

## ELECTORS' MEETING Guidelines

### 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).

Regulation 18 prescribes the procedures to be followed at electors' meetings are to be determined by the person presiding over the meeting, generally the Shire President. Part 14 of the Shire's *Meeting Procedures Local Law 2015* provides for the procedure to be followed at an electors' meeting and the participation of non-electors.

These guidelines have been approved by the Shire President for electors' meetings (both annual General Electors' Meetings and Special Electors' Meetings). The presiding member will advise attendees at the start of the meeting of the procedures to be followed at the meeting as outlined by these Guidelines.

### Attendance

All members of the general public are able to attend an electors' meetings.

In order to be able to:

1. ask a question and/or;
2. move/second a motion and/or;
3. vote;

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.

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

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.

### Rules of Conduct

All council members and Shire Officers are to abide by the relevant Code of Conduct.

All attendees must be fair and respectful before, during and after the meeting.

The presiding member shall decide to accept or reject any written question or motion. 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or motions determined as offensive, defamatory or the like will not be published. The presiding members decision is final.

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.

### **Annual Electors' Meetings**

The Act provides that a general electors' meeting is to be held once every financial year. The annual electors' meeting is to be held on a day selected by the local government not more than 56 days after the local government accepts the Annual Report for the previous 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. Confirmation of minutes of previous meeting
3. Receiving of Annual Report
4. General business
5. Closure

### **Special Electors' Meetings**

The Act provides that a special electors' meeting is to be held on the request of not less than 100 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. A special meeting is to be held on a day selected by the Shire President but not more than 35 days after the request was received

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

1. Opening procedures
2. Confirmation of minutes of previous meeting
3. Matter for which the meeting was called
4. Closure

### **Questions**

A 15 minute period will be set aside for questions. It is at the discretion of the presiding member to determine if this period will be extended by a maximum of two 15 minute periods.

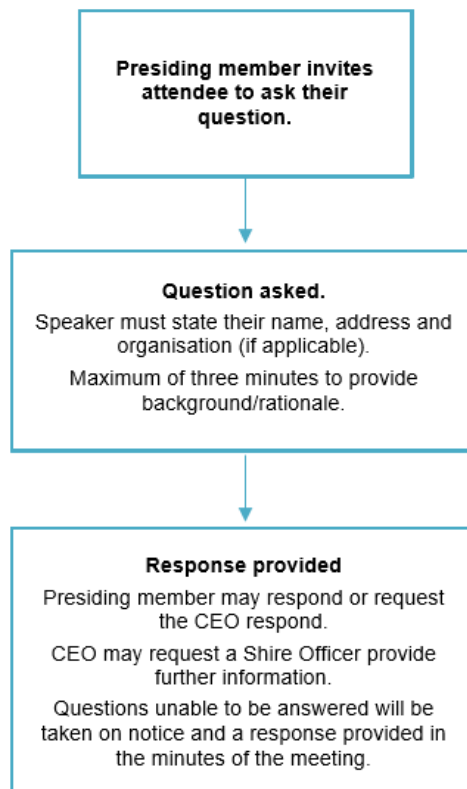
The presiding member will invite attendees to ask their question in order of receipt. Priority will be given to questions that have been received in writing two working

days prior to the meeting. Where questions are materially the same, the presiding member may determine that it not be responded to.

Time permitting, the presiding member may consider further questions from the floor.

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

Generally, the procedure for questions is as follows:



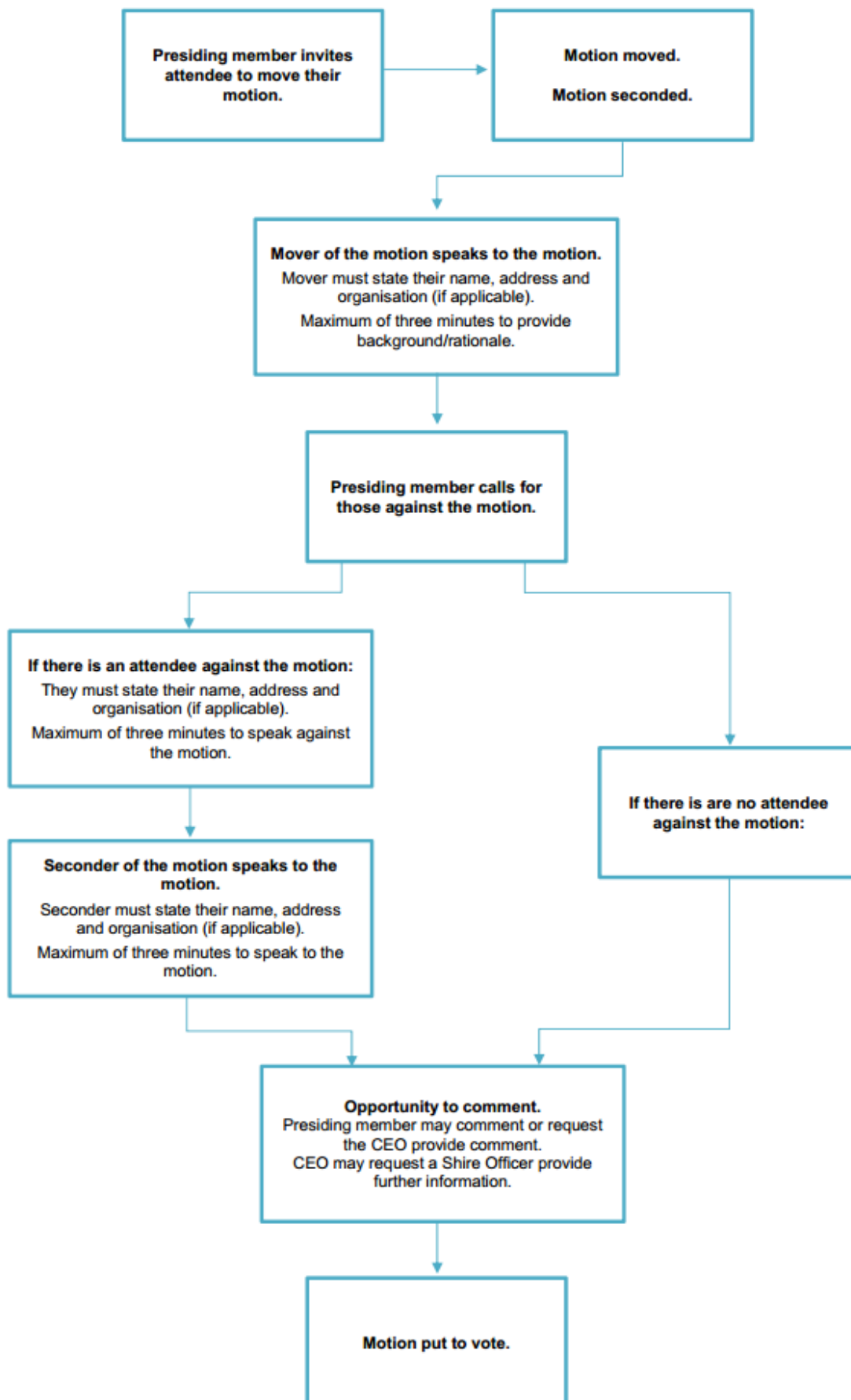
Electors will be offered an opportunity to ask two questions. Thereafter electors will be offered another opportunity to ask further questions once all electors have been provided an opportunity to raise questions and time permitting.

## Motions

A 60 minute period will be set aside for motions. It is at the discretion of the presiding member to determine if this period will be extended by a maximum of two 15 minute periods.

The presiding member will invite attendees to move their motion in order of receipt. Priority will be given to motions that have been received in writing two working days prior to the meeting. Time permitting, the presiding member may consider further motions from the floor.

Generally, the procedure for motions is as follows:



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.

Electors will be offered an opportunity to move two motions. Thereafter electors will be offered another opportunity to move further motions after all other electors have been provided an opportunity to move a motion and time permitting.

### **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.

Members of Council and members of the gallery are advised that 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.

All motions will be recorded in the minutes with the name and organisation (if applicable) of the mover and seconder. 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.

Decisions made at the 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](#)