

<b>Version Control and Objective ID</b>	Version No: 7	Objective ID: A7410096
<b>Approved by Council on</b>		
<b>Date of Review</b>	1 April 2024	

## Table of Contents

1. Statement .....	3
2. Purpose and Principles.....	3
3. Corporate Plan Links .....	3
4. Regulatory Authority.....	3
5. Scope.....	3
6. Roles and Responsibilities.....	4
7. Meeting Procedures.....	4
8. Procedures for Meetings of Council .....	4
<b>8.1. Presiding Officer</b> .....	4
<b>8.2. Times of Meeting</b> .....	4
<b>8.3. Notice and Agendas for meetings</b> .....	5
<b>8.4. Order of Business</b> .....	5
<b>8.5. Special Meetings</b> .....	6
<b>8.6. Attendance at committee meetings</b> .....	7
<b>8.7. Leave of absence from meetings</b> .....	7
<b>8.8. Absence from meetings</b> .....	8
<b>8.9. Mayoral minute</b> .....	8
<b>8.10. Petitions</b> .....	8
<b>8.11. Matters of Public Interest</b> .....	9
<b>8.12. Deputations</b> .....	9
<b>8.13. Repealing or amending resolutions</b> .....	10
<b>8.14. Statement of Reasons</b> .....	10
<b>8.15. Adjournments</b> .....	10

9.	Motions .....	11
9.1.	Notice of matter to be included on agenda by Councillor .....	11
9.2.	Motion to be moved and seconded .....	11
9.3.	Absence of Mover of Motion.....	12
9.4.	Amendment of Motion .....	12
9.5.	Foreshadowed motions and amendments .....	12
9.6.	Withdrawal of Motion .....	13
9.7.	Speaking to Motions and Amendments.....	13
9.8.	Method of taking vote .....	14
10.	Procedural motions.....	15
10.1.	Process for procedural motions .....	15
10.2.	That the motion be put.....	15
10.3.	That the motion items be voted on separately .....	16
10.4.	That the debate on the motion or amendment be adjourned .....	16
10.5.	That the meeting proceed to the next item.....	16
10.6.	That the matter lie on the table .....	16
10.7.	That the matter be taken from the table.....	16
10.8.	Points of Order .....	16
10.9.	Motion of dissent.....	17
10.10.	That the report/document be tabled.....	17
10.11.	Suspension of Meeting Procedures.....	18
10.12.	That the meeting be adjourned/resumed .....	18
10.13.	Closed meetings .....	18
10.14.	Questions .....	19
11.	Maintenance of Good Order.....	20
11.1.	Business of objectionable nature .....	20
11.2.	Disorder .....	20
11.3.	Acts of disorder by members of the local government or a committee.....	20
12.	Public attendance at meetings .....	20
12.1.	Attendance of public and media at meetings.....	20
12.2.	Public participation at meetings.....	21
13.	Monitoring and Evaluation .....	21

14. Definitions .....	21
15. Policy Owner .....	22

## 1. Statement

Council is strongly committed to ensuring that the local government principles are reflected in the conduct of local government meetings and committee meetings.

## 2. Purpose and Principles

This policy provides a framework for the orderly and proper conduct of meetings of the local government and its committees.

“The following local government principles underpin Council’s commitment to meeting processes:

- transparent and effective processes, and decision-making in the public interest; and
- sustainable development and management of assets and infrastructure, and delivery of effective services; and
- democratic representation, social inclusion and meaningful community engagement; and
- good governance of, and by, local government; and
- ethical and legal behaviour of Councillors and local government employees

## 3. Corporate Plan Links

This policy aligns with the following iFuture 2021-2026 Corporate Plan theme:

- A Trusted and Leading Organisation

## 4. Regulatory Authority

- *Local Government Act 2009*
- *Local Government Regulation 2012*
- Ipswich City Council Councillor Code of Conduct
- Ipswich City Council Investigations Policy

## 5. Scope

This policy applies to all Councillors and Council staff that attend and participate in committee and Council meetings. It sets out the processes that must be followed in relation to meeting protocol. This policy does not deal with meeting conduct, this process is outlined in a corresponding policy titled Meeting Conduct Policy.

## 6. Roles and Responsibilities

The Chief Executive Officer is responsible for the implementation of this policy.

The Mayor and Councillors are responsible for ensuring that processes and behaviour are undertaken in accordance with this policy.

The Executive Services Branch of the Coordination and Performance Department is responsible for ensuring the publication of this policy on Council's website.

## 7. Meeting Procedures

7.1 These Meeting Procedures provide rules for the conduct of:

- Local government meetings;
- Local government standing committee meetings; and
- Local government advisory committee meetings.

7.2 Any provision of these Meeting Procedures may be suspended by resolution of any meeting of Council. A separate resolution is required for any such suspension of a provision of the Meeting Procedures and must specify the purpose and duration of each suspension.

7.3 Where at a local government meeting a matter arises which is not provided for in these Meeting Procedures, such matters shall be determined by the Chairperson of the meeting in consultation with members of the meeting or by resolution of Council upon a motion which may be put without notice but otherwise in conformity with these Meeting Procedures.

## 8. Procedures for Meetings of Council

### 8.1. Presiding Officer

8.1.1 The Mayor will preside at a meeting of Council.

8.1.2 If the Mayor is absent or unavailable to preside, the Deputy Mayor will preside.

8.1.3 If both the Mayor and the Deputy Mayor are absent or unavailable to preside, a Councillor chosen by the Councillors present at the meeting will preside at the meeting.

8.1.4 Council will choose the Chairperson for a Committee meeting. This Chairperson will normally preside over meetings of the Committee.

8.1.5 If the Chairperson of a Committee is absent or unavailable to preside, the Deputy Chairperson will preside. If both the Chairperson and Deputy Chairperson are absent or unavailable to preside, a Councillor chosen by the Councillors present will preside over the Committee meeting.

### 8.2. Times of Meeting

8.2.1 The local government may, by resolution, fix the days and times for its ordinary meetings.

8.2.2 If there is no resolution fixing the day and time for an ordinary meeting, the Chief Executive Officer may fix the date and time for the meeting.

8.2.3 Before the Chief Executive Officer fixes the date and time for an ordinary meeting, the Chief Executive Officer will, if practicable, consult with the Mayor about the proposed day and time for the meeting.

### 8.3. Notice and Agendas for meetings

8.3.1 The Agenda may contain:

- Notice of meeting
- Minutes of the previous meetings
- Business arising out of previous meetings
- Business which the Mayor wishes to have considered at that meeting without notice (Mayoral Minute)
- Matters of which notice has been given
- Committees' reports to Council referred to the meeting by the CEO
- Officers' reports to Council referred to the meeting by the CEO
- Deputations and delegations
- Any other business Council determines by resolution be included in the agenda paper.

8.3.2 Business not on the Agenda or not fairly arising from the Agenda shall not be considered at any Meeting unless permission for that purpose is given by Council at such meeting.

8.3.3 Business must be in accordance with the adopted Terms of Reference for each Committee.

### 8.4. Order of Business

8.4.1 Before proceeding with the business of the meeting, the person presiding at the meeting shall undertake the acknowledgement and/or greetings deemed appropriate by the Council.

8.4.2 The order of business shall be determined by resolution of Council from time to time. The order of business may be altered for a particular meeting where the Councillors at that meeting pass a motion to that effect. A motion to alter the order of business may be moved without notice.

8.4.3 Unless otherwise altered, the order of business for an ordinary meeting shall be as follows:

- Opening of meeting
- Welcome to country or acknowledgement of country
- Opening Prayer
- Attendances including apologies and leave of absence
- Condolences
- Tributes

- Presentation of petitions
- Presentations and deputations
- Public Participation
- Matters of Public Interest
- Declaration of Interests
- Confirmation of Minutes
- Mayoral Minute
- Business Outstanding – including conduct matters and matters lying on the table to be dealt with
- Reception and consideration of committee reports
- Chief Executive Officer's Report
- Officers Reports
- Notices of Motion
- Questions on notice

8.4.4 Unless otherwise altered, the order of business for a standing committee meeting shall be as follows:

- Opening of meeting
- Welcome to country or acknowledgement of country
- Attendances including apologies and leave of absence
- Declaration of Interests
- Confirmation of Minutes
- Business Outstanding – including matters lying on the table to be dealt with
- Officers Reports
- Notices of Motion
- Matters Arising

8.4.5 The minutes of a preceding meeting whether an ordinary, special or standing committee meeting, not previously confirmed shall be taken into consideration, at the next relevant meeting of Council, in order that such minutes may be confirmed and no discussion shall be permitted with respect to such minutes except with respect to their accuracy as a record of the proceedings.

8.4.6 The procedure of a committee for dealing with business must be in accordance with procedural directions given to the committee by resolution of Council or if there is no procedural direction governing a particular matter, the Chairperson's decision.

## 8.5. Special Meetings

8.5.1 The Chief Executive Officer must call a special meeting of the local government if—

- the special meeting is required by a resolution of the local government; or
- the Chief Executive Officer considers a matter should be brought before the Council for discussion; or
- a written request for the special meeting is given to the Chief Executive Officer in accordance with subsection 8.5.2 below.

8.5.2 A written request for a special meeting of the local government must—

- be signed by the Mayor or three or more Councillors; and
- specify the purpose of the special meeting; and
- propose a date and time for the holding of the special meeting.

8.5.3 The Chief Executive Officer calls a special meeting by giving written notice of the date and time of the meeting and the business to be conducted at the meeting to each Councillor.

8.5.4 The order of business for a special meeting of Council shall be as follows:

- Opening of meeting
- Welcome to country or acknowledgement of country
- Opening Prayer
- Attendances including apologies and leave of absence
- Officer's Reports.

A mayoral minute is allowed but must only relate to the specific matter that has been notified in the request for special meeting.

## 8.6. Attendance at committee meetings

8.6.1 Any Councillor of the local government may attend a meeting of a committee and may address the committee in accordance with section 8.4.6 of this policy.

8.6.2 A Councillor must attend a meeting of committee or Council in person, except if there is a natural disaster or severe weather prevents the Councillor from attending the place of the meeting or unless a resolution is passed that the Councillor be allowed to take part in the meeting by teleconference.

## 8.7. Leave of absence from meetings

8.7.1 Councillors must seek a leave of absence from an ordinary or committee meeting where a Councillor cannot attend a meeting due to private or business purposes.

8.7.2 Leave is granted at the discretion of the Council.

8.7.3 An application for leave of absence does not need to be made in person, and as a result, Council may grant such leave while a Councillor is absent.

8.7.4 Where a Councillor needs to seek leave from more than a single meeting, such requests are to be made in writing to the CEO specifying the dates of the meeting/s for the

requested leave. The CEO will inform the chairperson of the relevant meeting of the request.

8.7.5 If a Councillor attends a meeting for which leave has been granted previously, any future absence requires additional leave to be granted, regardless if the original leave covered any future meetings.

8.7.6 A leave of absence is automatically granted to a Councillor where the Council passes a formal resolution for a Councillor to attend a conference or event.

## 8.8. Absence from meetings

8.8.1 A request by a Councillor for a leave of absence for not attending a meeting will be recorded in the minutes.

8.8.2 Where a Councillor is absent from a meeting without an approved leave of absence or submitted apology, the Councillor will not be listed in the apologies section of the meeting minute.

## 8.9. Mayoral minute

8.9.1 The Mayor may direct the attention of Council to a matter or subject not on the agenda by a minute signed by the Mayor, without notice, on any matter or topic that is within the jurisdiction of the Council or of which the Council has official knowledge.

8.9.2 The Mayor must deliver a copy of the Mayoral Minute for an ordinary meeting of the local government to the Chief Executive Officer.

8.9.3 The Mayoral Minute shall, when introduced, take precedence over all business before, or to come before, the meeting of the local government.

8.9.4 A motion comprising the Mayoral Minute may be put by the Mayor without being seconded at any stage of the ordinary meeting considered appropriate by the Mayor.

8.9.5 If the motion comprising the Mayoral Minute is passed, the Mayoral Minute becomes a resolution of the local government.

8.9.6 Amendments or variations to Mayoral Minutes that are consistent with the intent of the terms of the minute are permitted, provided such amendments have the agreement of the Mayor.

## 8.10. Petitions

8.10.1 Any petition presented to a meeting of Council shall:

- be in legible writing/print or an e-petition and contain a minimum of ten (10) names;
- include the name and contact details of the Principal Petitioner (i.e., one person who is the organiser and who will act as the key contact for the issue);
- include the postcode of all petitioners, and

- for printed petitions, have the details of the specific request/matter appear on each page of the petition.

8.10.2 Where a Councillor presents a petition to a meeting of Council, no debate on or in relation to it shall be allowed and the only motion which may be moved is that the petition be received; or received and referred to a committee or officer for consideration and a report back to the Council; or not be received because it is deemed invalid.

8.10.3 Council will respond to the Principal Petitioner in relation to all petitions.

### 8.11. Matters of Public Interest

8.11.1 Matters of Public Interest may be raised by any Councillor where notice is provided to the Chairperson and CEO 1 (one) full business day prior to meeting commencement.

8.11.2 An outline of the matter proposed to be heard must be submitted in writing and will be included in the minutes of the meeting.

8.11.3 Only 1 (one) item is permitted per councillor on any meeting date with a maximum speaking time of 5 minutes.

8.11.4 Where more than one matter has been proposed for discussion on any meeting date, the Chairperson shall determine the order and number allowed to be heard.

8.11.5 A matter may be disallowed if it is deemed not of genuine public interest.

8.11.6 The only motion which may be moved is that the matter be noted; or noted and referred to a committee, or officer for consideration and a report back to the Council.

### 8.12. Deputations

8.12.1 A deputation wishing to attend and address a meeting of Council shall apply in writing to the CEO not less than seven (7) business days before the meeting.

8.12.2 The CEO, on receiving an application for a deputation shall notify the Chairperson who shall determine whether the deputation may be heard. The CEO or relevant General Manager shall inform the deputation of the determination in writing. Where it has been determined the deputation will be heard, a convenient time shall be arranged for that purpose, and an appropriate time period allowed.

8.12.3 For deputations comprising three or more persons, only three persons shall be at liberty to address Council unless the Councillors at the meeting determine otherwise by resolution.

8.12.4 A deputation shall be given adequate opportunity to explain the purpose of the deputation however the maximum total time allocated per deputation will not exceed 15 minutes, unless otherwise agreed by the Chairperson.

8.12.5 If a member of the deputation other than the appointed speakers interjects or attempts to address the Council, the Chairperson may finalise the deputation.

8.12.6 The Chairperson may terminate an address by a person in a deputation at any time where:

- the Chairperson is satisfied that the purpose of the deputation has been sufficiently explained to the Councillors at the meeting;
- the time period allowed for a deputation has expired, or
- the person uses insulting or offensive language or is derogatory towards Councillors or staff members.

8.12.7 The CEO is responsible for the deputation including that the appointed speaker/s are notified in writing of developments or future actions as appropriate.

### 8.13. Repealing or amending resolutions

8.13.1 A resolution of Council is effective from the moment it is passed and it is the function and duty of the Chief Executive Officer to give effect to such resolution.

8.13.2 A resolution can only be rescinded or repealed if it has not been acted upon.

8.13.3 Motions to repeal or amend a resolution of Council are to be made by:

- i. A notice of motion signed by two or more Councillors, lodged to the Chief Executive Officer at least 7 days before the meeting at which the proposal is to be made.
- ii. A notice of intention submitted by an officer with approval of the CEO in a report for consideration by the council.

8.13.4 Notice of the rescission motion must be given to Councillors at least 5 days before the meeting it will be considered.

8.13.5 Where a rescission motion is received in accordance with 8.12.3 above, the original resolution shall be placed in abeyance.

8.13.6 Where a motion to repeal or amend a resolution of Council is defeated, a motion to the same, or like effect, will not be considered for at least three (3) months after the date the relevant motion was defeated.

### 8.14. Statement of Reasons

8.14.1 In accordance with section 254H of the Local Government Regulation 2012, if a decision made at a meeting is inconsistent with a recommendation or advice given to Council by an advisor of the Council, the minutes of the meeting must include a statement of the reasons for not adopting the recommendation or advice.

### 8.15. Adjournments

8.15.1 An adjournment may be called by the Chairperson at any time in order for a rest break. Such break will be taken in a separate room.

## **9. Motions**

### **9.1. Notice of matter to be included on agenda by Councillor**

- 9.1.1 Any Councillor requesting a matter to be included on an agenda, must give notice in writing to the Chief Executive Officer at least five (5) business days before the notice of meeting is required to be given.
- 9.1.2 Councillors may advise whether the notice of motion is to go to the next ordinary meeting or next appropriate committee meeting. However the CEO, in setting the agendas, may determine that the notice of motion is best dealt with by another committee or ordinary meeting.
- 9.1.3 Notice of motions must:
- be framed as succinctly as possible;
  - not include argument or discussion or excessive background material;
  - be relevant to the good order of the business of the Council; and
  - not be an action that could be dealt within operational procedures.

### **9.2. Motion to be moved and seconded**

- 9.2.1 A Councillor is required to 'move' a motion and then another Councillor is required to 'second' the motion.
- 9.2.2 A motion or an amendment to a motion shall not be debated at a meeting of Council unless or until the motion or the amendment is seconded, with the exception of Procedural Motions.
- 9.2.3 When a motion has been moved and seconded, it shall become subject to the control of Council and shall not be withdrawn without the consent of Council.
- 9.2.4 Other Councillors can propose amendments to the motion which must be voted on before voting on the final motion.
- 9.2.5 A motion brought before a meeting of Council in accordance with the Local Government Act 2009 or these meeting procedures shall be received and put to the meeting by the Chairperson. The Chairperson may require a motion or amendment to a motion to be stated in full or be in writing before permitting it to be received.
- 9.2.6 The Chairperson may call the notices of motion in the order in which they appear on the agenda, and where no objection is taken to a motion being taken as a formal motion, the Chairperson may put the motion to the vote without discussion.

### 9.3. Absence of Mover of Motion

- 9.3.1 Where a Councillor who has given notice of a motion is absent from the meeting of Council at which the motion is to be considered, the motion may be:
- moved by another Councillor at the meeting; or
  - deferred to the next appropriate committee or ordinary meeting.

### 9.4. Amendment of Motion

- 9.4.1 A Councillor who proposes or seconds a motion may propose or second an amendment to that motion.
- 9.4.2 An amendment to a motion shall be in terms which maintain or further clarify the intent of the original motion and do not contradict the motion.
- 9.4.3 Not more than one motion or one proposed amendment to a motion may be put before a meeting of Council at any one time.
- 9.4.4 Where an amendment to a motion is before a meeting of Council, no other amendment to the motion shall be considered until after the first amendment has been put.
- 9.4.5 Where a motion is amended by another motion, the original motion shall not be put as a subsequent motion to amend that other motion.
- 9.4.6 If the amendment is carried, it becomes the motion and is to be debated. If the amendment is lost, debate is to resume on the original motion.
- 9.4.7 An amendment may become the motion without debate or a vote where it is accepted by the Councillors who moved and seconded the original motion ie; the amendment becomes a variation to the original motion.
- 9.4.8 The amendment must be moved before debate on the motion has been concluded and the right of reply of the mover of the motion has been exercised.

### 9.5. Foreshadowed motions and amendments

- 9.5.1 A Councillor may propose a foreshadowed motion in relation to the matter the subject of the original motion before the Council, without a seconder during debate on the original motion.
- 9.5.2 The foreshadowed motion is only to be considered if the original motion is lost or withdrawn and the foreshadowed motion is then moved and seconded. If the original motion is carried, the foreshadowed motion lapses.
- 9.5.3 Where an amendment has been moved and seconded, a Councillor may, without a seconder, foreshadow a further amendment that they propose to move after the first amendment has been dealt with.

- 9.5.4 There is no limit to the number of foreshadowed amendments that may be put before the Council at any time. However, no discussion can take place on foreshadowed amendments until the previous amendment has been dealt with and the foreshadowed amendment has been moved and seconded.
- 9.5.5 Foreshadowed motions and foreshadowed amendments are to be considered in the order in which they are proposed. However, foreshadowed motions cannot be considered until all foreshadowed amendments have been dealt with.
- 9.5.6 Foreshadowed motions and foreshadowed amendments are required to be moved and seconded before debate can commence.

## 9.6. Withdrawal of Motion

- 9.6.1 If a motion has been moved and seconded, the mover of the motion may elect to withdraw the motion:
- before the motion is voted on; or
  - before an amendment to the motion is moved and seconded.
- 9.6.2 If an amendment to a motion is accepted by the Councillors who have moved and seconded a motion, the original motion is deemed to be withdrawn and the motion, as accepted, will become the motion.
- 9.6.3 A motion or amendment may be withdrawn by the mover thereof with the consent of Council, which shall be signified without debate, and a Councillor shall not speak upon such motion or amendment thereof after the mover has been granted permission by Council for its withdrawal.
- 9.6.4 If the majority of Councillors object to the withdrawal of the motion or amendment, it may not be withdrawn.

## 9.7. Speaking to Motions and Amendments

- 9.7.1 The mover of a motion or amendment shall read it and shall state that it is so moved but shall not speak to it until it is seconded.
- 9.7.2 A Councillor may make a request to the Chairperson for further information before or after the motion or amendment is seconded.
- 9.7.3 The order of speakers will be:
- the Councillor moving the motion;
  - Councillors alternatively against and for the motion;
  - once alternative speakers are exhausted, as determined by the Chairperson;
  - the mover of the motion has the final right of reply, provided there has been a speaker against the motion or amendment; and
  - the mover of an amendment motion will have no right of reply.

- 9.7.4 If the amendment to a motion is passed, the Councillor who moved the original motion will have the right of reply to the amended motion.
- 9.7.5 Once the right of reply has been exercised on a motion, the debate on the motion is closed.
- 9.7.6 Each Councillor shall speak no more than once to the same motion or same amendment except as a right of reply.
- 9.7.7 Each speaker shall be restricted to not more than five (5) minutes unless permission from the meeting to extend this time has been granted.
- 9.7.8 Where two or more Councillors indicate they may wish to speak at the same time, the Chairperson shall determine who is entitled to priority.

#### 9.8. Method of taking vote

- 9.8.1 Before any matter is put to the vote, the Chairperson may direct the motion or amendment to be read again by the Chief Executive Officer or other officer who is taking the minutes of the meeting.
- 9.8.2 The Chairperson must, in taking the vote on a motion or amendment, put the question, first in the affirmative and then in the negative and may do so as often as necessary to form and declare an opinion as to whether the affirmative or the negative has the majority vote.
- 9.8.3 Councillors must vote by a show of hands.
- 9.8.4 The Chairperson must call for all Councillors in favour of the motion to indicate their support. The Chairperson must then call for all Councillors against the motion to indicate their objection.
- 9.8.5 All voting at Council meetings (including committee meetings) must be recorded in the minutes of meeting with the names of Councillors who voted for and against each motion or amendment (including the use of the casting vote) being recorded.
- 9.8.6 In accordance with the *Local Government Regulation 2012*, if a Councillor present fails to vote, the Councillor is taken to have voted in the negative and this will be recorded in the minutes accordingly, including the fact that the councillor failed to vote.
- 9.8.7 The Chairperson shall declare the result of a vote or a division as soon as it has been determined.
- 9.8.8 All motions and details of their outcome (ie whether they were lost or carried) must be recorded in the minutes.
- 9.8.9 If a motion is carried unanimously, this must be recorded in the minutes accordingly.

- 9.8.10 Except upon a motion to repeal or amend it, the resolution shall not be discussed after the vote has been declared.
- 9.8.11 If a report contains distinct recommendations, the decision of Council may be taken separately on each recommendation.
- 9.8.12 To avoid any doubt or where there is any conflict about the recording of the minutes of Council meetings, all voting must be recorded in accordance with 9.8.5 of this *Meetings Procedure Policy*.

## 10. Procedural motions

### 10.1. Process for procedural motions

- 10.1.1 A Councillor at a meeting of Council may, during the debate of a matter at the meeting, move, as a procedural motion, without the need for a seconder the following motions:

- that the question/motion be now put;
- that the motion items be voted on separately;
- that the motion or amendment now before the meeting be adjourned;
- that the meeting proceed to the next item of business;
- that the motion/question lie on the table;
- that the motion/question be taken from the table;
- a point of order;
- a motion of dissent against the Chairperson's decision;
- that this report/document be tabled;
- suspension of meeting procedures;
- that the meeting stand adjourned.

### 10.2. That the motion be put

- 10.2.1 A procedural motion, "that the motion be put", may be moved in order to bring on the finalisation of a motion.
- 10.2.2 A Councillor may move that a motion or an amendment be now put:
- if the mover of the motion or amendment has spoken in favour of it and no Councillor expresses an intention to speak against it; or
  - if at least two Councillors have spoken in favour of the motion or amendment and at least two Councillors have spoken against it.
- 10.2.3 Where such a procedural motion is carried, the Chairperson must immediately put the motion, or amendment to that motion under consideration.

10.2.4 Where such procedural motion is lost, debate on the motion or amendment to that motion shall continue.

### 10.3. That the motion items be voted on separately

10.3.1 Where a procedural motion, "that the motion items be voted on separately", is carried, each separate recommendation item will be voted on as if it was an individual motion.

### 10.4. That the debate on the motion or amendment be adjourned

10.4.1 The procedural motion, "that the debate on the motion or amendment be adjourned", will specify a time or date, to which the debate will be adjourned.

### 10.5. That the meeting proceed to the next item

10.5.1 Where a procedural motion, "that the meeting proceed to the next item" is carried, debate on the matter that is the subject of the motion shall cease. However, debate on the matter of the motion may be considered again by Council on the giving of notice in accordance with the meeting procedures.

### 10.6. That the matter lie on the table

10.6.1 A procedural motion, "that the matter lie on the table", shall only be moved where the Chairperson or a Councillor requires additional information on the matter, or the result of some other action of Council or person is required, before the matter may be concluded at the meeting. Where such a procedural motion is passed, the Council shall proceed with the next matter on the business paper.

10.6.2 If the motion to lay the matter on the table is lost, debate continues and the motion cannot be moved again in respect of that substantive motion.

10.6.3 If the motion to lay the matter on the table is moved and carried whilst an amendment is before the chair, both the motion and the amendment are laid on the table.

10.6.4 If the motion is carried, the matter is unable to be dealt with until a procedural motion 'that the matter be lifted from the table and dealt with' is carried.

### 10.7. That the matter be taken from the table

10.7.1 The motion, "that the matter be taken from the table", can only be taken from the table by the same committee or the ordinary meeting.

10.7.2 Once the matter is returned to the table, all members, whether or not they have previously spoken, have the right to speak.

### 10.8. Points of Order

10.8.1 A member who is speaking shall not be interrupted, except by the Chairperson or upon a point of order, in which event the member shall resume the member's seat and remain silent until the Chairperson has ceased speaking or the point of order has been disposed of, whereupon the member so interrupted may, if permitted, proceed.

10.8.2 Any Councillor may ask the Chairperson to decide on a 'point of order' where it is believed that:

- another Councillor has failed to comply with these meeting procedures;
- a matter before the meeting is in contravention of the Local Government Act/Regulations, or is beyond the jurisdiction power of Council or is of an objectionable nature;
- another Councillor's conduct at the meeting may constitute inappropriate conduct, misconduct or corrupt conduct.

10.8.3 A point of order cannot be used as a means of contradicting a statement made by a Councillor speaking about a matter.

10.8.4 Where a 'point of order' is raised, consideration of the matter to which the motion was raised shall be suspended and the Chairperson shall determine whether the point of order is upheld.

10.8.5 Upon a point of order arising during the process of a debate, a member may speak to a point of order.

10.8.6 Notwithstanding anything contained in these meeting procedures to the contrary, all points of order at any time arising shall, until decided, suspend the consideration and decision of every other motion or matter.

#### 10.9. Motion of dissent

10.9.1 A Councillor may move 'a motion of dissent' in relation to a ruling of the Chairperson on a point of order. Where such motion is moved, further consideration of any matter shall be suspended until after a ruling is made.

10.9.2 Where a motion of dissent is carried, the matter to which the ruling of the Chairperson was made shall proceed as though that ruling had not been made.

10.9.3 Where as a result of that ruling the matter was discharged as out of order, it shall be restored to the business paper and be dealt with in the normal course of business.

10.9.4 Where a motion of dissent is not carried, the ruling of the Chairperson will stand.

#### 10.10. That the report/document be tabled

10.10.1 The motion, 'that this report/document be tabled', may be used by a Councillor to introduce a report or other document to the meeting, only if the report or other document is not otherwise protected under confidentiality or information privacy laws. On tabling the document, it ceases to be a confidential document and is available for public scrutiny.

10.10.2 The only motion which will be moved following tabling is that:

- the report/document be received and referred to a committee or an employee for consideration and report back to the meeting; or
- the report/document not be received.

### 10.11. Suspension of Meeting Procedures

- 10.11.1 A procedural motion, “that a provision of these meeting procedures be suspended for a specified period”, may be made by any Councillor in order to permit some action that otherwise would be prevented by a procedural rule.
- 10.11.2 A procedural motion to suspend a rule shall specify the reason and duration of such a suspension.
- 10.11.3 At the conclusion of the specified period, a procedural motion “to resume a provision of these meeting procedures” shall be made to reinstate all provisions of the meeting procedures to the meeting.

### 10.12. That the meeting be adjourned/resumed

- 10.12.1 A procedural motion, “that the meeting be adjourned”, may be moved by a Councillor at the conclusion of debate on any matter on the business paper or at the conclusion of a Councillor’s time for speaking to the matter, and shall be put without debate.
- 10.12.2 Such a procedural motion will specify a time for the resumption of the meeting and on resumption of the meeting the Council shall continue with the business before the meeting at the point where it was discontinued on the adjournment.

### 10.13. Closed meetings

- 10.13.1 Local Government and standing committees may resolve that a meeting be closed to the public if its Councillors or members consider it necessary to discuss any of the matters as detailed in section 254J of the Local Government Regulation 2012 (Closed meetings).
- 10.13.2 If a closed session includes attendance by teleconference, the Councillor/s attending by teleconference must maintain confidentiality by ensuring no other person can hear their conversation.
- 10.13.3 To take an issue into a closed session, the Local Government must first pass a resolution to do so.
- 10.13.4 A resolution that a local government meeting be closed **must** state the matter that is to be discussed as outlined in the section 254J(3) of the *Local Government Regulation 2012* and **must** include an overview of what is to be discussed while the meeting is closed.
- 10.13.5 If the matter is known in advance, the agenda should clearly identify that the matter will be considered in closed session and name the topic to be discussed and a brief explanation of why it is deemed necessary to take the issue into closed session.
- 10.13.6 The minutes of a Local Government must detail the matter discussed and reasoning for discussing the matter in closed session. The Local Government must also ensure that it complies with the statutory obligations associated with recording of passed resolutions.
- 10.13.7 Where a procedural motion, "that the Council resolve to close the meeting to the public for the purpose of ....." is passed, all members of the public must leave and not re-enter

the room where the meeting is being held until a procedural motion "that the Council meeting be re-opened to the public" is passed.

- 10.13.8 A resolution (other than procedural) of the Local Government or committee must be made in a public meeting. A resolution cannot be made in a closed meeting.

#### 10.14. Questions

- 10.14.1 A Councillor may at a Council meeting ask a question for reply by another Councillor or an officer regarding any matter under consideration at the meeting.
- 10.14.2 Questions relating to general work or procedure of the local government or any matter under the jurisdiction of the local government but not related to any matter under consideration at that meeting are not allowed.
- 10.14.3 A question shall be asked categorically and without argument and no discussion shall be permitted at the meeting of Council in relation to a reply or a refusal to reply to the question.
- 10.14.4 A Councillor or officer to whom a question is asked without notice may request that the question be taken on notice for response at the next meeting. In this instance the question must be reduced to writing and provided by the relevant Councillor or Chief Executive Officer.
- 10.14.5 A Councillor who asks a question at a meeting, whether or not upon notice, shall be deemed not to have spoken to the debate of the motion to which the question relates.
- 10.14.6 The Chairperson may disallow a question which is considered inconsistent with an acceptable request or good order, provided that a Councillor may move a motion that the Chairperson's ruling be disagreed with, and if such motion be carried the Chairperson shall allow such question.

## **11. Maintenance of Good Order**

### **11.1. Business of objectionable nature**

- 11.1.1 If at a meeting the Chairperson or a Councillor considers that a matter or motion before a meeting is of an objectionable nature or outside the powers of the local government, the Chairperson may, on the Chairperson's own volition or at the request of another Councillor, declare that the matter not be considered further.

### **11.2. Disorder**

- 11.2.1 The Chairperson may adjourn the meeting of Council, where disorder arises at a meeting other than by a Councillor. On resumption of the meeting, the Chairperson shall move a motion, which shall be put without debate, to determine whether the meeting shall proceed. Where such a motion is lost, the Chairperson shall declare the meeting closed, and any outstanding matters referred to a future meeting.

### **11.3. Acts of disorder by members of the local government or a committee**

- 11.3.1 If a member of the local government or committee fails to leave the meeting place as directed by the Chairperson, an authorised person may, at the request of the Chairperson, exercise reasonable force to remove the member and to keep the member away, from the meeting place.

## **12. Public attendance at meetings**

### **12.1. Attendance of public and media at meetings**

- 12.1.1 An area shall be made available at the place where any meeting of Council is to take place for members of the public and representatives of the media to attend the meeting and as many members of the public as reasonably can be accommodated in that area shall be permitted to attend the meeting.
- 12.1.2 When the Council is sitting in Closed Session, the public and representatives of the media shall be excluded.
- 12.1.3 The Chairperson may direct any persons improperly present to withdraw immediately.
- 12.1.4 A person who is not a member of the local government or a committee must not interrupt or obstruct the proper conduct of a meeting.
- 12.1.5 If a person (other than a member of the local government or committee) interrupts or obstructs the proper conduct of a meeting, the Chairperson of the meeting may ask the person to leave the meeting place.
- 12.1.6 A person asked to leave a meeting place must immediately leave the place and must not return to the meeting until the end or at such earlier time as is decided by the Chairperson.
- 12.1.7 If a person contravenes clause 12.1.6 above, an authorised person may, at the request of the Chairperson, exercise reasonable force to remove the person from the meeting place, and keep the person away, from the meeting place.

- 12.1.8 The Chairperson will adjourn the meeting until the person asked to leave the meeting place has left. After the person has left the meeting place, the Chairperson will reconvene the meeting.

## 12.2. Public participation at meetings

- 12.2.1 A member of the public may take part in the proceeding of a meeting only when invited to do so by the Chairperson.
- 12.2.2 In each Meeting, time may be required to permit members of the public to address the Council on matters of public interest related to local government. Any public participation at a meeting will be conducted in accordance with the Public Participation Policy.
- 12.2.3 If any address or comment is irrelevant, offensive, or unduly long, the Chairperson may require the person to cease making the submission or comment.
- 12.2.4 For any matter arising from such an address, Council may take the following actions:
- refer the matter to a committee;
  - deal with the matter immediately;
  - place the matter on notice for discussion at a future meeting;
  - note the matter and take no further action.
- 12.2.5 Any person addressing the Council shall stand and act and speak with decorum and frame any remarks in respectful and courteous language.
- 12.2.6 Any person who is considered by the Council or the Mayor to be unsuitably dressed may be directed by the Mayor or Chairperson to immediately withdraw from the meeting. Failure to comply with such a request may be considered an act of disorder.

## 13. Monitoring and Evaluation

The effectiveness of this policy will be measured by an annual review process by the CEO in consultation with the Mayor and Councillors. Upon review a report will be submitted to Council outlining proposed amendments or continuing with the status quo. In the case of proposed amendments, the report will clearly outline the reasoning for such amendments.

## 14. Definitions

Term	Definition
Act or LGA	<i>Local Government Act 2009</i>
Advisory Committee	A committee of the local government appointed under section 265 of the <i>Local Government Regulation 2012</i>
Authorised person	Means a person who holds office under section 202 of the LGA
Chairperson	The person presiding at a meeting of the local government or committee
Chief Executive Officer or CEO	The Chief Executive Officer of the local government A person who holds an appointment under section 194 of the Act.

Term	Definition
Standing Committee	A committee of the local government appointed under section 264 of the <i>Local Government Regulation 2012</i>
Condolences	An expression of sympathy, especially on the occasion of a death
Council	Ipswich City Council
Councillor	Of a local government, includes the Mayor
Deputation	A presentation from a member/s of the public (which could be on behalf of an organisation or individual) to an ordinary or committee meeting
Foreshadowed amendment	Means a proposed amendment foreshadowed by a Councillor under clause 9.5 of this meeting procedure during debate on the first amendment
Foreshadowed motion	Means a motion foreshadowed by a Councillor under clause 9.5 of the meeting procedure during debate on an original motion
Investigation policy	Refers to the policy as required by section 150AE of the LGA
Matters Arising	A matter that arises fairly from the published Agenda of the meeting or a matter determined by the meeting in accordance with clause 7.3 of the procedures.
Meeting	A local government meeting or a committee meeting
Ordinary meeting	A meeting that the local government is required to hold pursuant to section 257 of the <i>Local Government Regulation 2012</i>
Point of order	An interjection during a meeting by a member who does not have the floor, to call to the attention of the Chairperson an alleged violation or breach of the local government's standing orders or meeting procedures
Presentations	Presenting a topic to an audience, a demonstration/introduction or speech that is meant to inform or persuade
Procedural Motion	A set of motions that can be employed in specific ways to control the conduct of meetings.
Regulation	<i>Local Government Regulation 2012</i>
Standing orders/meeting procedures	The rules adopted by Council that regulate the meetings of the Ipswich City Council
Tributes	A statement/act or gift honouring someone or something, intended to show gratitude
Variation to a motion	Where a Councillor seeks to vary a motion by obtaining the consent of the mover and seconder of the motion to have the proposed variation included in the motion

## 15. Policy Owner

The General Manager, Coordination and Performance is the Policy owner. The Meetings Coordination Manager is responsible for authoring and reviewing this policy.