



MEETING PROCEDURES

Adopted: 18 June 2026
OCM 06.26-09

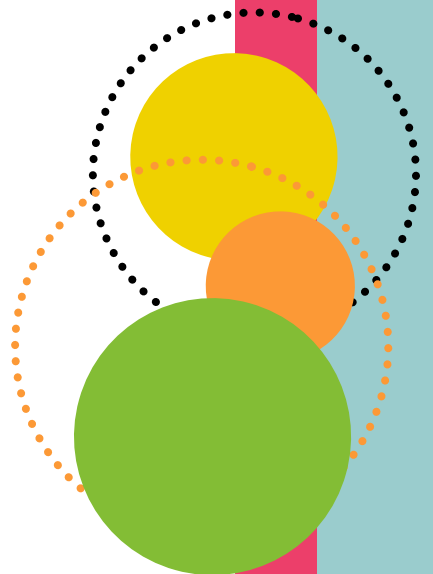


TABLE OF CONTENTS

1	PRELIMINARY	4
1.1	APPLICATION AND INTENT	4
1.2	INTERPRETATION.....	4
2	PRESIDING MEMBER AND QUORUM	5
2.1	PROCEDURE WHERE QUORUM NOT PRESENTED DURING A MEETING	5
3	BUSINESS OF A MEETING	5
3.1	BUSINESS TO BE SPECIFIED	5
3.2	ORDER OF BUSINESS	5
3.3	MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	6
3.4	NEW BUSINESS OF AN URGENT NATURE.....	6
3.5	ADOPTION BY EXCEPTION RESOLUTION	6
4	PUBLIC PARTICIPATION	7
4.1	MEETINGS NOT OPEN TO THE PUBLIC	7
4.2	OTHER PROCEDURES FOR QUESTION TIME FOR THE PUBLIC	7
4.3	DEPUTATIONS.....	8
4.4	PETITIONS.....	8
4.5	RECORDING OF PROCEEDINGS.....	9
4.6	PREVENTION OF DISTURBANCE	9
5	CONDUCT OF MEMBERS	9
5.1	MEMBERS TO BE IN THEIR PROPER PLACES.....	9
5.2	TITLES TO BE USED	9
5.3	ADVICE OF ENTRY OR DEPARTURE.....	10
5.4	MEMBERS TO INDICATE THEIR INTENTION TO SPEAK.....	10
5.5	PRIORITY OF SPEAKING	10
5.6	PRESIDING MEMBER MAY TAKE PART IN DEBATES	10
5.7	RELEVANCE.....	10
5.8	SPEAKING TWICE	10
5.9	DURATION OF SPEECHES.....	10
5.10	NO SPEAKING AFTER CONCLUSION OF DEBATE	10
5.11	NO INTERRUPTION	11
5.12	PERSONAL EXPLANATIONS.....	11
5.13	NO REOPENING OF DISCUSSION	11
5.14	ADVERSE REFLECTION	11
5.15	WITHDRAWAL OF OFFENSIVE LANGUAGE.....	11
6	PRESERVING ORDER	12
6.1	PRESIDING MEMBER TO PRESERVE ORDER	12
6.2	POINT OF ORDER.....	12
6.3	PROCEDURES ON A POINT OF ORDER.....	12
6.4	CALLING ATTENTION TO BREACH	12
6.5	RULING BY THE PRESIDING MEMBER	12
6.6	CONTINUED BREACH OF ORDER	13
6.7	RIGHT OF PRESIDING MEMBER TO ADJOURN	13
7	DEBATE OF SUBSTANTIVE MOTIONS	13
7.1	MOTIONS TO BE STATED.....	13
7.2	MOTIONS TO BE SUPPORTED.....	13
7.3	UNOPPOSED BUSINESS	13
7.4	ONLY ONE SUBSTANTIVE MOTION AT A TIME.....	14
7.5	ORDER OF CALL IN DEBATE	14
7.6	MEMBER MAY REQUIRE MOTION TO BE READ	14

7.7	CONSENT OF SECONDER REQUIRED FOR ALTERATION	14
7.8	ORDER OF AMENDMENTS.....	14
7.9	FORM OF AN AMENDMENT	14
7.10	AMENDMENT MUST NOT NEGATE ORIGINAL MOTION	14
7.11	RELEVANCE OF AMENDMENTS	14
7.12	MOVER OF MOTION MAY SPEAK ON AMENDMENT	15
7.13	EFFECT OF AN AMENDMENT	15
7.14	WITHDRAWAL OF MOTION OR AMENDMENT.....	15
7.15	RIGHT OF REPLY.....	15
8	PROCEDURAL MOTIONS	15
8.1	PERMISSIBLE PROCEDURAL MOTIONS.....	15
8.2	NO DEBATE.....	16
8.3	WHO MAY MOVE	16
8.4	PROCEDURAL MOTIONS - RIGHT OF REPLY ON SUBSTANTIVE MOTION.....	16
8.5	DEBATE TO BE ADJOURNED	16
8.6	MEETING NOW ADJOURN	16
8.7	MOTION TO BE PUT.....	16
8.8	MEMBER TO BE NO LONGER HEARD	17
8.9	RULING OF THE PRESIDING MEMBER TO BE DISAGREED WITH	17
9	VOTING	17
9.1	MOTION - WHEN PUT	17
9.2	METHOD OF TAKING VOTE	17
10	MINUTES OF MEETINGS.....	17
10.1	CONFIRMATION OF MINUTES.....	17
11	ADJOURNMENT OF MEETING	18
11.1	MEETING MAY BE ADJOURNED.....	18
11.2	EFFECT OF ADJOURNMENT	18
12	SUSPENSION OF MEETING PROCEDURES.....	18
12.1	SUSPENSION OF MEETING PROCEDURES	18
12.2	WHERE MEETING PROCEDURES DO NOT APPLY	18

1 PRELIMINARY

1.1 Application and intent

- (1) These Meeting Procedures provide rules and guidelines which apply to the conduct of meetings of the council and its committees.
- (2) All meetings are to be conducted in accordance with the Act, the Regulations and these Meeting Procedures.
- (3) This Meeting Procedures is intended to result in -
 - (a) better decision-making by the council and committees;
 - (b) the orderly conduct of meetings dealing with council business;
 - (c) better understanding of the process of conducting meetings; and
 - (d) the more efficient and effective use of time at meetings.

1.2 Interpretation

In these Meeting Procedures unless the context otherwise requires -

absolute majority has the meaning given to it in the Act;

Act means the *Local Government Act 1995*;

CEO means the chief executive officer of the local government;

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

committee meeting means a meeting of a committee;

council means the council of the Shire of Brookton;

district means the district of the local government;

local government means the Shire of Brookton;

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

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

member has the meaning given to it in the Act;

presiding member means -

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

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

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

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

2 PRESIDING MEMBER AND QUORUM

2.1 Procedure where quorum not presented during a meeting

If at any time during a meeting a quorum is not present, the presiding member is-

- (a) immediately to suspend the proceedings of the meeting for a period of up to 15 minutes; and
- (b) if a quorum is not present at the expiry of that period, the presiding member is to adjourn the meeting to some future time or date.

3 BUSINESS OF A MEETING

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

3.2 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. Declaration of opening/announcement of visitors
 2. Announcements from the presiding member
 3. Attendance
 - 3.1 Apologies
 - 3.2 Approved leave of absence
 4. Declaration of interest
 5. Public question time
 - 5.1 Response to previous public questions taken on notice
 - 5.2 Public question time
 6. Applications for leave of absence
 7. Confirmation of minutes
 8. Presentations
 - 8.1 Petitions
 - 8.2 Presentations
 - 8.3 Deputations
 9. Method of dealing with agenda business
 10. Officer reports
 11. Motions of which previous notice has been given
 12. Motions from members without notice
 13. New business of an urgent nature introduced by decision of the meeting
 14. Meeting closed to public
 - 14.1 Matters for which the meeting may be closed
 - 14.2 Public reading of resolutions that may be made public
 15. Closure

3.3 Motions of which previous notice has been given

- (1) Unless the Act, Regulations or these Meeting Procedures otherwise provides, a member may raise at a meeting such business as he or she considers appropriate, in the form of a motion, of which notice has been given in writing to the CEO and which has been included on the agenda.
- (2) A notice of motion under subclause (1) is to be given at least 7 clear working days before the meeting at which the motion is moved.
- (3) A notice of motion is to relate to the good governance of the district.

3.4 New business of an urgent nature

- (1) In cases of extreme urgency or other special circumstances, matters may, on a motion by the presiding member that is carried by the meeting, be raised without notice and decided by the meeting.
- (2) In subclause (1), 'cases of extreme urgency or other special circumstances' means matters that have arisen after the preparation of the agenda that are considered by the presiding member to be of such importance and urgency that they are unable to be dealt with administratively by the local government and must be considered and dealt with by the council before the next meeting.

3.5 Adoption by exception resolution

- (1) In this clause 'adoption by exception resolution' means a resolution of the council that has the effect of adopting, for a number of specifically identified reports, the officer recommendation as the council resolution.
- (2) Subject to subclause (3), the local government may pass an adoption by exception resolution.
- (3) An adoption by exception resolution may not be used for a matter -
 - (a) that requires an absolute majority;
 - (b) in which an interest has been disclosed;
 - (c) that has been the subject of a petition or deputation;
 - (d) that is a matter on which a member wishes to make a statement; or
 - (e) that is a matter on which a member wishes to move a motion that is different to the recommendation.

4 PUBLIC PARTICIPATION

4.1 Meetings not open to the public

- (1) The CEO may, at any time, recommend that a meeting or part of a meeting be closed to members of the public.
- (2) The council or a committee, in one or more of the circumstances dealt with in the Act, may at any time, by resolution, decide to close a meeting or part of a meeting.
- (3) If a resolution under subclause (2) is carried -
 - (a) the presiding member is to direct everyone to leave the meeting except -
 - (i) the members;
 - (ii) the CEO; and
 - (iii) any officer specified by the presiding member; and
 - (b) the meeting is to be closed to the public until, at the conclusion of the matter justifying the closure of the meeting to the public, the council or the committee, by resolution, decides otherwise.
- (4) A resolution under this clause may be made without notice.
- (5) Once the meeting is reopened to members of the public, the presiding member is to ensure that any resolution of the council made while the meeting was closed is to be read out including a vote of a member to be included in the minutes.

4.2 Other procedures for question time for the public

- (1) A member of the public who raises a question during question time, is to state his or her name and address.
- (2) A question may be taken on notice by the council for later response.
- (3) When a question is taken on notice the CEO is to ensure that -
 - (a) a response is given to the member of the public in writing; and
 - (b) a summary of the response is included in the agenda of the next meeting of the council.
- (4) Where a question relating to a matter in which a relevant person has an interest is directed to the relevant person, the relevant person is to -
 - (a) declare that he or she has an interest in the matter; and
 - (b) allow another person to respond to the question.
- (5) Each member of the public with a question is entitled to ask up to 2 questions before other members of the public will be invited to ask their questions.
- (6) Where a member of the public provides written questions then the presiding member may elect for the questions to be responded to as normal business correspondence.
- (7) The presiding member may decide that a public question shall not be responded to where -

- (a) the same or similar question was asked at a previous meeting, a response was provided and the member of the public is directed to the minutes of the meeting at which the response was provided;
 - (b) the member of the public uses public question time to make a statement, provided that the presiding member has taken all reasonable steps to assist the member of the public to phrase the statement as a question; or
 - (c) the member of the public asks a question that is offensive or defamatory in nature, provided that the presiding member has taken all reasonable steps to assist the member of the public to phrase the question in a manner that is not offensive or defamatory.
- (8) A member of the public shall have two minutes to submit a question.
- (9) The council, by resolution, may agree to extend public question time.
- (10) Where an answer to a question is given at a meeting, a summary of the question and the answer is to be included in the minutes.

4.3 Deputations

- (1) Any person or group wishing to be received as a deputation by the council is to either -
- (a) apply, before the meeting, to the CEO for approval; or
 - (b) with the approval of the presiding member, at the meeting, address the council.
- (2) The CEO may either-
- (a) approve the request and invite the deputation to attend a meeting of the council; or
 - (b) refer the request to the council to decide by simple majority whether or not to receive the deputation.
- (3) Unless the council resolves otherwise, a deputation invited to attend a council meeting-
- (a) is not to exceed 5 persons, only 2 of whom may address the council, although others may respond to specific questions from members;
 - (b) is not to address the council for a period exceeding 10 minutes without the agreement of the council; and,
 - (c) additional members of the deputation may be allowed to speak with the leave of the presiding member.
- (4) Any matter which is the subject of a deputation to the council is not to be decided by the council until the deputation has completed its presentation.

4.4 Petitions

- (1) A petition is to -
- (a) be addressed to the president;
 - (b) be made by electors of the district;
 - (c) state the request on each page of the petition;
 - (d) contain the name, address and signature of each elector making the request, and the date each elector signed;
 - (e) contain a summary of the reasons for the request; and

- (f) state the name of the person to whom, and an address at which, notice to the petitioners can be given.
- (2) Upon receiving a petition, the local government is to submit the petition to the CEO to be included in his or her deliberations and report on the matter that is the subject of the petition.
- (3) At any meeting, the council is not to vote on any matter that is the subject of a petition presented to that meeting, unless:
 - (a) the matter is the subject of a report included in the agenda; and
 - (b) the council has considered the issues raised in the petition.

4.5 Recording of proceedings

- (1) A person is not to use any electronic, visual or audio recording device or instrument to record the proceedings of the council without the permission of the presiding member.
- (2) If the council gives permission under subclause (1), the presiding member is to advise the meeting, immediately before the recording is commenced, that such permission has been given and the nature and extent of that permission.

4.6 Prevention of disturbance

- (1) A reference in this clause to a person is to a person other than a member.
- (2) A person addressing the council shall extend due courtesy and respect to the council and the processes under which it operates and shall comply with any direction by the presiding member.
- (3) A person observing a meeting shall not create a disturbance at a meeting, by interrupting or interfering with the proceedings, whether by expressing approval or dissent, by conversing or by any other means.
- (4) A person shall ensure that his or her mobile telephone or audible pager is not switched on or used during any meeting of the council.
- (5) A person shall not behave in a manner that is contrary to section 75 of the Criminal Code.

5 CONDUCT OF MEMBERS

5.1 Members to be in their proper places

- (1) At the first meeting held after each Election Day, the CEO is to allot, alphabetically by ward, a position at the council table to each Member.
- (2) Each member is to occupy his or her allotted position at each council meeting.

5.2 Titles to be used

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

5.3 Advice of entry or departure

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

5.4 Members to indicate their intention to speak

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

5.5 Priority of speaking

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

5.6 Presiding member may take part in debates

The presiding member may take part in a discussion of any matter before the council.

5.7 Relevance

- (1) A member is to 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:
 - (i) any irrelevant, repetitious, offensive or insulting language by a member; or
 - (ii) any breach of order or decorum by a member; and
 - (b) direct that member, if speaking, to discontinue his or her speech.
- (3) A member is to comply with the direction of the presiding member under subclause (2) by immediately ceasing to speak.

5.8 Speaking twice

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

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

5.9 Duration of speeches

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

5.10 No speaking after conclusion of debate

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

- (a) after the mover has replied; or

- (b) after the motion has been put.

5.11 No interruption

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

- (a) to raise a point of order;
- (b) to call attention to the absence of a quorum;
- (c) to make a personal explanation under clause 5.13; or
- (d) to move a procedural motion that the member be no longer heard (see clause 8(1)(d)).

5.12 Personal explanations

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

5.13 No reopening of discussion

A member is not to reopen discussion on any council decision, except to move that the decision be revoked or changed (see Part 15).

5.14 Adverse reflection

- (1) A Member is not to reflect adversely on a decision of the Council except on a motion that the decision be revoked or changed.
- (2) A member is not -
 - (a) to reflect adversely on the character or actions of another member or officer; or
 - (b) to impute any motive to a member or officer,unless the meeting resolves, without debate, that the motion then before the meeting cannot otherwise be adequately considered.
- (3) A member is not to use offensive or objectionable expressions in reference to any member, officer or other person.
- (4) If a member specifically requests, immediately after their use, that any particular words used by a member be recorded in the minutes -
 - (a) the presiding member is to cause the words used to be taken down and read to the meeting for verification; and
 - (b) the council may, by resolution, decide to record those words in the minutes.

5.15 Withdrawal of offensive language

- (1) A Member who, in the opinion of the presiding member, uses an expression which -
 - (a) in the absence of a resolution under clause 5.15 -
 - (i) reflects adversely on the character or actions of another member or Officer;or

- (ii) imputes any motive to a member or officer; or
- (b) is offensive or insulting,

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

- (2) If a Member fails to comply with a direction of the presiding member under subclause (1), the presiding member may refuse to hear the member further on the matter then under discussion and call on the next speaker.

6 PRESERVING ORDER

6.1 Presiding member to preserve order

- (1) The presiding member is to preserve order, and, whenever he or she considers necessary, may call any member to order.
- (2) When the presiding member 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 is to preserve strict silence so that the presiding member may be heard without interruption.
- (3) Subclause (2) is not to be used by the presiding member to exercise the right provided in clause 5.6, but to preserve order.

6.2 Point of order

- (1) A member may object, by way of a point of order, only to a breach of -
 - (a) any of this policy; or
 - (b) any other written law.
- (2) 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.

6.3 Procedures on a point of order

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

6.4 Calling attention to breach

A member may, at any time, draw the attention of the presiding member to any breach of these Meeting Procedures.

6.5 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 require the member to make an explanation, retraction or apology.

6.6 Continued breach of order

If a member –

- (a) persists in any conduct that the presiding member had ruled is out of order; or
- (b) refuses to make an explanation, retraction or apology required by the presiding member under clause 6.5(3),

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

6.7 Right of presiding member to adjourn

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

7 DEBATE OF SUBSTANTIVE MOTIONS

7.1 Motions to be stated

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

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

7.2 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 meeting is not open to debate unless the motion has the support required under regulation 10 of the Regulations.

7.3 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 declared carried under this clause is to be recorded in the minutes as a unanimous decision of the council.
- (4) If a member opposes a motion, the motion is to be dealt with under this Part.
- (5) This clause does not apply to a motion to revoke or change a decision which has been made at a council meeting.

7.4 Only one substantive motion at a time

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

7.5 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.

7.6 Member may require motion to be read

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

7.7 Consent of seconder required for alteration

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

7.8 Order of amendments

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

7.9 Form of an amendment

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

7.10 Amendment must not negate original motion

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

7.11 Relevance of amendments

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

7.12 Mover of motion may speak on amendment

Any member may speak during debate on an amendment.

7.13 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.

7.14 Withdrawal of motion or amendment

- (1) Subject to subclause (2), the council may, without debate, grant leave to withdraw a motion or amendment on the request of the mover of the motion or amendment and with the approval of the seconder.
- (2) Where an amendment has been proposed to a substantive motion, the substantive motion is not to be withdrawn, except by consent of the majority of members present, until the amendment proposed has been withdrawn or lost.

7.15 Right of reply

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

8 PROCEDURAL MOTIONS

8.1 Permissible procedural motions

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

- (a) that the debate be adjourned;
- (b) that the meeting now adjourn;
- (c) that the motion be now put;
- (d) that the Member be no longer heard;
- (e) that the ruling of the presiding member be disagreed with;
- (f) that the meeting be closed to the public (see clause 6.2).

8.2 No debate

- (1) The mover of a motion specified in paragraph (a), (b), (c) or (f) of clause 10.1 may speak to the motion for not more than five minutes, the seconder is not to speak other than to formally second the motion, and there is to be no debate on the motion.
- (2) The mover of a motion specified in paragraph (c) or (d) 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.

8.3 Who may move

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

8.4 Procedural motions - right of reply on substantive motion

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

8.5 Debate to be adjourned

A motion "that the debate be adjourned" -

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

8.6 Meeting now adjourn

- (1) A member is not to move or second more than one motion of adjournment during the same sitting of the council.
- (2) Before putting the motion for the adjournment of the council, the presiding member may seek leave of the council to deal first with matters that may be the subject of an adoption by exception resolution (see clause 2.5).
- (3) A motion "that the meeting now adjourn" -
 - (a) is to state the time and date to which the meeting is to be adjourned; and
 - (b) if carried, has the effect that the meeting is adjourned to the time and date specified in the motion.
- (4) A meeting adjourned under subclause (3) is to continue from the point at which it was adjourned, unless the presiding member or the council determines otherwise.

8.7 Motion to be put

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

8.8 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.

8.9 Ruling of the presiding member to be disagreed with

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

9 VOTING

9.1 Motion - when put

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

9.2 Method of taking vote

- (1) In taking the vote on any motion or amendment the presiding member -
 - (a) is to put the motion, first in the affirmative, and then in the negative;
 - (b) may put the motion in this way as often as may be necessary to enable him or her to determine whether the affirmative or the negative has the majority of votes;
 - (c) may accept a vote on the voices or may require a show of hands; and,
 - (d) is, subject to this clause, to declare the result.
- (2) If a member calls for a show of hands, the result of the vote is to be determined on the count of raised hands.

10 MINUTES OF MEETINGS

10.1 Confirmation of minutes

- (1) When minutes of an ordinary meeting of the council are distributed for consideration prior to their confirmation at the next meeting, if a member is dissatisfied with the accuracy of the minutes, the member may provide the local government with a written copy of the alternative wording to amend the minutes no later than 7 clear working days before the next ordinary meeting of the council.
- (2) At the next ordinary meeting of the council, 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.
- (3) Members must not discuss items of business contained in the minutes, other than discussion as to their accuracy as a record of the proceedings.

11 ADJOURNMENT OF MEETING

11.1 Meeting may be adjourned

The council may adjourn any meeting -

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

11.2 Effect of adjournment

Where any matter, motion, debate or meeting is adjourned under these Meeting Procedures-

- (a) the names of members who have spoken on the matter prior to the adjournment are to be recorded in the minutes;
- (b) debate is to be resumed at the next meeting at the point where it was interrupted; and
- (c) the provisions of clause 7.9 [speaking twice] apply when the debate is resumed.

12 SUSPENSION OF MEETING PROCEDURES

12.1 Suspension of Meeting Procedures

- (1) A member may at any time move that the operation of one or more of the provisions of these Meeting Procedures be suspended.
- (2) A member moving a motion under subclause (1) is to state the reasons for the motion but no other discussion is to take place.
- (3) A motion under subclause (1) which is -
 - (a) seconded; and
 - (b) carried by an absolute majority,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.

12.2 Where Meeting Procedures do not apply

- (1) In situations where -
 - (a) one or more provisions of 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 is moved and carried under clause 8.9.