

PALM ISLAND ABORIGINAL SHIRE COUNCIL

POLICY STATEMENT

Meeting Standing Orders

Times of Council Meetings

To be held on the last Thursday in each month.

Special meetings

(1) The Mayor or CEO may call a special meeting of the Council if it is required to deal with a matter requiring a resolution of the Council.

Agenda for meeting

(1) The CEO must ensure that each meeting notice includes an agenda listing the items to be discussed at the meeting.

(2) The agenda must include—

- (a) items required to be included on the agenda; and
- (b) items that are by resolution of Council to be included on the agenda; and
- (c) items whose inclusion on the agenda is requested by a Council member.

(3) A Council member 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 CEO at least 5 days before the notice of meeting is given.

Conduct of meetings

Order of business

(1) The Council must proceed with its business at a meeting in the order indicated on the agenda for the meeting, or as decided by the Mayor at the meeting.

Notice of meetings

(1) The CEO must give written notice of a meeting setting out the date, time and place of the meeting, to each member of the council, together with any documentation that may be required to be considered by the Council at least 2 days before the day of the meeting.

Conduct of Meetings

Mayor

The Mayor must preside at the meetings of the Council.

Procedure at meetings

The procedure for dealing with business must be in accordance with the agenda.

Maintenance of good order

Acts of disorder by members of the Council

(1) A member of the Council commits an act of disorder at a meeting of the Council if the member—

- (a) Obstructs or interrupts the proper conduct of the meeting; or
- (b) Uses indecent or offensive language; or
- (c) Makes a statement reflecting adversely on the reputation of the Council; or
- (d) Makes a statement reflecting adversely on the character or motives of a member or officer of the Council; or
- (e) Refuses or wilfully fails to comply with a direction given by the Mayor at the meeting.

(2) If a member of the Council has, in the Mayor's opinion, committed an act of disorder, the Mayor may direct the member to make a retraction or apology.

(3) If the member does not comply immediately with a direction under subsection (2), the Mayor may immediately move a motion that the member be suspended for the remainder of the meeting.

(4) If the Mayor moves a suspension motion—

- (a) the motion must be put to the vote immediately without discussion; and
- (b) If the motion is passed, the member must immediately leave the meeting place and must remain away for the period of the suspension.

Acts of disorder by non-members

(1) A person who is not a member of the Council must not interrupt or obstruct the proper conduct of a meeting of the Council.

(2) If a person (other than a member) interrupts or obstructs the proper conduct of a meeting of the Council, the Mayor may ask the person to withdraw from the meeting place.

(3) A person asked to withdraw from a meeting place under subsection (2) must immediately withdraw from the place and remain away until the end of the meeting.

Record of meetings

Minutes of meetings

(1) Minutes of a meeting of the Council must include—

- (a) a copy of any report adopted by the meeting; and
- (b) a copy of any other documentary material necessary for a proper understanding of the proceedings of the meeting.

Motions

(1) A motion brought before a meeting of the Council in accordance with these Standing Orders must be received and put to the meeting by the Mayor.

(2) The Mayor may require a motion or amendment to a motion to be stated in full or be in writing before permitting it to be received.

(3) The Mayor will call the motions in the order in which they appear on the agenda.

Motion to be Seconded

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

Amendment of Motion

- (1) An amendment to a motion must be in terms which retain the identity of the original motion and does not negate the motion.
- (2) Not more than one motion or one proposed amendment to a motion may be put before a meeting of the Council at any one time.

Speaking to Motions and Amendments

The mover of a motion or amendment must state it and state that it is so moved but, may not speak to it until it is seconded.

Method of Taking Vote

Members must vote by a show of hands as directed by the Mayor. The Mayor must declare the result of a vote as soon as it has been determined.

Procedural Motions

- (1) A Member at a meeting of the Council may, at any time, during the debate of a matter at the meeting, move, as a procedural motion -
 - (a) that the question/motion be now put;
 - (b) that the meeting proceed to the next item of business;

Conduct during Meetings

- (1) After a meeting of the Council has been formally constituted and the business commenced, a Council Member must not enter or leave such meeting without first notifying the Mayor.
- (2) When the Mayor rises during the process of a debate, the Member then speaking or offering to speak must immediately be seated, and each Member present is to observe strict silence so that the Mayor may be heard without interruption.

Questions

- (1) A Member may at a meeting ask a question through the Mayor for reply by another Member or an officer regarding any matter under consideration at the meeting.
- (2) A question must be asked categorically and without argument and no discussion is to be permitted at the meeting in relation to a reply or a refusal to reply to the question.
- (3) A Member or officer to whom a question is asked without notice may request that the question be taken on notice for the next meeting.
- (4) Any Member wishing to ask a question relating to the general work or procedure of the Council or any matter under the jurisdiction of a Member or officer, but not related to any matter under consideration at that meeting, is to provide the question in writing to the CEO at least 4 days prior to the meeting at which it is to be asked, unless the Mayor, in the Mayor's discretion, rules otherwise.
- (5) The Mayor may disallow a question which the Mayor considers is inconsistent with good order. However, a Member may move a motion of dissent with the Mayor's ruling and if the motion is carried the Mayor must allow the question.

Disorder

The Mayor may, where disorder arises at a meeting of the Council, adjourn the meeting for 30 minutes. On resumption of the meeting, the Mayor must move a motion, which is to be put without debate, to determine whether the meeting is to proceed. Where the motion is lost, the Mayor must declare the meeting closed, and any outstanding matters referred to a future meeting.

Business of Objectionable Nature

If at a meeting the Mayor or a Member considers that a matter or motion before the meeting is of an objectionable nature or outside the powers of the Council, the Mayor may on his own motion or that of another Member, declare on a point of order that the matter not be considered further.

Public Participation at Meetings

Except when invited to do so by the Mayor, a member of the public must not take part or attempt to take part in the proceedings of a meeting.

GENERAL**Procedure Not Provided For**

If an appropriate or adequate method of dealing with any matter is not provided for in these Standing Orders, the method of dealing with the matter may be determined by resolution upon a motion which may be put without notice in conformity with the Standing Orders.

RESOLUTION DATED: July 2010