

ELECTORS' MEETING

HOLDING AND CONVENING ELECTORS' MEETINGS

The matters to be discussed at the electors' meetings are to be those prescribed in the *Local Government Act 1995* (the Act) and the *Local Government (Administration) Regulations 1996* (the Regulations).

ATTENDANCE

All members of the general public are able to attend an electors' meetings and attendees must be verified as an elector by Shire Officers upon arrival.

The Shire's *Meeting Procedures Local Law 2015* provides that it may be resolved that a person who is not an elector of the local government can participate in the discussion of the meeting. Attendees who are unable to demonstrate their eligibility to vote to the satisfaction of the Shire Officer will have the opportunity to sit in on the meeting as an observer.

Those attendees eligible to participate in the meeting will be provided with a mechanism to register their vote.

RULES OF CONDUCT

All attendees must be fair and respectful before, during and after the meeting. All council members and Shire employees are to abide by the relevant Code of Conduct.

The presiding member shall decide to accept or reject any written question or motion and where there is any concern about a question or motion being offensive, defamatory or the like, the presiding member will make a determination. Questions or motions determined as offensive, defamatory or the like will not be published.

Furthermore there will be no adverse reflection on council members or Shire employees, and should this occur the statement or question will be ruled out of order and the elector will be asked to resume their seat. The presiding member's decision is final.

ANNUAL ELECTORS' MEETINGS

The Act provides that a general electors' meeting is to be held once every financial year. The matters to be discussed at the annual electors' meeting are to be those prescribed in the Act and the Regulations.

The following order of business will normally apply to an Annual General Meeting of Electors:

1. Opening procedures
2. Receiving of Annual Report
3. General business (further information below)
4. Closure

General Business

During general business, there is an opportunity for attendees to ask questions or move motions. Priority will be given to questions and motions that have been received in writing prior to the meeting.

Questions asked at electors' meetings must relate to a matter within the remit of the Shire of Mundaring.

Motions are decided by vote with each elector present at the meeting is entitled to one vote on each matter to be decided, but can choose not to vote. All decisions are to be made by simple majority. Secret voting is not permitted.

SPECIAL ELECTORS' MEETINGS

The Act provides that a special electors' meeting is to be held on the request of not less than 300 electors, or five percent of the number of electors (whichever is the lesser number); or a third of the number of council members. The request is to specify the matters to be discussed at the meeting.

The following order of business will normally apply to a Special Electors' Meeting:

1. Opening procedures
2. Matter for which the meeting was called
3. Closure

MINUTE TAKING AND RECORDING OF MEETING

Whilst the use of the Electors' Meeting Questions and Motions form is encouraged for the purposes of minute taking, questions and motions may be provided in any written format. Additional forms may be completed as required.

All attendees (electors, observers and members of the press) are to complete the sign in sheet for the purposes of minute taking and the record of attendance.

Please note, electors' meetings may be livestreamed and audio-recorded.

Questions and any response will be summarised and included in the minutes of the annual General Electors' Meeting.

In accordance with section 5.33 of the Act all passed motions (decisions) made at an electors' meeting are to be considered at the next ordinary council meeting or, if that is not practicable; at the first ordinary council meeting after that meeting; or at a special meeting called for that purpose, whichever happens first.

Motions from preceding years electors' meetings, including their consideration and follow up by Council, are available on the Shire's website.

RELEVANT LEGISLATION

Section 5.31 and 5.33 of the *Local Government Act 1995*

Regulation 18 of the *Local Government (Administration) Regulations 1996*

Part 14 of the *Shire of Mundaring Meeting Procedures Local Law 2015*

RELATED DOCUMENTS

[Electors' Meeting Questions and Motions Form](#)

[Code of Conduct for Council Members, Committee Members and Candidates](#)

[Code of Conduct for Employees](#)