



Blackall-Tambo

Regional Council

Meeting Procedures (Standing Orders)

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PURPOSE

The purpose of this policy is to set out certain procedures to ensure the local government principles are reflected in the conduct of Council meetings, standing and advisory committee meetings as defined in the *Local Government Act 2009* (LGA) and *Local Government Regulation 2012* (LGR).

REFERENCE

- *Local Government Act 2009*
- *Local Government Regulation 2012*
- BTRC Councillor Code of Conduct Policy

MEETING PRINCIPLES

Local government meetings must adhere to the following principles:

- Transparent and effective processes and decision making in the public interest
- Sustainable development management and delivery of effective services
- Democratic representation, social inclusion and community engagement
- Good governance of, and by the local government
- Ethical and legal behaviour of Councillors, local government employees and Councillor advisors.



STANDING ORDERS

This policy applies to meetings of the Blackall-Tambo Regional Council, including standing committee meetings and represents the standing orders that Council will observe. This policy does not apply to meetings of the audit committee.

A provision of this policy is that standing orders may be suspended by resolution of any meeting of the Blackall-Tambo Regional Council, except those sections that are mandatory under the model meeting procedures. A separate resolution is required for any suspension and must specify the application and duration of each suspension.

Where a matter arises at any meeting of Blackall-Tambo Regional Council that is not provided for in this policy, the matters will be determined by resolution of the Council upon a motion which may be put without notice but otherwise conforms with the standing orders.

1. Presiding Officer

- 1.1. The Mayor will preside at a meeting of Council.
- 1.2. If the Mayor is absent or unavailable to preside, the Deputy Mayor will preside.
- 1.3. If both the Mayor and the Deputy Mayor, or the Mayors' delegate, are absent or unavailable to preside, the Councillors present at the meeting will, by resolution, appoint one of the Councillors present to act as chairperson for the duration of the meeting.
- 1.4. Council will choose the Chairperson for a Committee meeting. This Chairperson will normally preside over meetings of the Committee.
- 1.5. If the Chairperson of a Committee is absent or unavailable to preside, a Councillor chosen by the Councillors present will preside over the Committee meeting.
- 1.6. Before proceeding with the business of the meeting the person presiding at the meeting will undertake the acknowledgement and/or greetings deemed appropriate by the local government.

2. Order of Business

2.1. The order of business shall be determined by resolution of Council from time to time. The order of business may be altered for a particular meeting where the Councillors at that meeting pass a motion to that effect. A motion to alter the order of business may be moved without notice.

2.2. Unless otherwise altered, the order of business shall be as follows:

- Acknowledgement of Country
- Attendance
- Apologies and granting of leaves of absence
- Condolences
- Declaration of Conflicts of Interest
- Reception of Deputations
- Public Participation
- Petitions
- Confirmation of Minutes of Previous Meeting
- Mayor's Reports



- Councillor's Reports
- Chief Executive Officer's Information Reports
- Business Arising Out of Previous Meetings
- Chief Executive Officer's Decision Reports
- Chief Financial Officer's Information Reports
- Chief Financial Officer's Decision Reports
- Correspondence
- Matters for Decision
- Matters for Information
- Confidential Reports
- Close of Meeting

3. Agenda for Ordinary Meetings

- 3.1. The Chief Executive Officer must ensure that each statutory notice of meeting includes an agenda listing the items to be discussed at the meeting.
- 3.2. The agenda may include –
- a) Notice of meeting
 - b) Minutes of the previous meetings
 - c) Business which the Mayor wishes to have considered at that meeting without notice
 - d) Matters of which notice has been given
 - e) Committees' reports referred to the meeting by the Chief Executive Officer (CEO)
 - f) Officers' reports referred to the meeting by the CEO
 - g) Deputations and delegations from the community that are approved to attend
 - h) Any other business the Council determines by resolution to be included in the agenda.
- 3.3. The notice of the meeting and agenda must be given to each Councillor at least 2 days before the meeting.
- 3.4. A Councillor who wants an item of business included on the agenda for a particular meeting must give written notice of the nature of the business to the Chief Executive Officer at least seven days before the date of the meeting.
- 3.5. The Chief Executive Officer may include in the agenda a matter the Chief Executive Officer considers should be brought before the meeting.
- 3.6. The agenda for the local government must be made publicly available by 5pm on the business day after the notice of meeting is given to the Councillors. The related reports for the local government meeting must also be included and available to the public excluding confidential reports.
- 3.7. Matters on the agenda that will require the meeting to be in closed session will be clearly identified including the reasons why the session will be closed.
- 3.8. Business not on the agenda or not fairly arising from the agenda shall not be considered at any meeting unless permission for that purpose is given by Council at such meeting. Business must be in accordance with the adopted Terms of Reference for each Committee.



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- 3.9. Business not on the agenda, or not fairly arising from the agenda, will not be considered at any Council meeting unless permission for that purpose is given by the local government at the meeting.
- 3.10. The order of business may be altered for a particular meeting where the Councillors at the meeting pass a motion to that effect.
- 3.11. A motion to alter the order of business may be moved without notice.
- 3.12. The minutes of a preceding meeting whether an ordinary or a special meeting, not previously confirmed shall be taken into consideration, at every ordinary meeting of Council, in order that such minutes may be confirmed, and no discussion shall be permitted with respect to such minutes except with respect to their accuracy as a record of the proceedings. Amendments to the minutes may be made prior to confirming the minutes. This must be done by moving a motion to amend the minutes that must be voted on and carried. Once the resolution is passed the minutes can be amended. All Councillors present at the meeting can vote to confirm the minutes including those who were absent at the previous meeting and those who had a conflict of interest at the previous meeting. Once the minutes are confirmed by resolution of the meeting they cannot be changed.

4. Quorum

- 4.1. A quorum at a Council meeting is a majority of the Councillors. If the number of Councillors is even then one half of the number is a quorum.
- 4.2. If a quorum is not present within 15 minutes after the time set for the meeting to begin, it may be adjourned to a late hour or a later day within 14 days after the day of the adjournment. The meeting may be adjourned by a majority of Councillors present, or if only one Councillor is present, then that Councillor, or if no Councillors are present then the Chief Executive Officer.
- 4.3. Loss of Quorum is dealt with in item 14 of Meeting Procedures.

5. Petitions

- 5.1. Any petition presented to a meeting of Council shall:
- be in legible writing or typewritten and contain a minimum of ten (10) signatures
 - include the name and contact details of the Principal Petitioner (i.e. the key contact for the issue)
 - include the postcode of all petitioners, and
 - have the details of the specific request/matter appear on each page of the petition.
- 5.2. Where a Councillor presents a petition to a meeting of Council no debate on or in relation to it shall be allowed and the only motion which may be moved is:
- that the petition be received;
 - that the petition be received and referred to a committee or CEO for consideration and a report to Council; or



- not be received because it is deemed invalid.

5.3. Council will respond to the Principal Petitioner in relation to all petitions deemed valid.

6. Deputations

- 6.1. A deputation wishing to attend and address a meeting of Council shall apply in writing to the CEO not less than seven (7) business days before the meeting.
- 6.2. The CEO, on receiving an application for a deputation shall notify the Chairperson who shall determine whether the deputation may be heard. The CEO shall inform the deputation of the determination in writing. Where it has been determined the deputation will be heard, a convenient time shall be arranged for that purpose, and a maximum of 15 minutes will be allowed.
- 6.3. For deputations comprising three or more persons, only three persons shall be at liberty to address Council unless the Councillors at the meeting determine otherwise by resolution. A deputation shall be given adequate opportunity to explain the purpose of the deputation, consistent with 6.2 above.
- 6.4. If a member of the deputation other than the appointed speakers interjects or attempts to address the Council, the Chairperson may terminate the deputation.
- 6.5. The Chairperson may terminate an address by a person in a deputation at any time where:
- the Chairperson is satisfied that the purpose of the deputation has been sufficiently explained to the Councillors at the meeting
 - the time period allowed for a deputation has expired, or
 - the person uses insulting or offensive language or is derogatory towards Councillors or others.
- 6.6. The CEO is responsible for the deputation including that the appointed speaker/s are notified in writing of developments or future actions as appropriate.

7. Public Participation at Meetings

- 7.1. An area shall be made available at the place where any meeting of Council is to take place for members of the public and representatives of the media to attend the meeting and as many members of the public as reasonably can be accommodated in that area shall be permitted to attend the meeting.
- 7.2. A member of the public may take part in the proceeding of a meeting only when invited to do so by the Chairperson.
- 7.3. In each meeting, time may be required to permit members of the public to address the Council on matters of public interest related to local government. The time allotted shall



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not exceed fifteen minutes and no more than three speakers shall be permitted to speak at any one meeting. The right of any individual to address the Council during this period shall be at the absolute discretion of the meeting's Chairperson.

7.4. If any address or comment is irrelevant, offensive, or unduly long, the Chairperson may require the person to cease making the submission or comment.

7.5. For any matter arising from such an address, Council may take the following actions:

- refer the matter to a committee
- deal with the matter immediately
- place the matter on notice for discussion at a future meeting
- note the matter and take no further action.

7.6. Any person addressing the Council shall stand and act and speak with decorum and frame any remarks in respectful and courteous language.

7.7. Any person who is considered by the Council or the Mayor to be inappropriately presented may be directed by the Mayor or Chairperson to immediately withdraw from the meeting. Failure to comply with such a request may be considered an act of disorder.

8. Closed Session

8.1. Closed sessions will be conducted in accordance with section 6 of the Meeting Procedures.

8.2. When the Council is sitting in Closed Session, the public and representatives of the media shall be excluded.

9. Teleconferencing Of Meetings

9.1. If a Councillor wishes to be absent from a Council meeting place during a meeting, the Councillor must apply to the Chairperson to participate by teleconference, at least three business days prior to the meeting or as soon as practicable once the Councillor becomes aware of their intended absence. The Council may allow a Councillor to participate in a Council or committee meeting by teleconference.

9.2. A Councillor taking part by teleconference is taken to be present at the meeting if the Councillor was simultaneously in audio contact with each other person at the meeting. The attendance of the Councillor must be recorded in the minutes as present at the meeting.

9.3. The Councillor taking part by teleconference should have any video link activated where possible when attending a meeting of Council or a committee meeting.

Note: Teleconferencing includes the use of a telephone, video conferencing equipment or other means of instant communication that allows a person to take part in a discussion as it happens.



MEETING CONDUCT

10. Process for dealing with unsuitable meeting conduct by a Councillor in a meeting

The conduct of a Councillor is unsuitable meeting conduct if the conduct happens during a Council meeting and contravenes a behavioural standard of the code of conduct for Councillors. When dealing with an instance of unsuitable conduct by a Councillor in a meeting, the following procedures must be followed:

- 10.1 The Chairperson must reasonably believe that unsuitable meeting conduct has been displayed by a Councillor at a meeting.
- 10.2 If the Chairperson decides the unsuitable meeting conduct has occurred, the Chairperson may consider the severity of the conduct and whether the Councillor has had any previous warnings for unsuitable meeting conduct issued. If the Chairperson decides the conduct is of serious nature or another warning is unwarranted, proceed to step 10.7.
- 10.3 If the Chairperson decides unsuitable meeting conduct has occurred but is of a less serious nature, the Chairperson may request the Councillor take remedial action such as:
 - 10.3.1 Cease the unsuitable meeting conduct and refraining from exhibiting the conduct
 - 10.3.2 Apologising for their conduct
 - 10.3.3 Withdrawing their comments.
- 10.4 If the Councillor complies with the Chairperson's request for remedial action, no further action is required.
- 10.5 If the Councillor fails to comply with the Chairperson's request for remedial action, the Chairperson may warn the Councillor that failing to comply with the request could result in an order being issued.
- 10.6 If the Councillor complies with the Chairperson's warning and request for remedial action, no further action is required.
- 10.7 If the Councillor continues to fail to comply with the Chairperson's request for remedial action or the Chairperson decides a warning was not appropriate under 10.5, the Chairperson may make one or more of the orders below:
 - 10.7.1 An order reprimanding the Councillor for the conduct
 - 10.7.2 An order requiring the Councillor to leave the meeting, including any area set aside for the public and stay out for the duration of the meeting.
- 10.8 If the Councillor fails to comply with an order to leave and stay away from the meeting, the Chairperson can issue an order that the Councillor be removed from the meeting.
- 10.9 Any Councillor aggrieved with an order issued by the Chairperson can move a motion of dissent for section 10.1, 10.7 and 10.8 above.
- 10.10 Following the completion of the meeting, the Chairperson must ensure the minutes record the information about unsuitable meeting conduct (see note).



Note: Details of any order issued is recorded in the minutes of the meeting and in the Councillor conduct register with any order made against the Councillor, including the name of the Councillor. Contravention of an order to leave the meeting is misconduct and a notice must be given to the Independent Assessor by a local government official (councillor/mayor or chief executive officer) providing all the information about the matter for a preliminary assessment to be undertaken. This may attract disciplinary action under section 150L(1)(c)(v) of the *Local Government Act 2009*.

11. Process for Dealing with Unsuitable Meeting Conduct by a Chairperson in a Meeting

- 11.1 If a Councillor at the meeting reasonably believes that the conduct of the Chairperson during the meeting is unsuitable meeting conduct, the Councillor will raise the matter in the meeting by point of order.
- 11.2 The Chairperson may take remedial action such as:
 - 11.2.1 Ceasing and refraining from exhibiting unsuitable meeting conduct; or
 - 11.2.2 Apologising for their conducts; or
 - 11.2.3 Withdrawing their comments.
- 11.3 The Chairperson may correct their unsuitable meeting conduct or if they do not properly correct their behaviour, the Councillor may move a motion that the Chairperson has engaged in unsuitable meeting conduct (a seconder for the motion is not required). Councillors present, excluding the Chairperson, must decide by resolution if the conduct is unsuitable meeting conduct.
- 11.4 The Chairperson may remain at the meeting as Chairperson but must not vote on the motion as prescribed in section 150IA of the *Local Government Act 2009*. If the votes are equal, the motion is resolved in the negative.
- 11.5 Following an order being made the Chairperson returns to the business in the agenda and the meeting continues.

Note: Details of any reprimand order is recorded in the minutes of the meeting. The Council's chief executive officer is advised to ensure details of any order made is updated in the Councillor conduct register.

12. Procedure for Managing Material Personal Interest

Councillors are ultimately responsible for managing and declaring any material personal interest in matters to be discussed at a local government meeting, standing or advisory committee meeting.

A Councillor or their associate has a material personal interest if they stand to gain a benefit or suffer a loss, either directly or indirectly depending on the outcome of a consideration of a matter at a meeting. Section 150ED of the *Local Government Act 2009* outline several exceptions in relation to which personal interests do not apply.



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- 12.1 If a Councillor has a material personal interest in a matter to be discussed at a meeting the Councillor must:
 - 12.1.1 Inform the meeting of the details of the material personal interest.
 - 12.1.2 Leave the place where the meeting is being held, including any area set aside for the public to view the meeting, and stay away from the place while the matter is discussed and voted on.
- 12.2 A Councillor who has a material personal interest in a matter may ask the Chairperson to defer the matter to allow the Councillor the opportunity to apply for ministerial approval to participate in deciding the matter.
- 12.3 In these circumstances, the matter may be deferred by resolution to a later meeting date.
- 12.4 The following information must be recorded in the minutes of the meeting or, if minutes are not required for the meeting, in another way prescribed by Regulation:
 - 12.4.1 The name of the Councillor who has the material personal interest in a matter
 - 12.4.2 The nature of the material personal interest, as described by the Councillor
 - 12.4.3 Whether the Councillor took part in the meeting, or was at the place during the meeting, under ministerial approval.

Note: Contravention of the requirements at 12 is misconduct that could result in disciplinary action being taken against a Councillor (section 150L(1)(c)(iii) of the *Local Government Act 2009*). In addition, contravention of these requirements, including voting on a matter, with an intention to gain a benefit or avoid a loss for the Councillor or someone else is an offence attached a maximum penalty of 200 penalty units or 2 years imprisonment.

If a Councillor becomes aware that another Councillor is engaging in a possible misconduct e.g. has a material personal interest in a matter and is participating in a decision at a meeting about that matter, the Councillor or Chief Executive Officer, must notify the Independent Assessor of the information about the Councillors conduct (section 150R of the *Local Government Act 2009*).

13. Procedure for Managing Conflict of Interest

Councillors are ultimately responsible for informing of any conflict of interest (real or perceived), on matters to be discussed at local government meetings and standing or advisory committee meetings.

A Councillor has a conflict of interest (real or perceived) where a Councillor or their related party's interests might lead to a discussion that is contrary to the public interest (other than the interests prescribed under section 150ED and section 150EF(2) of the *Local Government Act 2009*).

- 13.1 If a Council has a conflict of interest (real or perceived) in a matter to be discussed at a meeting, the Councillor must deal with the conflict of interest in a transparent and accountable way. The Councillor must:
 - 13.1.1 Inform the meeting of the Councillor's personal interests in the matter: and
 - 13.1.2 If the Councillor participates in the meeting in relation to the matter, advise how the Councillor intends to deal with the real or perceived conflict.



- 13.2 If a quorum at the meeting cannot be formed because the Councillor proposes to exclude themselves from the meeting to manage their conflict of interest, the Councillor does not contravene these provisions merely by participating and voting in the meeting in relation to the matter.
- 13.3 If a Councillor has a conflict of interest in a matter, and proposes to exclude themselves from the meeting, the Chairperson may ask the Councillor if the Councillor has considered another way to manage their conflict of interest.
- 13.4 If the Councillor who was proposing to be excluded from the meeting is reconsidering their decision on whether to remain in the meeting, the Councillor may consider the following in determining how they will manage the conflict of interest:
 - 13.4.1 How their participating in the meeting may affect the public trust?
 - 13.4.2 How close is their relationship to the related party if the conflict arises because of a related party?
 - 13.4.3 How will the benefit or loss, the Councillor or the related party stand to receive from the decision compare to that of others in the community?
 - 13.4.4 Does the Councillor have skills, knowledge or expertise that might help make the best decision in the public interest?
- 13.5 If the Councillor decides to participate in the discussion, the Councillor must comply with 13.1 by informing the meeting, in another way prescribed by Regulation:
 - 13.5.1 The name of the Councillor who has the real or perceived conflict of interest in a matter
 - 13.5.2 The nature of personal interests as described by the Councillor
 - 13.5.3 How the Councillor dealt with the real or perceived conflict of interest
 - 13.5.4 If the Councillor voted on the matter, how the Councillor voted
 - 13.5.5 How the majority of Councillors at the meeting voted on the matter.

Note: Non-participation in a meeting is not the only way to appropriately deal with real or perceived conflict of interest in a transparent and accountable way.

Contravention of this section is misconduct that could result in disciplinary action being taken against a Councillor (section 150L(1)(c)(iii) of the *Local Government Act 2009*).

14. Loss of quorum

- 14.1 In the event where one or more Councillors leave a meeting due to a material personal interest or conflict of interest that results in a loss of quorum for deciding the matter, the Council must resolve to:
 - 14.1.1 Delegate the consideration and decision on the matter, pursuant to section 257 of the LGA unless the matter cannot be delegated; or
 - 14.1.2 Defer the matter to a later meeting when a quorum can be formed
 - 14.1.3 Not to decide the matter and take no further action in relation to the matter unless the LGA or another Act provides that the local government must decide the matter.



14.2 The Council may by resolution delegate a power under section 257 of the LGA to:

14.2.1 The mayor or chief executive officer; or

14.2.2 A standing committee, or joint committee of Council; or

14.2.3 The Chairperson of a standing committee or joint standing committee of Council.

15. Closed meetings

5.1 Council meetings, standing and advisory committee meetings may resolve that all or part of a meeting be closed to the public if its Councillors consider it necessary to discuss any of the following matters pursuant to section 254J(3) of the LGR:

- Appointment, dismissal or discipline of the CEO
- Industrial matters affecting employees
- The Council's budget, which does not include the monthly financial statements
- Rating concessions
- Legal advice obtained by the Council, including legal proceedings that may be taken by or against the Council
- Matters that may directly affect the health and safety of an individual or a group of individuals
- Negotiations relating to a commercial matter involving the Council for which a public discussion could prejudice the interests of the Council
- Negotiations relating to the taking of land by the Council under the *Acquisition of Land Act 1967*
- A matter that the Council is required to keep confidential under a law of, or a formal agreement with, the Commonwealth or State.

15.1 A resolution to close the meeting to the public cannot be made if a quorum is lost.

15.2 If a closed session includes attendance by teleconference, the Councillor/s attending by teleconference must maintain confidentiality by ensuring no other person can hear their conversation while in a closed meeting (a failure to do so could be a contravention of section 171(3) of the LGA).

15.3 To take a matter into a closed session the Council must abide by the following:

- Pass a resolution to close the meeting.
- The resolution must state the matter to be discussed, an overview of what is to be discussed and why the meeting should be closed while the matter is considered.
- If the matter is known in advance, the agenda should clearly identify that the matter may be considered in closed session, and an explanation of why the Councillors at the meeting may consider it necessary to take the issue into closed session must be stated.
- Not make a resolution while in a closed meeting (other than a procedural resolution).



MOTIONS

16. Motion to be Moved

- 16.1 A Councillor is required to 'move' a motion and then another Councillor is required to 'second' the motion.
- 16.2 When a motion has been moved and seconded, it shall become subject to the control of Council and shall not be withdrawn without the consent of Council.
- 16.3 Other Councillors can propose amendments to the motion which must be voted on before voting on the final motion.
- A motion brought before a meeting of Council in accordance with the *Local Government Act 2009* or these Standing Orders shall be received and put to the meeting by the Chairperson.
 - The Chairperson may require a motion or amendment to a motion to be stated in full or be in writing before permitting it to be received.
 - The Chairperson may refuse to accept a motion if it is not within the meeting's jurisdiction and rule a motion out of order if necessary. Any motion that is vague, proposes unlawful action, is outside the scope of the meeting, is defamatory, vexatious or is unnecessary, may be ruled out of order.
- 16.4 The Chairperson may call the notices of motion in the order in which they appear on the agenda, and where no objection is taken to a motion being taken as a formal motion, and the motion is then seconded, the Chairperson may put the motion to the vote without discussion and the vote can occur.
- 16.5 Not more than one motion or one proposed amendment to a motion may be put before a meeting of Council at any one time.

17. Absence of Mover of Motion

Where a Councillor who has given notice of a motion is absent from the meeting of Council at which the motion is to be considered, the motion may be:

- moved by another Councillor at the meeting, or
- deferred to the next meeting.

18. Motion to be Seconded

A motion or an amendment to a motion shall not be debated at a meeting of Council unless or until the motion or the amendment is seconded, with the exception of procedural motions which do not need to be seconded.

If the motion does not receive a seconder, it becomes a failed motion and cannot be debated or voted on.



Procedural motions are an exception to this rule and do not need to be seconded.

19. Amendment of Motion

- 19.1 An amendment to a motion shall be in terms which maintain or further clarify the intent of the original motion and do not contradict the motion.
- 19.2 Where an amendment to a motion is before a meeting of Council, no other amendment to the motion shall be considered until after the first amendment has been voted on.
- 19.3 Where a motion is amended by another motion, the original motion cannot be reintroduced as a subsequent amendment for the first amended motion.

20. Speaking to Motions and Amendments

- 20.1 The mover of a motion or amendment shall read it and shall state that it is so moved but shall not speak to it until it is seconded.
- 20.2 The Chairperson will manage the debate by allowing the Councillor who proposed the motion the option of speaking first on the motion. The Chairperson will then call on any other Councillor who wishes to speak against the motion and then alternatively for and against the motion as available, until all Councillors who wish to speak have had the opportunity.
- 20.3 A Councillor may make a request to the Chairperson for further information before or after the motion or amendment is seconded.
- 20.4 The mover of a motion or amendment shall have the right to reply. Each Councillor shall speak no more than once to the same motion or same amendment except as a right of reply. Once the right of reply has been delivered the debate ends.
- 20.5 Each speaker shall be restricted to not more than five (5) minutes unless the Chairperson rules otherwise.
- 20.6 Where two or more Councillors indicate they may wish to speak at the same time, the Chairperson shall determine who is entitled to priority.
- 20.7 In accordance with Section 254H of the Local Government Regulation 2012, if a decision made at a meeting is inconsistent with a recommendation or advice given to Council by an advisor of the Council, the minutes of the meeting must include a statement of the reasons for not adopting the recommendation or advice.

Note: If a report contains distinct recommendations, the decision of the Council may be taken separately on each recommendation. If a decision by the meeting is against a recommendation in a report the minutes must give the reason for the decision.



21. Method of Taking Vote

- 21.1 The Chairperson will call for all Councillors in favour of the motion to indicate their support. The Chairperson will then call for all Councillors against the motion to indicate their objection.
- 21.2 A Councillor may call for a 'division' to ensure their objection to the motion is recorded in the minutes. If a division is taken, the minutes of the meeting shall record the names of Councillors voting in the affirmative and of those voting in the negative. The Chairperson shall declare the result of a vote or a division as soon as it has been determined.
- 21.3 Councillors have the right to request that their names and how they voted be recorded in the minutes if they so request, for voting other than by Division.
- 21.4 Except upon a motion to repeal or amend it, the resolution shall not be discussed after the vote has been declared.

22. Withdrawing A Motion

A motion or amendment may be withdrawn by the mover with the consent of the Council, which will be without debate, and a Councillor will not speak to the motion or amendment after the mover has been granted permission by the Council for its withdrawal.

23. Repealing or Amending Resolutions

- 23.1 A resolution of Council may not be amended or repealed unless notice of motion is given in accordance with the requirements of legislation.
- 23.2 Councillors present at the meeting at which a motion to repeal or amend a resolution is put, may defer consideration of that motion. Such deferral shall not be longer than three (3) months.

24. Procedural Motions

- 24.1 A Councillor at a meeting of Council may, during the debate of a matter at the meeting, move, as a procedural motion, without the need for a seconder the following motions:
 - that the question/motion be now put before the meeting
 - that the motion or amendment now before the meeting be adjourned
 - that the meeting proceeds to the next item of business
 - that the question lie on the table
 - a point of order
 - a motion of dissent against the Chairperson's decision
 - that this report/document be tabled
 - to suspend the rule requiring that (insert requirement)
 - that the meeting stands adjourned.



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- 24.2 A procedural motion, that the question be put, may be moved and where such a procedural motion is carried, the Chairperson will immediately put the question to the motion or amendment to that motion under consideration. Where such procedural motion is lost, debate on the motion or amendment to that motion shall resume.
- 24.3 The procedural motion, that the motion or amendment now before the meeting be adjourned, may specify a time or date, to which the debate shall be adjourned. Where no date or time is specified:
- a further motion may be moved to specify such a time or date, or
 - the matter about which the debate is to be adjourned, shall be included in the business paper for the next meeting.
- 24.4 Where a procedural motion that the meeting proceed to the next item is carried, debate on the matter that is the subject of the motion will cease and may be considered again by Council on the giving of notice in accordance with these standing orders.
- 24.5 A procedural motion, that the question lie on the table, shall only be moved where the Chairperson or a Councillor requires additional information on the matter before the meeting (or the result of some other action of Council or person is required) before the matter may be concluded at the meeting. Where such a procedural motion is passed, the Council shall proceed with the next matter on the business paper. The motion, that the matter be taken from the table, may be moved at the meeting at which the procedural motion was carried or at any later meeting.
- 24.6 Any Councillor may ask the Chairperson to decide on a 'point of order' where it is believed that another Councillor:
- has failed to comply with proper procedures
 - is in contravention of the Local Government Act/Regulations, or
 - is beyond the jurisdiction power of Council.
- 24.7 Points of order cannot be used as a means of contradicting a statement made by the Councillor speaking. Where a 'point of order' is moved, consideration of the matter to which the motion was moved shall be suspended. The Chairperson shall determine whether the point of order is upheld.
- 24.8 Upon the question of order suddenly arising during the process of a debate, a Councillor may raise a point of order, and thereupon the Councillor against whom the point of order is raised, shall immediately cease speaking. Notwithstanding anything contained in these standing orders to the contrary, all questions or points of order at any time arising shall, until decided, suspend the consideration and decision of every other question.
- 24.9 A Councillor may move 'a motion of dissent' in relation to a ruling of the Chairperson on a point of order. Where such motion is moved, further consideration of any matter shall be suspended until after a ruling is made. Where a motion of dissent is carried, the matter to which the ruling of the Chairperson was made shall proceed as though that ruling had not been made. Where, as a result of that ruling the matter was discharged as out of order, it shall be restored to the business paper and be dealt with in the normal course of business.



Meeting Procedures **(Standing Orders)**

- 24.10 The motion, 'that this report/document be tabled', may be used by a Councillor to introduce a report or other document to the meeting, only if the report or other document is not otherwise protected under confidentiality or information privacy laws. On tabling the document, it ceases to be a confidential document and is available for public scrutiny.
- 24.11 A procedural motion, "to suspend the rule requiring that", may be made by any Councillor in order to permit some action that otherwise would be prevented by a procedural rule. A motion to suspend a rule shall specify the duration of such a suspension.
- 24.12 A procedural motion, that the meeting stands adjourned, may be moved by a Councillor at the conclusion of debate on any matter on the business paper or at the conclusion of a Councillors time for speaking to the matter, and shall be put without debate. Such a procedural motion will specify a time for the resumption of the meeting and on resumption of the meeting the Council shall continue with the business before the meeting at the point where it was discontinued on the adjournment.

25. Questions

- 25.1 A Councillor may at a Council meeting ask a question for reply by another Councillor or an officer regarding any matter under consideration at the meeting. A question shall be asked categorically and without argument and no discussion shall be permitted at the meeting of Council in relation to a reply or a refusal to reply to the question. A Councillor or officer to whom a question is asked without notice may request that the question be taken on notice for the next meeting.
- 25.2 A Councillor who asks a question at a meeting, whether or not upon notice, shall be deemed not to have spoken to the debate of the motion to which the question relates.
- 25.3 The Chairperson may disallow a question which is considered inconsistent with an acceptable request or good order, provided that a Councillor may move a motion that the Chairperson's ruling be disagreed with, and if such motion be carried the Chairperson shall allow such question.