to refer the question to the Mayor;
  - (b) the Mayor is to exclude the question if he or she concurs with the view of the CEO; and
  - (c) if the question is excluded, the CEO is to give all members, as soon as practicable but not later than the next ordinary meeting, the reasons for the exclusion.
- (3) Notice of a question that is not withdrawn or excluded under subclause (1) is to be included, if practicable, in the agenda of the meeting, or is otherwise to be tabled at the meeting.
- (4) Every question and answer is to be submitted as briefly and concisely as possible and no discussion is to be allowed, unless with the consent of the presiding member.

### 6.2 Questions during debate

At any time during the debate on a motion before the motion is put, a member may ask a question and, with the consent of the presiding member, may ask one or more further questions.

### 6.3 Restrictions on questions and answers

- (1) Questions asked by a member, and responses given by a member or an employee—
- (a) are to be brief and concise; and
  - (b) are not to be accompanied by—
    - (i) expression of opinion, statement of fact or other comment, except where necessary to explain the question or answer; or
    - (ii) any discussion or further question, except with the consent of the presiding member.
- (2) In answering any question, a member or an employee may qualify his or her answer and may at a later time in the meeting or at a later meeting alter, correct, add to or otherwise amend his or her original answer.

## PART 7—CONDUCT OF MEMBERS

### 7.1 Members to occupy own seats

- (1) At Council meetings, members must be seated in the order as determined by Council following each ordinary election.
- (2) At committee meetings, committee members must be seated in those positions that are closest to the presiding member followed by other members of Council.

### 7.2 Official titles to be used

A speaker, when speaking or referring to the Mayor or Deputy Mayor, or to a Councillor or employee, must use the title of that person's office.

### 7.3 Entering or leaving a meeting

During the course of a meeting, a member must not enter or leave the meeting without first giving an appropriate indication, in order to facilitate the recording in the minutes of the time of entry or departure.

*Note: regulation 11(b) of the Regulations requires the content of minutes of a meeting of a Council or committee to include—*

- (b) where a member enters or leaves a meeting during the course of the meeting, the time of entry or departure, as the case requires, in the chronological sequence of the business of the meeting ...'*

### 7.4 Members who wish to speak

- (1) A member who wishes to speak at a Council meeting—
- (a) must indicate his or her intention to speak by raising his or her hand, or by any other method determined by the Council; and

- (b) when invited by the presiding member to speak, and unless otherwise determined by the Council, must stand and address the meeting through the presiding member.
- (2) A member who is unable to stand conveniently because of sickness or disability may sit while speaking.

#### **7.5 Priority of speaking**

- (1) At a Council meeting, where 2 or more members of the Council indicate, at the same time, their intention to speak, the presiding member is to decide which member is entitled to be heard first.
- (2) At a committee meeting, the presiding member is first to invite committee members to speak followed, at the discretion of the presiding member, by other members and attendees.
- (3) A decision of the presiding member under this clause is not open to discussion or dissent.

#### **7.6 The presiding member may take part in debates**

- (1) Subject to compliance with procedures for the debate of motions contained in these Meeting Procedures, the presiding member may take part in a discussion of any matter before the meeting.
- (2) The presiding member must vacate the chair while taking part in a discussion of any matter before the meeting.
- (3) The deputy presiding person or in his/her absence another member elected by the meeting shall preside while the presiding member takes part in a discussion of any matter before the meeting

#### **7.7 Relevance**

- (1) A member must restrict his or her 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 any irrelevant or repetitious remarks by a member; or
  - (b) direct that member, if speaking, to discontinue his or her speech.
- (3) A member must comply with the direction of the presiding member under subclause (2) by immediately ceasing to speak.

#### **7.8 Speaking twice**

- (1) A member must not address the Council or a committee 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.
- (2) A member who asks a question before speaking has not addressed the meeting for the purposes of this clause.

#### **7.9 Duration of speeches**

A member must not speak on any matter for more than 10 minutes without the consent of the meeting which, if given, is to be given without discussion.

#### **7.10 No speaking after conclusion of debate**

A member must not speak on any motion or amendment—

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

#### **7.11 No interruption**

A member must not 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 7.15; or
- (d) to move a procedural motion that the member be no longer heard (see clause 10.1(e)).

#### **7.12 No reopening of discussion**

A member must not reopen a discussion on any Council or committee decision, except to move that the decision be revoked or changed (see Part 14).

#### **7.13 Offensive language**

- (1) A member must not reflect adversely on a decision of the Council or a committee except on a motion that the decision be revoked or changed (see Part 14).
- (2) A member must not—
- (a) reflect adversely on the character or actions of another member or employee;
  - (b) impute any motive to a member or employee; or
  - (c) use an expression that is offensive or objectionable,
- (3) A member must not use offensive or objectionable expressions in reference to any other member, employee or other person.

**7.14 Withdrawal of offensive language**

A member who, in the opinion of the presiding member and in the absence of a resolution under clause 7.13(2)—

- (a) reflects adversely on the character or actions of another member or employee;
- (b) imputes any motive to a member or employee; or
- (c) uses an expression that is offensive or objectionable,

must, when directed by the presiding member, withdraw the reflection, imputation or expression and make a satisfactory apology.

*Note: clause 8.5 applies where a member fails or refuses to comply with a direction by the presiding member under this clause.*

**7.15 Personal explanation**

(1) A member who wishes to make a personal explanation relating to a matter referred to by another member who is then speaking must indicate to the presiding member his or her 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 must confine his or her observations to a succinct statement relating to the specific part of the speech at which he or she may have been misunderstood.

**PART 8—PRESERVING ORDER****8.1 Presiding member to preserve order**

(1) The presiding member is to preserve order and, whenever he or she considers it necessary, may call any member to order.

(2) When the presiding member rises or speaks during a debate, any member then speaking, or indicating that he or she wishes to speak, is immediately to sit down and every member present must 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 7.6, but to preserve order.

**8.2 Point of order**

(1) A member may object, by way of a point of order, only to a breach of—

- (a) any of these Meeting Procedures; or
- (b) any other written law.

(2) Examples of valid points of order are—

- (a) a speaker's remarks not being relevant to the motion or amendment being debated (see clause 7.7); and
- (b) a speaker's use of offensive or objectionable expressions (see clause 7.13).

(3) Despite anything in these Meeting Procedures 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.

**8.3 Procedures on a point of order**

(1) A member who is addressing the presiding member must not be interrupted except on a point of order.

(2) A member interrupted on a point of order must resume his or her seat 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.

**8.4 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—

- (a) is not to be the subject of debate or comment; and
- (b) 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 direct the member to make an explanation, retraction or apology.



**8.5 Continued breach of order**

If a member—

- (a) persists in any conduct that the presiding member had ruled is out of order; or
- (b) fails or refuses to comply with a direction from the presiding member (such as a direction under clause 7.7(2)(b), 7.14 or 8.4(3)(b)),

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

**8.6 Presiding member may adjourn meeting**

(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 9—DEBATE OF SUBSTANTIVE MOTIONS****9.1 Motions to be stated and in writing**

(1) A 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) is to put the motion or amendment in writing if—

- (i) in the opinion of the presiding member, the motion or amendment is significantly different to the relevant written recommendation of a committee or an employee (including a person who, under a contract for services with the City, provides advice or a report on the matter); or

- (ii) he or she is otherwise required to do so by the presiding member.

(2) The written terms of the motion or amendment are to be given to the CEO who is to ensure that they are recorded in the minutes.

**9.2 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 Council or a committee meeting is not open to debate unless the motion has the support required under regulation 10 of the Regulations (see clause 14.1 below).

**9.3 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 carried under subclause (2) is to be recorded in the minutes as a unanimous decision of the Council or committee.

(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 or decision to revoke or change a decision which has been made at a Council or committee meeting (see Part 14).

**9.4 Only one substantive motion at a time**

The Council or committee—

- (a) is not to accept a substantive motion while another substantive motion is being debated; and
- (b) is not to consider more than one substantive motion at any time.

**9.5 Complex motions**

The presiding member may require that a complex substantive motion, or a complex amendment to a substantive motion, is to be broken down and put in the form of more than one motion, each of which is to be put in sequence.

**9.6 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.

**9.7 Limit of debate**

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

**9.8 Member may require motion to be read**

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

**9.9 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, lost or carried.

**9.10 Amendments must not negate original motion**

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

**9.11 Relevance of amendments**

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

**9.12 Mover of motion may speak on amendment**

Any member may speak during debate on an amendment.

**9.13 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.

**9.14 Withdrawal of motion and amendments**

(1) The Council or a committee may, without debate, grant leave to withdraw a substantive motion or amendment on the request of the mover of the motion or amendment if—

- (a) it has the approval of the seconder; and
- (b) there is no voice expressed to the contrary by any member, in which case discussion on the motion or amendment is to continue.

(2) If either paragraph (a) or (b) of subclause (1) applies, the discussion on the motion or amendment is to continue.

(3) 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.

**9.15 Right of reply**

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

(2) The right of the reply may be exercised only—

- (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.

(3) After the mover of the substantive motion has commenced the reply—

- (a) no other member is to speak on the motion; and
- (b) there is to be no further discussion on, or any further amendment to, the motion.

(4) The right of the reply is to be confined to rebutting arguments raised by previous speakers and no new matter is to be introduced.

(5) 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.

*Note: under clause 10.4 of these Meeting Procedures, 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.*

**PART 10—PROCEDURAL MOTIONS****10.1 Permissible procedural motions**

In addition to the right to move an amendment to a substantive motion (under Part 9), a member may move any of the following procedural motions—

- (a) that the meeting proceed to the next item of business;
- (b) that the item be referred or adjourned to a Council or committee meeting;
- (c) that the meeting now adjourn;
- (d) that the motion be now put;
- (e) that the member be no longer heard;
- (f) that the ruling of the presiding member be disagreed with; and
- (g) that the meeting be closed to members of the public (see clause 5.2).

**10.2 No debate**

(1) The mover of a motion stated in paragraphs (a), (b), (c), (f) or (g) of clause 10.1 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 stated in paragraph (d) or (e) of clause 10.1 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.

**10.3 Who may move**

A member who has moved, seconded, or spoken for or against the substantive motion, or any amendment to the substantive motion, cannot move any procedural motion which, if carried, would close the debate on the substantive motion or amendment.

**10.4 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.

**10.5 Meeting to proceed to the next 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;
- (c) the meeting moves to the next item of business; and
- (d) there is no requirement for the matter to be raised again for consideration.

**10.6 Item to be referred or adjourned**

A motion “that the item be referred or adjourned”—

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

**10.7 Meeting now adjourn**

(1) A member is not to move or second more than one motion of adjournment during the same meeting.

(2) Before putting the motion for the adjournment, the presiding member may seek leave of the meeting to deal first with matters that may be subject of an adoption by exception resolution (see clause 4.7).

(3) A motion “that the meeting now adjourn”—

- (a) is to state the time and date to which the meeting is 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 meeting determines otherwise.

**10.8 Motion to be put**

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

(2) If the motion “that the motion be now put” is carried during debate of the amendment, the presiding member is to put the amendment to the vote without further debate.

(3) This motion, if lost, causes debate to continue.

**10.9 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 he or she is the mover of the substantive motion.

**10.10 Ruling of the presiding member 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.

*Note: the provisions dealing with a procedural motion “that the meeting be closed to members of the public” are set out in clause 5.2 of these Meeting Procedures.*

**PART 11—DISCLOSURE OF INTERESTS****11.1 Disclosure of interests**

The requirements for members and employees to disclose financial and other interests, the nature of the interests that must be disclosed, and related matters are dealt with in the Act, the Regulations, the Rules of Conduct Regulations and the Code of Conduct.

## 11.2 Separation of committee recommendations

Where, at a committee meeting, a member discloses a financial interest in a matter, and the matter is included in the recommendations (or part of the recommendations) of the committee to a Council or committee meeting that will or may be attended by the member, the agenda of that Council or committee meeting is to separate the relevant recommendation (or the relevant part of the recommendation) from other recommendations of the committee.

*Note: the purpose of this clause is to enable the member to declare the interest and leave the room before the consideration of the matter in which he or she has the interest.*

## PART 12—VOTING

### 12.1 Motion—when put

(1) Immediately after the debate on any question 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 a member, is again to state the terms of the motion.

(2) A member must not leave the meeting when the presiding member is putting any motion.

### 12.2 Voting

Voting is dealt with in the Act and the Regulations.

### 12.3 Majorities required for decisions

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

### 12.4 Question—method of taking vote

In taking the vote on any motion, 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 him or her 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.

## PART 13—MINUTES

### 13.1 Keeping of minutes

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

### 13.2 Content of minutes

(1) The content of minutes is dealt with in the Regulations.

(2) In addition to the matters required by Regulation 11 of 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 otherwise withheld or cancelled, the reasons for the decision.

### 13.3 Public inspection of unconfirmed minutes

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

### 13.4 Confirmation of minutes

(1) The CEO is to give to each member—

- (a) the unconfirmed minutes of each Council meeting—within 10 clear working days after the meeting; and
- (b) the unconfirmed minutes of a committee meeting—within 5 clear working days after the meeting.

(2) If a member is dissatisfied with the accuracy of the draft minutes, he or she is to provide to the CEO a written copy of the alternative wording to amend the draft minutes no later than 3 clear working days before the meeting where the minutes are to be confirmed.

(3) At that meeting, the member who provided the alternative wording shall, at the time for confirmation of minutes—

- (a) state the item or items with which he or she is dissatisfied; and
- (b) propose a motion clearly outlining the alternative wording to amend the minutes.

*Note: documents associated with meetings (including notice and agenda papers, minutes and records) are to be retained in accordance with the City's record keeping plan under the State Records Act 2000.*

## PART 14—IMPLEMENTING DECISIONS

### 14.1 Requirements to revoke or change decisions

The requirements to revoke or change a decision made at a meeting are dealt with in Regulation 10 of the Regulations.

## 14.2 Meaning of terms

In this Part—

“**authorisation**” means a licence, permit, approval or other means of authorising a person to do anything;

“**implement**”, in relation to a decision, includes—

(a) communicate notice of the decision to a person affected by, or with an interest in, the decision; and

(b) take any other action to give effect to the decision; and

“**valid notice of revocation motion**” means a notice of a motion to revoke or change a decision that—

(a) complies with the requirements of the Act, Regulations and the Meeting Procedures and may be considered, but has not yet been considered, by the Council or a committee as the case may be; and

(b) if carried and implemented, would result in the decision being revoked or being substantially different.

## 14.3 Limitations on powers to revoke or change decisions

(1) Subject to subclause (2), the Council or a committee 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 14.4 to implement the decision;

(b) where the decision concerns the grant of an authorisation, and where that authorisation has been communicated in writing by the City to the applicant; or

(c) where the decision is procedural in its form or effect.

(2) The Council or a committee may consider a motion to revoke or change a decision of the kind described in subclause (1)(a) or (b) if the motion is accompanied by a written statement, by or on behalf of the CEO, of the legal and financial consequences of the motion being carried.

## 14.4 Implementing a decision

(1) Subject to subclause (4), and unless a resolution is made under subclause (2), a decision made at a meeting is not to be implemented by the CEO or any other person until after 12 noon of the first clear working day after the commencement of the meeting at which the decision was made.

(2) The Council or a committee may, by resolution carried at the same meeting at which a decision was made, request the CEO to take immediate action to implement the decision.

(3) 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 or the committee as the case may be.

(4) The CEO is to ensure that members of the public attending a 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.

*Note: one of the statutory functions of the CEO under section 5.41(c) of the Act is to “cause Council decisions to be implemented”.*

## PART 15—SUSPENSION AND NON-APPLICATION OF MEETING PROCEDURES

### 15.1 Suspension of Meeting Procedures

(1) A member may, at any time, move that the operation of one or more of the clauses of these Meeting Procedures be suspended.

(2) A member moving a motion under subclause (1) is to identify the clause or clauses to be suspended, and state the reasons for the motion, but no other discussion is to take place.

(3) A motion under subclause (1) which is seconded and carried is to suspend the operation of the clause or clauses to which the motion relates for the duration of the meeting, unless the meeting earlier resolves otherwise.

### 15.2 Where Meeting Procedures do not apply

(1) In situations where—

(a) these Meeting Procedures have been suspended; or

(b) a matter is not regulated by the Act, the Regulations or these Meeting Procedures,

the presiding member is to decide questions relating to the conduct of the meeting.

(2) The decision of the presiding member under subclause (1) is final, except where a motion of dissent is moved and carried under clause 10.10.

**PART 16—COMMITTEES****16.1 Establishment and appointment of committees**

- (1) The establishment of committees is dealt with in the Act.
- (2) A Council resolution to establish a committee under section 5.8 of the Act is to include—
- (a) the terms of reference or functions of the committee;
  - (b) either—
    - (i) the names or titles of the members, employees and any other persons to be appointed to the committee; or
    - (ii) the number of members, officers and any other persons to be appointed to the committee and a provision that they be appointed under a separate resolution; and
  - (c) details of the delegation of any powers or duties to the committee under section 5.16 of the Act.

**16.2 Types of committees**

The types of committees are dealt with in the Act.

**16.3 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.

**16.4 Limits on delegation of powers and duties to certain committees**

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

**16.5 Appointment of committee members**

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

**16.6 Tenure of committee membership**

Tenure of committee membership is dealt with in the Act.

**16.7 Appointment of deputies**

The appointment of a person to be a deputy of a member of committee is dealt with in the Act.

**16.8 Resignation of committee members**

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

**16.9 Register of delegations to committees**

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

**16.10 Meeting Procedures to apply**

These Meeting Procedures apply generally to committees except for clause 7.4, in respect of the requirement to stand when speaking.

**16.11 Committee to report**

A committee—

- (a) is answerable to the Council;
- (b) is to report on its activities when, and to the extent, required by the Council; and
- (c) is to prepare and submit to the Council a report containing recommendations.

**16.12 Presentation of committee reports**

The proposed adoption by the Council of recommendations of a committee is to be moved—

- (a) if the presiding member of the committee is a Council member and is in attendance—by the presiding member;
- (b) if the presiding member of the committee is not a Council member or is absent—by a member of the committee who is also a Council member; or
- (c) otherwise—by a Council member who is not a member of the committee.

**16.13 Reports of committees—questions**

Where a recommendation of a committee is submitted for adoption by the Council, any Council member may direct questions directly relating to the recommendation, through the presiding member, to the presiding member of the committee or to any member of the committee in attendance.

**16.14 Permissible motions on committee recommendations**

A recommendation made by a committee may be—

- (a) adopted by the Council without amendment;
- (b) rejected by the Council and replaced by an alternative decision;
- (c) amended, and adopted as amended, by the Council; or
- (d) referred back to the committee for further consideration.

**PART 17—MEETING OF ELECTORS****17.1 Electors' general meetings**

Electors' general meetings are dealt with in the Act.

**17.2 Matters for discussion at general electors' meeting**

The matters to be discussed at a general electors' meeting are dealt with in the Regulations.

**17.3 Electors' special meetings**

Electors' special meetings are dealt with in the Act.

**17.4 Requests for electors' special meetings**

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

**17.5 Convening electors' meetings**

Convening electors' meetings is dealt with in the Act.

**17.6 Who presides at electors' meetings**

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

**17.7 Procedure for electors' meetings**

(1) The procedure for electors' meetings is dealt with in the Act and the Regulations.

(2) In exercising his or her discretion to determine the procedure to be followed at an electors' meeting, the presiding member is to have regard to these Meeting Procedures.

**17.8 Participation of non-electors**

A person who is not an elector or ratepayer of the City must not take part in any discussion at an electors' meeting unless the meeting, by resolution, permits him or her to do so.

*Note: A person who is not an elector or ratepayer of the City cannot vote at an electors' meeting (see clause 17.9).*

**17.9 Voting at electors' meetings**

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

**17.10 Minutes of electors' meetings**

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

**17.11 Decisions made at electors' meetings**

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

**PART 18—ENFORCEMENT****18.1 Penalty for breach**

A person who breaches a provision of these Meeting Procedures commits an offence.

Penalty—as listed in the First Schedule or if not otherwise provided: \$5,000, and a daily penalty of \$500 if the offence continues.

**18.2 Who can prosecute**

Who can prosecute is dealt with in the Act.

**PART 19—COMMON SEAL****19.1 Custody of the Common Seal**

The CEO is to have charge of the common seal of the City, and is responsible for the safe custody and proper use of it.

**19.2 Use of Common Seal**

The use of the common seal is dealt with in the Act.

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**First Schedule**  
**PENALTIES**

Item No.	Clause No.	Nature of offence	Maximum penalty \$
1	5.13(2)	Disclosure of confidential information under clause 5.13 (1) or; disclosure of 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 to any person other than another member or an employee to the extent necessary for the purpose of carrying out his or her duties.	\$5000
2	5.15(3)	Failure to extend due courtesy and respect to the Council or committee and the processes under which it operates and to comply with any direction by the presiding member	\$1000

Item No.	Clause No.	Nature of offence	Maximum penalty \$
3	5.15(4)	Creating disturbance, by interrupting or interfering with the orderly conduct of the proceedings, whether by expressing approval or dissent, by conversing or by any other means.	\$1000
4	7.13(2)	Reflecting adversely on the character or actions of another member or employee; imputing any motive to a member or employee; or using an expression that is offensive or objectionable.	\$1000
5	7.13(3)	Use of offensive or objectionable expressions in reference to any other member, employee or other person	\$1000
6	8.1(2)	When the presiding member rises or speaks during a debate, any member then speaking, or indicating that he or she wishes to speak, is immediately to sit down and every member present must preserve strict silence so that the presiding member may be heard without interruption.	\$500

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Dated 24th day of March 2009.

The Common Seal of the City of Stirling was affixed by authority of a resolution of the Council in the presence of—

DAVID BOOTHMAN, Mayor.  
STUART JARDINE, Chief Executive Officer.

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