MEETING PROCEDURES
LOCAL LAW
PART 1 - PRELIMINARY PROVISIONS ................................................................... 4
1. Title ................................................................................................................ 4
2. Objectives....................................................................................................... 4
3. Authority to make the Local Law................................................................. 4
4. Commencement and End Dates................................................................. 4
5. Revocation of earlier Local law ............................................................... 4
6. Scope ............................................................................................................. 5
7. Definitions....................................................................................................... 5
8. Explanation of Words used in this Local Law.............................................. 6

PART 2 – ELECTION OF THE MAYOR ............................................................. 7
9. Election of the Mayor ...................................................................................... 7
10. Election of Deputy Mayor ......................................................................... 8

PART 3 - MEETING REQUIREMENTS .................................................................. 9
11. Chairing of Meetings ................................................................................... 9
12. Quorum ....................................................................................................... 9
13. Notice of Meetings .................................................................................... 10
14. Form of Agendas and Minutes .................................................................. 10
15. Business at Meetings ............................................................................... 11
16. Order of Business .................................................................................... 11
17. Confirmation of Minutes ............................................................................ 12
18. Public Question Time ................................................................................ 12
19. Petitions and Joint Letters ......................................................................... 13
20. Delegates’ Reports .................................................................................... 13
21. Time Limit for Meetings ........................................................................... 13
22. Speaking Times ........................................................................................ 14
23. Visitors Speaking at Meetings ................................................................... 14
24. Suspension of Standing Orders ............................................................... 14
25. Recording of Meetings .............................................................................. 14

PART 4 – DECISION MAKING AT MEETINGS ....................................................... 15
26. Requirements for Motions and Amendments............................................. 15
27. Procedures with Respect to Motions ......................................................... 15
28. Procedures with Respect to Amendments............................................... 16
29. Rules of Debate ........................................................................................ 16
30. Notices of Motion ...................................................................................... 18
31. Notices of Rescission ................................................................................. 19
32. Changing a Council Policy ....................................................................... 19
33. Formal/Procedural Motions ..................................................................... 20
34. Voting ........................................................................................................ 20
35. Divisions ................................................................................................. 20
PART 5 – BEHAVIOUR AND ORDER AT MEETINGS........................................... 21
36. Courtesy to the Chairperson ........................................................................... 21
37. Points of Order .................................................................................................. 21
38. Dissenting from the Chairperson's Ruling ...................................................... 21
39. Behaviour at Meetings ..................................................................................... 22

PART 6 – PENALTIES ...................................................................................... 23
40. Offences .............................................................................................................. 23
41. Infringement Notices ......................................................................................... 23
42. Payment of Penalty ............................................................................................ 23

PART 7 – THE COMMON SEAL ....................................................................... 24
43. The Common Seal and Sealing Clause.............................................................. 24
MEETING PROCEDURES LOCAL LAW

PART 1 - PRELIMINARY PROVISIONS

1. Title

This Local Law may be cited as the “Meeting Procedures Local Law”.

2. Objectives

The objectives of this Local Law are to:

(1) provide for the peace order and good government of the municipal district; and

(2) provide for the administration of the Council's powers and functions; and

(3) regulate proceedings at Council meetings, committee meetings and other meetings conducted by or on behalf of the Council where the Council has resolved that the provisions of this Local Law are to apply; and

(4) regulate proceedings for the election of the Mayor and Chairpersons of various committees; and

(5) promote and encourage community participation in the system of local government by providing mechanisms within the meeting arrangements for the Council to ascertain the community’s views and expectations; and

(6) regulate the use of the common seal; and

(7) prohibit unauthorised use of the common seal or any device resembling the common seal.

3. Authority to make the Local Law

This Local Law is made pursuant to sections 91 and 111 of the Act.

4. Commencement and End Dates

This Local Law:

(1) Commences on 26 September 2015; and

(2) Unless sooner revoked, this Local Law ceases to operate on 26 September 2025.

5. Revocation of earlier Local law

From the commencement of this Local Law, the following Local Laws are revoked:

(1) Meeting Procedures Local Law (Local Law No.7 of 2009); and

(2) Meeting Procedures (Amendment) Local Law No. 8; and

(3) Meeting Procedures (Amendment) Local Law No. 9.
6. **Scope**

(1) This Local Law applies to:

(a) all *Council* meetings and *Special Committee* meetings; and

(b) any other meeting in respect of which *Council* has resolved that the Local Law is to apply.

(2) In its application to *Special Committee* meetings this Local Law applies:

(a) as if any reference to a *Councillor* is a reference to a member of the *Special Committee*; and

(b) with all other necessary adaptations.

7. **Definitions**

The words identified in italics throughout this Local Law are intended to have the following meanings, unless the context suggests otherwise:

**Act** means the Local Government Act 1989 (as amended from time to time).

**agenda** means a document containing the date, time and place of a *Council meeting* and a list of business to be transacted at the *Council meeting*.

**Authorised Officer** means a person appointed by the *Council* under section 224 of the *Act*.

**Chairperson** means the person who chairs a *Council meeting*.

**Chief Executive Officer** has the meaning ascribed to it by the *Act*.

**common seal** means the common seal of the *Council*.

**the Council** means Kingston City Council.

**Councillor** means a Councillor of the *Council*.

**Council meeting** means an *Ordinary Meeting* or a *Special Meeting* and includes the statutory meeting.

**Delegated Officer** means a *Council* staff member delegated the power to perform a duty imposed, perform a function conferred or exercise a power conferred by this Local Law, whether by direct delegation from the *Council* or by delegation from the *Chief Executive Officer*.

**Deputy Mayor** means any Deputy Mayor of the *Council*.

**division** means the clarification of votes cast by *Councillors*.

**delivered** means giving a *Councillor* a document by hand delivering the document, delivering the document to a specified address or electronically mailing the document.

**Mayor** means the Mayor of the *Council*.

**minutes** means the record of proceedings of a *Council meeting*.

**municipal district** means the municipal district of the *Council*.

**notice of motion** means a notice setting out the text of a motion which a
offence

Ordinary Meeting

penalty

penalty unit

petition

point of order

reasonable notice

Schedule

Special Committee

Special Meeting

statutory meeting

visitor

written or in writing

8. **Explanation of Words used in this Local Law**

(1) Words, the meanings of which are defined in clause 7 of this Local Law or elsewhere in it, appear in italic type in the text.

(2) Introductions to Parts, headings and notes are explanatory only and do not form part of this Local Law. They are provided to assist understanding.

(3) Unless the contrary intention appears, words in the singular include the plural and words in the plural include the singular.
PART 2 – ELECTION OF THE MAYOR

9. Election of the Mayor

The Mayor must be elected in accordance with the following procedures:

1. The Mayor must be elected at a Council meeting which is called the statutory meeting.

2. If the office of the Mayor becomes vacant before the expiration of the normal term of office, the election of another Councillor as Mayor for the remaining period of the normal term of office must be dealt with in the same manner as is prescribed below, at the first scheduled Council meeting which is held more than 48 hours after the vacancy occurs.

3. The statutory meeting may be adjourned immediately after the Mayor is elected to be resumed at another time not more than a week later and at the resumed meeting the Mayor may be invested into office. The Mayor is, however, the Mayor as soon as he or she is elected.

4. The election of the Mayor must be carried out by a show of hands.

5. Prior to undertaking the election of Mayor, and subject to the period of time remaining in the term of the Council, the Council may consider whether to resolve to elect a Mayor for a term of two years.

6. The Acting Chairperson (who should not be a candidate for the office of Mayor) calls for nominations from Councillors for the position of Mayor. Nominations do not require seconding. The Acting Chairperson shall ask each nominee, other than when self-nominated, if he or she accepts the nomination.

7. Once all nominations for the office of Mayor have been received, the following provisions will govern the election of the Mayor:

   (a) if there is only one candidate nomination, the Acting Chairperson will declare that the candidate nominated is deemed to be elected;

   (b) If there is more than one candidate, the Acting Chairperson will call on the Chief Executive Officer to conduct the Mayoral election process.

   (c) if there is more than one candidate, the Councillors present at the Council meeting vote for one of the candidates;

   (d) in the event of a candidate receiving a majority of the votes, that candidate is to be declared to have been elected;

   (e) in the event that no candidate receives an absolute majority of the votes, the candidate with the fewest number of votes is declared to be a defeated candidate. The Councillors present at the Council meeting then vote for one of the remaining candidates;

   (f) if one of the remaining candidates receives a majority of the votes, that candidate is to be declared to be elected. If none of the remaining candidates receives a majority of the votes, the process of declaring the candidates with the fewest number of votes a
defeated candidate and voting for the remaining candidates must be repeated until one of the candidates receives a majority of the votes. Once a candidate receives a majority of votes that candidate is to be declared to be elected.

(g) in the event that no candidate receives a majority of the votes and two or more candidates have received the same lowest number of votes, then the process to exclude a candidate from the next vote (i.e. deemed a defeated candidate) will be conducted by lot.

(h) if a lot is conducted, the Chief Executive Officer will have the conduct of the lot and the following provisions will apply:

(i) each candidate will draw one lot;

(ii) the order of drawing lots will be determined by the alphabetical order of the surnames of the candidates who received an equal lowest number of votes except that if two or more such candidates’ surnames are identical, the order will be determined by the alphabetical order of the Councillors’ first names; and

(iii) as many identical pieces of paper as there are Councillors who received an equal lowest number of votes must be placed in a receptacle. The word “Defeated” shall be written on one of the pieces of paper, and the Councillor who draws the paper with the word "Defeated" written on it must be declared a defeated candidate. The Councillors present at the meeting then vote for one of the remaining candidates.

(i) in the event that no candidate receives a majority of the votes and there are only two remaining candidates, each of whom have received an equality of votes, the process to determine who is elected will be conducted by lot.

(j) if a lot to elect a candidate is conducted, the Chief Executive Officer will have the conduct of the lot and the following provisions will apply:

(i) Two identical pieces of paper must be placed in a receptacle. Each piece of paper will have the name of one of the two remaining candidates’ names written upon it.

(ii) The Chief Executive Officer will advise that the name drawn out will be the name of the elected candidate. The Chief Executive Officer will then draw one of those pieces of papers out of the receptacle and read out the candidates’ name appearing on it, declaring that candidate to be elected as Mayor.

10. Election of Deputy Mayor

The election of a Deputy Mayor (where considered appropriate) will, to the maximum extent practicable, follow the same procedure as that for the election of the Mayor.
PART 3 - MEETING REQUIREMENTS

11. Chairing of Meetings

(1) Where the Mayor is present at a Council meeting, the Mayor will be the Chairperson of that Council meeting.

(2) Where the Mayor is unable to attend a Council meeting for any reason or is required to vacate the chair, the Deputy Mayor (if elected) will be the Acting Chairperson.

(3) Where neither the Mayor nor Deputy Mayor is able to attend a Council meeting for any reason, or neither is able to take the chair, an Acting Chairperson must be elected from among the other Councillors present.

(4) In addition to the duties and discretions provided in this Local Law, the Chairperson:
   (a) must not accept any motion, question or statement which is derogatory or defamatory of any Councillor, member of Council staff or member of the community; and
   (b) must call to order any person who is disruptive or unruly during any Council meeting.

12. Quorum

(1) The quorum for a Council meeting is a majority of the total number of Councillors.

(2) If within half an hour after the time appointed for any Council meeting, a quorum is not present or if the number of Councillors present at a Council meeting is reduced to a number less than a quorum during the Council meeting:
   (a) a majority of the Councillors present; or
   (b) if the Councillors present cannot reach a majority decision or there are no members present, the Chief Executive Officer -

may adjourn the Council meeting up to a week later than the time stated in the agenda for the commencement of the Council meeting or from the date of the latest adjournment.

(3) In any case where under this clause a Council meeting is adjourned, the Chief Executive Officer must give notice verbally or in writing, which can include by telephone or electronic mail, to all Councillors of the date and time to which the meeting has been adjourned. In cases where the adjournment is a second or subsequent adjournment, then the period of a week runs from the time and date to which the Council meeting was last adjourned.

(4) There is no limit on the number of times that a Council meeting can be adjourned under this clause.

(5) If a quorum cannot be achieved or maintained due to the disclosure of conflicts of interest by the majority of Councillors, the Chief Executive
Officer, or, in his or her absence, a member of Council staff authorised for this purpose, must adjourn the Council meeting for a length of time sufficient to enable the dispensation for the affected Councillors to be obtained from the Minister administering the Act.

13. Notice of Meetings

(1) The date, times and places of Council meetings may be determined from time to time by the Council and notice of these determinations must be provided by the Chief Executive Officer:

(a) to the public in accordance with the Act by notice in a newspaper generally circulating in the municipal district and on the Council’s website; and

(b) to Councillors either incorporated or accompanied by an agenda of the business to be dealt with, which must be delivered to every Councillor at least 48 hours before the Council meeting.

(2) Notice of a Special Meeting and the agenda for a Special Meeting may be delivered to Councillors less than 48 hours before the Special Meeting if exceptional circumstances exist.

14. Form of Agendas and Minutes

(1) The Chief Executive Officer must determine, from time to time, the form of –

(a) the agenda to be used; and

(b) the minutes which are to be kept.

(2) Different forms of agendas or for the keeping and presentation of minutes may be determined for the various types of meetings held.

(3) Subject to sub-clause (1), the minutes of a Council meeting must include the following information:

(a) the date, time and place of the Council meeting, the time of its commencement and conclusion and the time of any adjournment and resumption of the Council meeting; and

(b) the names of Councillors present and a record of their attendance (relative to items considered at the Council meeting) during the whole Council meeting; and

(c) the names of members of Council staff or other advisers present; and

(d) required details of any conflict of interest disclosures by Councillors and members of Council staff; and

(e) formal reports by Councillors who report as delegates, or by members of Council staff or other advisers; and

(f) the names of Councillors:

(i) who move and second any motion or amendment; and
(ii) who, when a division is called, vote for and against the motion or abstain from voting; and

(iii) who request that their name be recorded in the minutes as voting against a motion or amendment; and

(g) the text of any motion or amendment which is proposed, whether or not it is seconded; and

(h) an indication of any formal submission made verbally pursuant to a statutory right by a visitor; and

(i) a summary of any question asked in accordance with clause 18 of the Local Law by a visitor at a Council meeting and a summation of the answer given verbally at the Council meeting.

15. Business at Meetings

(1) Only business contained in the agenda may be dealt with at Council meetings unless sub-clause (2) applies.

(2) A matter may be dealt with as urgent business if:

(a) at an Ordinary Meeting a majority of Councillors vote in favour of the matter being dealt with as urgent business; or

(b) at a Special Meeting of Council, all Councillors are present and unanimously vote in favour of the matter being dealt with as urgent business in accordance with the Act (s 84(4)).

16. Order of Business

(1) Business at Council meetings must include:

(a) apologies; and

(b) disclosures of conflicts of interest, which must be made at any point in the meeting described in the agenda as well as in compliance with the Act; and

(c) designation of items of business as confidential in compliance with the Act.

(2) Subject to sub-clause (1), business at Ordinary Meetings must also include:

(a) confirmation of minutes; and

(b) Public Question Time; and

(c) petitions; and

(d) notices of motion; and

(e) delegates’ reports; and

(f) urgent business.
17. Confirmation of Minutes

(1) A copy of the minutes of a Council meeting must be delivered to Councillors with reasonable notice prior to the Council meeting at which those minutes are to be confirmed.

(2) When the confirmation of the minutes is to be dealt with at a Council meeting, the Chairperson may:

(a) seek a motion to confirm the minutes, or to confirm the minutes subject to rectification of an alleged omission from or inaccuracy in the minutes; or

(b) ask: “Is any item in the minutes opposed?” Opposition can only be expressed in regard to items in the minutes on the basis that the record is incomplete or inaccurate. The Chairperson must not allow discussion or motions on any other issue than an alleged omission from or inaccuracy in the minutes.

(3) If no Councillor indicates opposition, the Chairperson must declare the minutes to be confirmed.

(4) If any Councillor indicates opposition, he or she must specify the particular item or items in the minutes concerned and can, after asking any questions to clarify the matter, only move a motion to rectify the alleged error(s) in the record.

18. Public Question Time

(1) Visitors present at an Ordinary Meeting may submit questions to be answered during the meeting.

(2) Questions must be submitted to the Council by:

(a) Submitting an online question form on the Council’s website by 10.00am on the day of an Ordinary Meeting; or

(b) Placing a hard copy question form in the Question Box situated in the Council Chamber foyer by 8.00pm on the day of an Ordinary Meeting.

(3) At the discretion of the Chairperson, questions may be answered verbally during the “Public Question Time” segment by a Councillor or a member of Council staff present at the Ordinary Meeting or later in writing. Questions submitted late must be either dealt with at the next Ordinary Meeting or at the discretion of the Chief Executive Officer may be answered in writing.

(4) Questions will be answered in the Council Chamber only if the questioner is present in the gallery. Where a questioner is not present, a response will be provided in writing.

(5) Individual members of the public are permitted to ask a maximum of five questions during any one Public Question Time.

(6) An answer must only be given to the Ordinary Meeting if the Chairperson has determined that the relevant question:
(a) does not relate to a matter beyond or outside the *Council’s* powers; and

(b) is not defamatory, indecent, abusive or objectionable; and

(c) is not repetitive of a question already answered (whether at that meeting or an earlier one); and

(d) is not asked to be derogatory of or to embarrass a *Councillor*, a member of *Council* staff or a member of the community; and

(e) does not relates to a matter already considered and resolved upon by the *Council*.

(7) No debate on questions asked or answers given is permitted.

19. **Petitions and Joint Letters**

(1) Every *petition* or joint letter presented to the *Council* shall be *in writing* (other than in pencil), typed or printed, containing the request of the petitioners or signatories, and be signed by at least 12 people.

(2) A *petition* or joint letter addressed to any *member* personally which requires a decision of or directions from the *Council* must be referred by the *Councillor* who receives it to the *Chief Executive Officer*.

(3) Notwithstanding sub-clause (2) where a *petition* or joint letter presented to a *Council meeting* relates to an item of business on the *agenda*, the *petition* or joint letter may be considered by the *Council* as part of its deliberations on the item.

20. **Delegates’ Reports**

(1) At an *Ordinary Meeting*, the *Mayor* and *Councillors* who are delegates or representatives of the *Council* on other bodies may report to the *Council meeting* on issues of importance to the *Council*, notwithstanding that the report is not listed on the *agenda*.

(2) No motion (except to receive any such report) can be accepted by the *Chairperson* unless there is a matter raised in it which is resolved in the manner prescribed by sub-clause 15(2) to be urgent business.

21. **Time Limit for Meetings**

(1) Subject to sub-clause (2) a *Council meeting* must conclude no later than four hours after the commencement of the meeting.

(2) A *Council meeting* may be extended beyond four hours by resolution.

(3) Business not completed by the conclusion time of a *Council meeting* is deemed to be adjourned.

(4) The *Chief Executive Officer* must give notice of the adjourned *Council meeting* to all *Councillors* in the same manner as is prescribed in clause 13(1)(b).
22. **Speaking Times**

(1) No *Councillor* may speak longer than the time set out below unless granted an extension by the meeting:

(a) mover of a motion – five minutes

(b) *Councillor* speaking to a motion or amendment – three minutes

(c) closing statement (right of reply) – two minutes

(d) presenter of delegate’s report – three minutes

(2) A motion for an extension of time, once carried, shall allow a *Councillor* a further three minutes in which to speak.

23. **Visitors Speaking at Meetings**

(1) The *Chairperson* at his or her discretion may allow any *visitor* at a *Council meeting* at any time to address the *Council meeting* on any matter which is before the meeting at the time, if the *Chairperson* is of the view that such an address may provide information of benefit to *Councillors*.

(2) The *visitor* addressing the *Council meeting* cannot speak for more than 3 minutes (unless granted more time by the *Chairperson*).

24. **Suspension of Standing Orders**

(1) At any *Council meeting* any provision or provisions of this Local Law, except those relating to a quorum and to the procedures for the election of the *Mayor*, may by resolution of that *Council meeting* be suspended for any part of or the whole of the *Council meeting*.

(2) No motion, except one which proposes the resumption of standing orders, may be accepted by the *Chairperson* or be lawfully dealt with during any suspension of this Local Law.

(3) The purpose of such suspension of standing orders is to enable full discussion of any particular issue and the resumption of such provisions must take place before any motions are put.

(4) Suspension should not be used purely to dispense with the processes and protocol of the government of the *Council*.

25. **Recording of Meetings**

(1) In accordance with the Recording of Public Council Meetings Policy, the *Chief Executive Officer* (or other persons authorised by the *Chief Executive Officer*) may record on suitable video or audio recording equipment all the proceedings of a *Council meeting*. 
PART 4 – DECISION MAKING AT MEETINGS

26. Requirements for Motions and Amendments

(1) A motion may be moved by a Councillor as a formal proposal that the Council meeting should resolve in certain terms.

(2) A motion having been moved and seconded may be amended by leaving out, inserting or adding words in a manner that leave the intention and effect of the motion materially undisturbed.

(3) A motion which purports to be amendment but which if passed would directly contradict or negate the motion or materially deprive the motion of effect cannot be accepted as an amendment.

(4) A motion or amendment which is proposed by a Councillor at a Council meeting must be:

(a) clearly expressed and unambiguous; and

(b) not defamatory or objectionable in nature; and

(c) relevant to an item on the agenda (unless it relates to an item which has been agreed by the meeting as urgent business).

(5) Any motion or amendment which differs in wording from a recommendation or notice of motion which is on the agenda must, if required by the Chairperson, be written out by the proposer and given to the Chairperson. If required by a Councillor, a copy must be given to all Councillors present before any further debate takes place on the matter or before the vote on it is taken. The Chairperson may adjourn the Council meeting to allow time for these requirements to be met.

(6) Any motion or amendment which does not conform to sub-clause (3) or (4) may be rejected by the Chairperson.

27. Procedures with Respect to Motions

(1) A Councillor proposing to move a motion must first indicate a wish to address the Chairperson.

(2) Once recognised by the Chairperson, the mover must state the motion without speaking to it.

(3) The Chairperson must call for a seconder (other than the mover).

(4) Any motion which is not seconded lapses.

(5) Once a motion is seconded, the Chairperson may:

(a) invite Councillors to speak in accordance with clause 29(6); or

(b) ask whether the motion is opposed and if no opposition is indicated, the Chairperson may then put the motion to the vote without debate; or
at any time during the debate ask whether the motion is opposed or is further opposed and if no such opposition is indicated, may put it to the vote without further debate.

(6) Where a motion is in two or more parts, upon request from a Councillor, the Chairperson may at his or her discretion put each part to the vote separately.

(7) Subject to clause 29, a motion must be put to the vote when the Chairperson believes that the issues have been reasonably canvassed in the debate.

(8) The moving or seconding of a motion cannot be withdrawn, except with leave of the Chairperson. Where leave is granted, the Chairperson may:

(a) seek a substitute mover or seconder; or

(b) if there is no willingness to be the substitute mover or seconder, declare the motion as lapsed.

28. Procedures with Respect to Amendments

(1) Any Councillor, including the mover and seconder of a motion, may move or second any amendment to the motion.

(2) The procedures contained in clause 29 should be followed to deal with an amendment.

(3) When any amendment is put to the vote and declared carried by the Chairperson, it thereupon becomes the substantive motion and can be further amended.

(4) Only one amendment can be before the Council meeting at a time and until it is put to the vote no further amendment can be proposed, but with the leave of the Chairperson another amendment or motion can be foreshadowed by any Councillor stating in brief terms the nature of it.

(5) Where a proposed alteration from another Councillor is accepted by the mover and seconder, such alteration shall not be regarded as an amendment to the motion.

29. Rules of Debate

(1) A Councillor may only speak once on the motion and once on any amendment of a motion subject to sub-clause (2).

(2) The mover of a motion has a right of reply with respect to the debate on his or her motion immediately before the vote is taken, but that right of reply is lost if an amendment to the motion is carried.

(3) Once a right of reply has been exercised, the Chairperson must put the motion to the vote without making comment or permitting any further comment on the motion.

(4) The mover of an amendment has no right of reply.
(5) A Councillor may address the Council meeting to explain why the Councillor proposes to abstain from the voting on a motion, but shall not then speak in favour or opposition to the motion.

(6) The Chairperson shall invite Councillors to speak on a motion or amendment in the following order:

(a) mover (this opportunity cannot be deferred to later in the debate);
(b) seconder (may be reserved or deferred to later in the debate);
(c) other Councillors; then
(d) mover’s right of reply (where applicable).

(7) A Councillor may, when no other Councillor is speaking, ask any question concerning or arising out of the motion or amendment before the Chairperson. The Chairperson has the right to limit questions and direct that debate be commenced or resumed.

(8) A Councillor must not in any debate make any defamatory, indecent, abusive, offensive or disorderly statement or comment or a statement or comment which is objectionable in language, substance or nature.

(9) If a statement or comment is made contrary to sub-clause (7), the Chairperson may call upon the Councillor to withdraw it and apologise and if that is required the Councillor concerned must immediately and unreservedly do so.

(10) In cases where there is competition for the right to speak at a Council meeting then the Chairperson must decide the order in which Councillors will speak.

(11) If a debate is adjourned by motion then the Councillor who moved the adjournment has the right to speak first when the debate is resumed.

(12) A Councillor must not be interrupted except by the Chairperson or upon a point of order being taken.

(13) A Councillor is not deemed to be speaking on the motion or amendment before the meeting when:

(a) calling a point of order; or
(b) asking a question; or
(c) foreshadowing a new motion or further amendment; or
(d) making a request under clause 27(6)

(14) When exercising a right of reply, a Councillor must not introduce new material.

(15) If a resolution is made at a Council meeting, the substance of the resolution cannot be further discussed at that meeting.
(16) The Councillors and members of Council staff in any Council meeting must be referred to by their official titles.

(17) The Chairperson may address the Council meeting upon any matter under discussion and will not be deemed to have left the chair on such occasions.

(18) Except in cases of sickness or physical disability, a Councillor at any Council meeting must stand when speaking.

30. Notices of Motion

(1) A notice of motion must be:

(a) in writing; and

(b) signed by one (1) Councillor; and

(c) lodged with the Chief Executive Officer by 9.00am five clear days before the date of the Council meeting nominated in the notice of motion.

(2) Any notice of motion received after the time specified in sub-clause (1) must, unless withdrawn in writing, be included on the next appropriate Council meeting agenda.

(3) A notice of motion may be withdrawn at any time prior to the scheduled Council meeting at which the notice of motion is proposed.

(4) The Chief Executive Officer or Delegated Officer:

(a) must arrange for every notice of motion received by him or her to be numbered and endorsed with the date and time of it being received, and for it to be kept or entered, in the order received, in a register of notices of motion; and

(b) must list the notice of motion (and if more than one, in the order they were received), on the next appropriate Council meeting agenda unless the notice of motion nominates a specific Council meeting date; and

(c) may include on the agenda immediately following a notice of motion any comment which provides relevant factual information concerning the issues dealt with in such notice of motion.

(5) If the Councillor who has given a notice of motion is not present at the Council meeting when the matter is the next item on the agenda to be considered, the Chairperson may move it or may call upon any other Councillor to move it and if the motion is not moved (and seconded) it lapses.

(6) Any notice of motion may be amended and the mover and seconder may accept a proposed amendment and the mover may amend the motion prior to it being seconded.
31. Notices of Rescission

(1) A Councillor may propose a notice of motion to rescind or alter a previous resolution that has not been acted on.

(2) A notice of motion to rescind or alter a previous resolution must:

(a) be signed by three Councillors and dated; and

(b) delivered in writing, to the Chief Executive Officer, no later than 5.00pm on the second day following the meeting of the Council at which the resolution proposed to be rescinded or altered was carried.

(3) A resolution will be deemed to have been acted on if:

(a) its contents have or substance has been communicated in writing to a person whose interests are materially affected by it; or

(b) a statutory process has been commenced,

so as to vest enforceable rights in or obligations on the Council or any other person.

(4) The Chief Executive Officer or an appropriate member of Council staff must defer implementing a resolution which:

(a) has not been acted on; and

(b) is the subject of a notice of motion to rescind or alter a previous resolution which has been delivered to the Chief Executive Officer in accordance with sub-clause (2)(b),

unless deferring implementation of the resolution would have the effect of depriving the resolution of efficacy.

(5) If a notice of motion to rescind or alter a previous resolution is lost, a similar motion may not be put before the Council for at least 3 months from the date it was last lost, unless the Council resolves that the notice of motion be re-listed at a future Council meeting.

(6) If a notice of motion to rescind or alter a previous resolution is not moved at the Council meeting at which it is listed, it lapses.

(7) A notice of motion to rescind or alter a previous resolution listed on an agenda may be moved by any Councillor present but may not be amended.

32. Changing a Council Policy

(1) Where the Council intends to review, amend or update one or more of its policies, a notice to rescind or alter a previous resolution is not required. The new decision, despite being inconsistent with the earlier decision, reflects the Council’s changed policy position and does not rescind or amend the earlier decision.

(2) Notwithstanding sub-clause (1) an appropriate course of action should be the submission of a notice of motion, in accordance with clause 26(1) of this
Local Law, requesting an officer report regarding the proposed policy change.

33. **Formal/Procedural Motions**

(1) The form and effect of, and procedure with respect to, formal/procedural motions are set out in Schedule 1.

34. **Voting**

(1) All voting on matters is by show of hands.

(2) Where a Councillor intends to abstain from voting on a matter the Councillor must indicate to the Chairperson that he/she is abstaining from voting.

(3) Notwithstanding clause 35, at any Council meeting a Councillor may ask that his or her name be recorded in the minutes as having voted in the negative, immediately after the Chairperson has put any motion, amendment or other question to the vote and has announced the result of that vote.

(4) In the event of a tied vote, the Chairperson must exercise a second vote, or casting vote, in accordance with the Act.

35. **Divisions**

(1) At any Council meeting a division may be called by a Councillor immediately after the Chairperson has put any motion, amendment or other question to the vote and has announced the result of that vote.

(2) A division cannot be called once consideration of the next item on the agenda has commenced.

(3) The calling of a division sets aside the result of the voting announced by the Chairperson.

(4) The result of a division supersedes the result of the original vote and a Councillor may change his or her previous vote when a division is called.

(5) When a division has been called, the Chairperson must:

   (a) ask Councillors voting in the affirmative to stand and announce the names of those Councillors; then

   (b) ask for those voting in the negative to stand and announce the names of those Councillors; then

   (c) ask for those abstaining from voting to stand and announce the names of those Councillors.

(6) The names of Councillors voting in the affirmative and in the negative and Councillors abstaining from voting must be recorded in the minutes of the Council meeting.

(7) The Chairperson must announce the result of the vote immediately after the division is taken.
PART 5 – BEHAVIOUR AND ORDER AT MEETINGS

36. Courtesy to the Chairperson

When speaking at a Council meeting, all persons shall direct their attention primarily towards the Chairperson.

37. Points of Order

(1) A point of order is an objection that the motion, amendment or statement made is:

(a) contrary to this Local Law or the provisions of the Act; or
(b) defamatory; or
(c) irrelevant; or
(d) improper; or
(e) obscene; or
(f) abusive or objectionable language or behaviour; or
(g) outside Council’s powers.

(2) A Councillor may take a point of order by stating briefly the matter which is the subject of the point of order and the ground in sub-clause (1) upon which the point of order is being made.

(3) When a point of order is called the Councillor speaking at the time must stop (unless asked by the Chairperson for an explanation), until the Chairperson rules upon it.

(4) The Chairperson may not take a point of order.

(5) The Chairperson may adjourn the Council meeting to consider a point of order which has been taken and shall rule upon it as soon as possible and before the business of the Council meeting proceeds further.

(6) The Chairperson must, when ruling upon a point of order, state the provision of this Local Law or other legislation, rule, custom or practice upon which he or she is basing the ruling. The Chairperson’s determination is, subject to clause 38(2), final.

(7) A point of order cannot be taken for the sole purpose of:

(a) expressing a mere difference of opinion; or
(b) contradicting a speaker; or
(c) disrupting the meeting.

38. Dissenting from the Chairperson’s Ruling

(1) When the Chairperson makes a ruling during a Council meeting a Councillor may move a motion to the effect that the meeting dissent from the Chairperson’s ruling.
(2) When a motion of dissent is moved and is seconded the following procedures must be followed:

(a) the Chairperson asks the mover, then the seconder, to speak to their motion and the matter is then further debated as required. The matter is put to the vote and the Chairperson announces the result; and

(b) the Chairperson is bound by the result of the motion of dissent - if it is passed then his or her previous ruling is changed so that it conforms to the motion of dissent, if it is defeated then his or her previous ruling stands.

(3) The defeat of the Chairperson's ruling is not a vote of no-confidence in the Chairperson and must not be so regarded by the meeting.

39. Behaviour at Meetings

(1) Visitors at Council meetings:

(a) must not interject or take part in the debate; and

(b) must preserve silence in the gallery at all times during a Council meeting; and

(c) must not operate photographic, audio or video recording equipment or any other recording device at any Council meeting without first obtaining the consent of the Chairperson. Such consent may at any time during the course of such Council meeting be revoked by the Chairperson.

(2) If any visitor or Councillor is called to order by the Chairperson for any improper or disorderly conduct and thereafter again acts in breach of this Local Law, the Chairperson may order him or her to leave the meeting room or building.

(3) The Chairperson may ask any Authorised Officer, Delegated Officer or member of the Victoria Police to remove from the meeting room or building any person whom the Chairperson has ordered to leave the meeting room or building under this clause.

(4) If the Chairperson is of the opinion that disorder at the Council table or in the gallery makes it desirable to adjourn the Council meeting, he or she may adjourn the meeting to a later time on the same day or to some later day as he or she thinks appropriate up to a week later than the time stated in the agenda for the commencement of the Council meeting.

(5) In any case where under this clause a Council meeting is adjourned, the Chief Executive Officer must give notice, verbally or in writing, to all Councillors of the date and time to which the Council meeting has been adjourned.
PART 6 – PENALTIES

40. Offences

(1) It is an offence:

(a) for a Councillor to not withdraw a statement or comment which is defamatory, indecent, abusive, offensive, disorderly or objectionable in language, substance or nature, and to not apologise, when called upon twice by the Chairperson to do so.

Penalty: 5 penalty units

(b) for any visitor to not leave the meeting room or building when ordered by the Chairperson to do so under clause 39(2).

Penalty: 5 penalty units

(c) for a Councillor to not leave the meeting room or building when ordered by the Chairperson to do so under clause 39(2).

Penalty: 5 penalty units

(d) for any person to fail to obey a direction of the Chairperson relating to the conduct of the meeting and the maintenance of order.

Penalty: 5 penalty units

(e) for any visitor to contravene clause 39(1)(c) of this Local Law.

Penalty: 5 penalty units

41. Infringement Notices

(1) The fixed penalty in respect of an infringement notice is two penalty units.

(2) As an alternative to prosecution an Authorised Officer or Delegated Officer may issue an infringement notice to any person who breaches this Local Law.

42. Payment of Penalty

(1) A person issued with an infringement notice may pay the penalty to the Chief Executive Officer, Kingston City Council, Council Offices (wherever located from time to time).

(2) A person issued with an infringement notice is entitled to disregard the infringement notice and defend a prosecution in court.
PART 7 – THE COMMON SEAL

43. The Common Seal and Sealing Clause

(1) The common seal may be used only on the authority of the Council and a person must not use it without that authority.

 Penalty:  5 penalty units

(2) The Chief Executive Officer must keep the common seal in safe custody.

(3) The form of the common seal and sealing clause is to be as detailed in Schedule 2 or to like effect.

(4) Every document to which the common seal is affixed must be signed by one Councillor and the Chief Executive Officer, unless sub-clause (5) applies.

(5) The Council may delegate to the Chief Executive Officer the authority to affix the common seal to any group or class of documents and in such cases the document only requires the signature of the Chief Executive Officer to attest the affixing of the common seal.
<table>
<thead>
<tr>
<th>FORMAL/PROCEDURAL MOTION</th>
<th>FORM</th>
<th>MOVER &amp; SECONDER</th>
<th>MATTER IN RESPECT OF WHICH MOTION MAY BE MOVED</th>
<th>WHEN MOTION IS PROHIBITED</th>
<th>EFFECT IF CARRIED</th>
<th>EFFECT IF LOST</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Adjournment of debate to later hour and/or date</td>
<td>That this matter be adjourned to am/pm and/or date</td>
<td>Any Councillor</td>
<td>Any matter</td>
<td>(a) During election of a Chairperson (b) When another Councillor is speaking</td>
<td>Motion and amendments postponed to the stated time and/or date</td>
<td>Debate continues unaffected</td>
</tr>
<tr>
<td>2. Adjournment of debate indefinitely</td>
<td>That this matter be adjourned until further notice</td>
<td>Any Councillor</td>
<td>Any matter except (a) election of a Chairperson (b) a matter in respect of which a call of the Council has been made for that meeting</td>
<td>(a) During the election of a Chairperson (b) When another Councillor is speaking (c) When the matter is one in respect of which a call of the Council has been made</td>
<td>Motion and any amendment postponed but may be resumed at any later meeting if on agenda</td>
<td>Debate continues unaffected</td>
</tr>
<tr>
<td>3. Adjournment of meeting to later hour or date</td>
<td>That the meeting be adjourned to am/pm and/or date</td>
<td>Any Councillor</td>
<td>Any meeting</td>
<td>(a) During the election of a Chairperson (b) When another Councillor is speaking</td>
<td>Meeting adjourns immediately until the stated time and/or date</td>
<td>Debate continues unaffected</td>
</tr>
<tr>
<td>序号</td>
<td>FORMAL/PROCEDURAL MOTION</td>
<td>FORM</td>
<td>MOVER &amp; SECONDER</td>
<td>MATTER IN RESPECT OF WHICH MOTION MAY BE MOVED</td>
<td>WHEN MOTION IS PROHIBITED</td>
<td>EFFECT IF CARRIED</td>
</tr>
<tr>
<td>---</td>
<td>--------------------------</td>
<td>------</td>
<td>------------------</td>
<td>-----------------------------------------------</td>
<td>---------------------------</td>
<td>-------------------</td>
</tr>
<tr>
<td>4</td>
<td>Adjournment of meeting indefinitely</td>
<td>That this meeting be adjourned until further notice</td>
<td>Any Councillor</td>
<td>Any matter except election of a Chairperson</td>
<td>(a) During the election of a Chairperson (b) When another Councillor is speaking (c) During a meeting which is a call of the Council</td>
<td>Meeting adjourns until an agenda is delivered under clause 13</td>
</tr>
<tr>
<td>5</td>
<td>The closure</td>
<td>That the motion now be put</td>
<td>Any Councillor</td>
<td>Any matter</td>
<td>During nominations for Chairperson</td>
<td>Motion or amendment in respect of which the closure is carried is put to the vote immediately without debate of this motion</td>
</tr>
<tr>
<td>6</td>
<td>Laying question on the table</td>
<td>That the question lie on the table</td>
<td>Any Councillor</td>
<td>Any matter except election of a Chairperson</td>
<td>(a) During the election of a Chairperson (b) During a meeting which is a call of the Council</td>
<td>Motion and amendments not further discussed or voted on until: [insert detail]</td>
</tr>
<tr>
<td>FORMAL/PROCEDURAL MOTION</td>
<td>FORM</td>
<td>MOVER &amp; SECONDER</td>
<td>MATTER IN RESPECT OF WHICH MOTION MAY BE MOVED</td>
<td>WHEN MOTION IS PROHIBITED</td>
<td>EFFECT IF CARRIED</td>
<td>EFFECT IF LOST</td>
</tr>
<tr>
<td>--------------------------</td>
<td>------</td>
<td>------------------</td>
<td>-----------------------------------------------</td>
<td>--------------------------</td>
<td>------------------</td>
<td>----------------</td>
</tr>
<tr>
<td>6. Continued</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(a) The Council resolves to take from the table at the same meeting (b) The matter is placed on an agenda and the Council resolves to take the question from the table</td>
<td></td>
</tr>
<tr>
<td>7. Previous question</td>
<td>That the question be not now put</td>
<td>Any Councillor</td>
<td>Any matter except (a) election of a Chairperson (b) a matter in respect of which a call of the Council has been made for that meeting (c) when the matter is one in respect of which a call of the Council has been made</td>
<td>(a) During the election of a Chairperson (b) when another Councillor is speaking (c) when the matter is one in respect of which a call of the Council has been made</td>
<td>(a) No vote or further discussion on the motion until it is placed on an agenda for a later meeting (b) Proceed to next business</td>
<td>Motion (as amended up to that time) is put immediately without further amendment or debate</td>
</tr>
</tbody>
</table>
CITY OF KINGSTON  
Meeting Procedure Local Law  
SCHEDULE 1 - FORMAL/PROCEDURAL MOTIONS CONTD...

<table>
<thead>
<tr>
<th>FORMAL/PROCEDURAL MOTION</th>
<th>FORM</th>
<th>MOVER &amp; SECONDER</th>
<th>MATTER IN RESPECT OF WHICH MOTION MAY BE MOVED</th>
<th>WHEN MOTION IS PROHIBITED</th>
<th>EFFECT IF CARRIED</th>
<th>EFFECT IF LOST</th>
</tr>
</thead>
<tbody>
<tr>
<td>7. Continued</td>
<td></td>
<td></td>
<td></td>
<td>(d) when an amendment is before the meeting</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Proceeding to next business</td>
<td>That the meeting proceed to the next business NOTE: (a) may not be amended (b) may not be debated &amp; (c) must be put to the vote as soon as seconded</td>
<td>Any Councillor</td>
<td>Any matter except (a) election of a Chairperson (b) a matter in respect of which a call of the Council has been made for that meeting</td>
<td>(a) During the election of a Chairperson (b) when another Councillor is speaking (c) when the matter is one in respect of which a call of the Council has been made</td>
<td>If carried in respect of: (a) an amendment, the meeting considers the motion without reference to the amendment (b) a motion, no vote or further discussion on the motion until it is placed on an agenda for a later meeting</td>
<td>Debate continues unaffected</td>
</tr>
</tbody>
</table>
Kingston City Council
Meeting Procedures Local Law
Schedule 2 - Form of Common Seal

The Common Seal of the Kingston City Council was hereunto affixed in the presence of:

.................................................. Councillor An image of the Common Seal appears in the original copy of this local law.

.................................................. Chief Executive Officer
Council resolved to give notice of its intention to adopt this Local Law on 27 July 2015 and resolved to adopt the Meeting Procedures Local Law on 21 September 2015.

Notices of the proposal to make and of the making of this Local Law were included in the Victorian Government Gazette on 6 August 2015 and 1 October 2015.

The Public Notice of the proposal to make and confirmation of the making of this Local Law was given in the local newspapers on 5 August and 30 September 2015.

The **Common Seal** of the Kingston City Council was

hereunto affixed in the presence of:

.................................................... Councillor

.................................................... Chief Executive Officer