

Christchurch City Council

Standing Orders

6 April 2017

Preface

Standing Orders contain rules for the conduct of the proceedings of local authorities, committees, subcommittees and community boards. Their purpose is to enable local authorities to exercise their decision-making responsibilities in a transparent, inclusive and lawful manner.

In doing so the application of Standing Orders contributes to greater public confidence in the quality of local governance and democracy in general.

These Standing Orders have been designed specifically for local authorities, their committees, subcommittees and community boards. They fulfil the requirements of the Local Government Act 2002 and the Local Government Official Information and Meetings Act 1987 with regard to the conduct of meetings.

Please note these Standing Orders do not apply to advisory groups unless incorporated in their specific terms of reference.

The Council is required by the Local Government Act 2002 to adopt a set of standing orders for the conduct of its meetings and those of its committees (cl.27 schedule 7). This applies also to community boards.

For clarity's sake whenever a question about the interpretation or application of these Standing Orders is raised, particularly where a matter might not be directly provided for, it is the responsibility of the chairperson of each meeting to make a ruling.

All members of a local authority must abide by standing orders.

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1. Introduction

These Standing Orders have been prepared to enable the orderly conduct of local authority meetings. They incorporate the legislative provisions relating to meetings, decision making and transparency. They also include practical guidance on how meetings should operate so that statutory provisions are complied with and the spirit of the legislation fulfilled.

To assist elected members and officials the document is structured in three parts:

- Part 1 deals with general matters
- Part 2 deals with pre-meeting procedures
- Part 3 deals with meeting procedures.

Following Part 3 the Appendices provide templates and additional guidance for implementing provisions within Standing Orders. The Appendices are attachments to but not part of Standing Orders. Therefore amending an Appendix does not require the agreement of 75% of those present.

1.1 Principles

Standing Orders are part of the framework of processes and procedures designed to ensure that our system of local democracy and in particular decision-making within local government is transparent and accountable. They are designed to give effect to the principles of good governance, which include that a local authority should:

- conduct its business in an open, transparent and democratically accountable manner;
- give effect to its identified priorities and desired outcomes in an efficient and effective manner;
- make itself aware of, and have regard to, the views of all of its communities;
- take account, when making decisions, of the diversity of the community, its interests and the interests of future communities as well;
- ensure that any decisions made under these standing orders comply with the decision-making provisions of Part 6 of the LGA; and
- ensure that decision-making procedures and practices meet the standards of natural justice.

These are reinforced by the requirement that all local authorities act so that “governance structures and processes are effective, open and transparent” (s. 39 LGA 2002).

1.2 Statutory references

The Standing Orders combine statutory provisions with guidance on their application. Where a statutory provision has been augmented with advice on how it might be implemented the advice (so as not to confuse it with the statutory obligation) is placed below the relevant legislative reference. In some cases the language in the statutory provision has been modernised for ease of interpretation or amended to ensure consistency with more recently enacted statutes.

It is important to note that during a meeting any statutory references in the Standing Orders apply throughout the period of the meeting, regardless of whether or not parts or all of the Standing Orders have been suspended. These provisions must also be carried through into any amendment of Standing Orders that might be made. Please note, where it is employed the word 'must', unless otherwise stated, identifies a mandatory legislative requirement.

1.3 Acronyms

LGA 2002	Local Government Act 2002
LGOIMA	Local Government Official Information Act 1987
LAMIA	Local Authority Members' Interests Act 1968

1.4 Application

For the removal of any doubt these Standing Orders do not apply to workshops or meetings of working parties and advisory groups.

2. Definitions

Adjournment means a break in the proceedings of a meeting. A meeting, or discussion on a particular business item, may be adjourned for a brief period, or to another date and time.

Agenda means the list of items for consideration at a meeting together with reports and other attachments relating to those items in the order in which they will be considered. It is also referred to as an 'order paper'.

Amendment means any change or proposed change to the original or substantive motion.

Audio link means facilities that enable audio communication between participants at a meeting when one or more of the participants is not physically present at the place of the meeting.

Audio visual link means facilities that enable audiovisual communication between participants at a meeting when one or more of them is not physically present at the place of the meeting.

Chairperson means the person presiding at a meeting – the presiding member.

Chief executive means the chief executive of the Council appointed under section 42 of the LGA 2002, and includes, for the purposes of these Standing Orders, any other officer authorised by the Council.

Clear working days means the number of working days (business hours) prescribed in these standing orders for giving notice and excludes the date of the meeting and date on which the notice is served.

Committee means, in relation to the Council:

- (a) A committee comprising all the members of the Council;
- (b) A standing committee or special committee appointed by the Council;
- (c) A joint committee appointed under clause 30 of Schedule 7 of the LGA 2002; and
- (d) Any subcommittee of a committee described in (a), (b) and (c) of this definition.
- (e) Any sub-committee or hearings panel appointed by the Council.

Community board means a community board established under s.49 of the LGA 2002.

Contempt means being disobedient to, or disrespectful of, the chair of a meeting, or disrespectful to any members, officers or the public.

Council means, in the context of these Standing Orders, the governing body of the Christchurch City Council.

Deputation means a request from any person or group to make a presentation to the Council which is approved by the chairperson and which may be made in English, Te Reo Māori or New Zealand Sign Language.

Electronic link means both an audio and audio visual link.

Extraordinary meeting means a meeting called in accordance with cl. 22 of Schedule 7 of the LGA 2002.

Foreshadowed motion means a motion that a member indicates their intention to move once the debate on a current motion or amendment is concluded.

Hearings Panels are committees of the Council, appointed to hear and make recommendations on matters referred to them.

Joint committee means a committee in which the members are appointed by more than one local authority in accordance with clause 30 of Schedule 7 of the LGA 2002.

Lawfully excluded means a member of the Council, a committee or a community board who has been removed from a meeting due to behavior that the chairperson of that meeting has ruled to be contempt.

Local authority means for the purposes of these Standing Orders the Council, as defined in s. 5 of the LGA 2002, and includes any committee or community board.

Mayor means the Mayor of the Council elected under the Local Electoral Act 2001.

Meeting means any first, inaugural, ordinary, or extraordinary meeting of the Council, or one of its committees or community boards, convened under the provisions of the LGOIMA.

Member means any person elected or appointed to the Council, a committee, or a community board.

Minutes means the record of the proceedings of any meeting of the Council, a committee or community board.

Motion means a formal proposal to a meeting.

Mover means the member who initiates a motion.

Newspaper means a periodical publication published (whether in New Zealand or elsewhere) at intervals not exceeding 40 days, or any copy of, or part of any copy of, any such publications; and this includes every publication that at any time accompanies and is distributed along with any newspaper.

Notice of motion means a motion given in writing by a member in advance of a meeting in accordance with, and as provided for, in these standing orders.

Open voting means voting that is conducted openly and in a transparent manner and may be conducted by electronic means. The result of the vote must be announced immediately it has concluded. Secret ballots are specifically excluded.

Order paper means the list of items for consideration at a meeting together with reports and other attachments relating to those items set out in the order in which they will be considered. An order paper is also referred to as an agenda.

Ordinary meeting means any meeting, other than the first meeting, of a local authority publicly notified in accordance with sections 46(1) and (2) of LGOIMA.

Petition means a written request to the Council, containing at least 20 signatures, that the Council either undertake or not undertake any action, or receive information.

Presiding member means the person chairing a meeting.

Procedural motion means a motion that is used to control the way in which a motion or the meeting is managed as specified in standing orders 20.1 – 20.7.

Public excluded information means information which is currently before a public excluded session, is proposed to be considered at a public excluded session, or had previously been considered at a public excluded session and not yet been released as publicly available information. It includes:

- any minutes (or portions of minutes) of public excluded sessions which have not been subsequently released by the local authority;
- any other information which has not been released by the local authority as publicly available information.

Public excluded session means those meetings or parts of meetings from which the public is excluded by the local authority as provided for in LGOIMA.

Public forum means a period set aside usually at the start of a meeting for the purpose of public input.

Publicly notified means notified to members of the public by a notice contained in a newspaper circulating in the Council's district, or where there is no such newspaper, by notice displayed in a public place. The notice may also be replicated on the Council's website.

Qualified privilege means the privilege conferred on member by s. 52 and s. 53 of the LGOIMA.

Quasi-judicial means a meeting involving the consideration of issues requiring the evaluation of evidence, the assessment of legal argument and/or the application of legal principles.

Quorum means the minimum number of members required to be present in order to constitute a valid meeting.

Resolution means a motion that has been adopted by the meeting.

Right of reply means the right of the mover of a motion to sum up the debate and reply to those who have spoken against the motion. (The right can also apply to an amendment.)

Second means the member who seconds a motion.

Sub judice means under judicial consideration and therefore prohibited from public discussion elsewhere.

Substantive motion means the original motion. In the case of a motion that is subject to an amendment, the substantive motion is the original motion incorporating any amendments adopted by the meeting.

Substantive resolution means the substantive motion that has been adopted by the meeting or a restatement of a resolution that has been voted on in parts.

Working day means any day of the week other than:

- (a) Saturday, Sunday, Waitangi Day, Good Friday, Easter Monday, Anzac Day, the Sovereign's Birthday, Canterbury Anniversary Day, and Labour Day and, if Waitangi Day or Anzac Day falls on a weekend, the following Monday.
- (b) A day in the period commencing with the 25th day of December in any year and ending with the 15th day of January in the following year.

Should the Council, a committee or community board wish to meet between the 25th of December and the 15th day of January in the following year any meeting must be notified as an extraordinary meeting unless there is sufficient time to notify an ordinary meeting before the commencement of the period.

General matters

3. Standing orders

3.1 Obligation to adopt standing orders

The Council is required to adopt a set of Standing Orders for the conduct of its meetings and those of its committees. This requirement also applies to community boards. Standing orders must not contravene the LGA 2002, the LGOIMA, or any other Act.

cl. 27(1) & (2), Schedule 7, LGA 2002.

If not amended Standing Orders will remain in force after each triennial election.

3.2 Process for adoption and alteration of standing orders

Adoption by the Council of these Standing Orders and any subsequent amendment requires a vote of not less than 75 % of the members present. This requirement also applies when community boards are voting to adopt these Standing Orders and subsequent amendments.

cl. 27(3) Schedule 7, LGA 2002.

3.3 Members must obey standing orders

All members of the Council, its committees and community boards, must comply with these Standing Orders.

cl. 16(1) Schedule 7, LGA 2002.

3.4 Application of standing orders

These Standing Orders apply to all meetings of the Council, its committees and community boards, including the public excluded sessions. They do not apply to advisory groups, workshops, working parties, briefings, hearings panels that are acting in a quasi-judicial capacity, or any other subordinate decision making body of the Council.

3.5 Temporary suspension of standing orders

Any member of the Council, a committee, or community board may move a motion to suspend Standing Orders at a meeting of which he or she is a member. Any such motion must also include the reason for the suspension. If seconded the chairperson must put the motion without debate and at least 75 per cent of the members present and voting must support the motion for it to be carried.

cl. 27(4), Schedule 7, LGA 2002.

A motion to suspend Standing Orders may also identify the specific Standing Orders to be suspended. In the event of suspension those Standing Orders prescribed in statute will continue to apply, such as the quorum requirements.

3.6 Quasi-judicial proceedings

For quasi-judicial proceedings the Council may amend meeting procedures. For example, a committee hearing an application under the RMA 1991 has additional powers under the Commissions of Inquiry Act 1908.

3.7 Physical address of members

Every member of the Council, a committee, and community board must give to the chief executive an electronic address, to which notices and material relating to meetings and business of the Council, committee and community board may be sent.

Members must also provide the Chief Executive with a physical residence or business address to use if the Chief Executive considers it necessary.

4. Meetings

4.1 Legal requirement to hold meetings

Meetings are held for the good government of the Council's district, and must be called and conducted in accordance with:

- (a) Schedule 7 of the LGA 2002;
- (b) Part 7 of the LGOIMA; and
- (c) These Standing Orders.

A meeting may be adjourned to a specified time and day if required by resolution of the meeting.

4.2 Meeting duration

A meeting must not continue for more than eight hours from when it starts (including any adjournments), unless the meeting resolves to continue. If there is no such resolution any business on the agenda that has not been dealt with is to be placed at the beginning of the next ordinary meeting, unless that chairperson determines that an earlier meeting is to be held and this is notified by the chief executive.

No meeting can sit for more than three hours continuously without a break of at least 10 minutes unless the meeting resolves to extend the time before a break.

4.3 Language

A member may address a meeting in English, Te Reo Māori or New Zealand Sign Language. A chairperson may require that a speech is translated and printed in English or Te Reo Māori.

If a member intends to address the meeting in New Zealand Sign Language, or in Te Reo Māori when the normal business of the meeting is conducted in English, they must give prior notice to the chairperson not less than 2 working days before the meeting. Where the normal business of the meeting is conducted in Te Reo Māori then prior notice of the intention to address the meeting in English must also be given to the chairperson not less than 2 working days before the meeting.

4.4 Webcasting meetings

Webcast meetings should be provided in accordance with the protocols contained in Appendix 5.

4.5 First meeting (inaugural)

The first meetings of the Council and its community boards following a triennial general election must be called by the chief executive as soon as practicable after the results of the election are known. The chief executive must give elected members not less than 7 days' notice of the meeting. However in the event of an emergency the chief executive may give notice of the meeting as soon as practicable.

cl. 21(1) - (4), Schedule 7, LGA 2002.

See Appendix 7.

cl. 25 Schedule 7, LGA 2002.

Pre-meeting

5. Giving notice

The processes described in this section (standing orders 5.1 – 5.12) apply, with the necessary modifications, to community boards.

5.1 Public notice – ordinary meetings

All meetings scheduled for the following month must be publicly notified not more than 14 days and not less than 5 days before the end of every month, together with the dates on which and the times and places at which those meetings are to be held. In the case of meetings held on or after the 21st day of the month public notification must be given not more than 10 nor less than 5 working days before the day on which the meeting is to be held.

s. 46, LGOIMA.

5.2 Notice to members - ordinary meetings

The chief executive must give notice in writing to each member of the local authority of the time and place of any meeting. Notice must be given at least 14 days before the meeting unless the Council has adopted a schedule of meetings, in which case notice must be given at least 14 days before the first meeting on the schedule.

cl. 19 (5), Schedule 7, LGA 2002.

5.3 Extraordinary meeting may be called

An extraordinary meeting may be called by:

- (a) resolution of the Council, or
- (b) a requisition in writing delivered to the chief executive which is signed by:
 - i. the Mayor, or
 - ii. no less than one third of the total membership of the Council (including vacancies).

cl. 22 (1) Schedule 7, LGA 2002.

5.4 Notice to members - extraordinary meetings

Notice in writing of the time and place of an extraordinary meeting and of the general nature of business to be considered must be given by the chief executive to each member of the Council at least 3 working days before the day appointed for the meeting. If the meeting is called by a resolution then notice may be provided within such lesser period as is specified in the resolution, being not less than 24 hours.

cl. 22 (3), Schedule 7, LGA 2002.

5.5 Public notice - extraordinary meetings

Where an extraordinary meeting of the Council was called and notice of that meeting was inconsistent with these standing orders the local authority must, as soon as practicable following the meeting, give public notice stating that:

- (a) the meeting has occurred;
- (b) the general nature of business transacted; and
- (c) the reasons why it was not correctly notified.

s. 46 (3) & (4), LGOIMA.

5.6 Process for calling an extraordinary meeting at an earlier time

If the nature of business requires a meeting to be held at an earlier time than is allowed by the notice requirements specified in standing order 5.4, a meeting may be called by the Mayor or chairperson, or if the Mayor or chairperson are not available, the chief executive.

cl. 22 (2) Schedule 7, LGA 2002.

5.7 Notification of extraordinary meetings held at an earlier time

Notice of the time, place and matters to be considered of a meeting called under Standing Order 5.6, must be given by the person calling the meeting or by another person on that person's behalf. Notice must be given to each member of the Council and the chief executive by whatever means is reasonable in the circumstances and at least 24 hours before the time appointed for the meeting.

cl. 22 (4), Schedule 7 LGA 2002.

5.8 Meetings not invalid

The failure to notify a public meeting in accordance with these standing orders does not of itself make that meeting invalid. However, where the Council becomes aware that a meeting has been incorrectly notified it must, as soon as practicable, give public notice stating:

- (a) that the meeting occurred without proper notification;
- (b) the general nature of the business transacted; and
- (c) the reasons why the meeting was not properly notified.

s. 46 (6), LGOIMA.

5.9 Resolutions passed at an extraordinary meeting

The Council must, as soon as practicable, publicly notify any resolution passed at an extraordinary meeting unless -

- (a) the resolution was passed at a meeting or part of a meeting from which the public was excluded; or
- (b) the extraordinary meeting was publicly notified at least 5 working days before the day on which the meeting was held.

s. 51A, LGOIMA.

5.10 Meeting schedules

Where the Council adopts a meeting schedule it may cover any future period that the Council considers appropriate and may be amended. Notification of the schedule, or any amendment by the chief executive, constitute a notification to members of every meeting on the schedule or amendment.

cl. 19 (6) Schedule 7, LGA 2002.

5.11 Non-receipt of notice to members

A meeting is not invalid if notice of that meeting was not received, or not received in due time, by a member of the Council, a committee or community board unless:

- (a) it is proved that the person responsible for giving notice of the meeting acted in bad faith or without reasonable care; and
- (b) the member concerned did not attend the meeting.

A member may waive the need to be given notice of a meeting.

cl. 20 (1) & (2) Schedule 7, LGA 2002.

5.12 Meeting cancellations

The chief executive, in consultation with the chairperson, may cancel a scheduled meeting if the chief executive believes on reasonable grounds that members are, or are likely to be, denied a reasonable opportunity to attend the meeting because of:

- (a) Natural disaster;
- (b) Adverse weather conditions;
- (c) The breakdown of communication or energy services;
- (d) Any other similar event.

The chief executive must make a reasonable effort to notify members and the public as soon as practicable of the adjournment or cancellation and the reasons for it.

6 Meeting agenda

6.1 Preparation of the agenda

It is the chief executive's responsibility to prepare an agenda for each meeting listing and attaching information on the items of business to be brought before the meeting so far as is known.

When preparing business items for an agenda the chief executive should consult the chairperson.

6.2 Process for raising matters for a decision

Requests for reports may be made by a resolution of the Council, a committee, community board, or other sub-ordinate decision-making body of the Council. Matters requiring a decision may be placed on an agenda of a meeting by a:

- report of the chief executive or staff
- report of a chairperson
- report of a committee
- report of a community board
- notice of motion from a member.

Where a matter is urgent and has not been placed on an agenda, it may be brought before a meeting as extraordinary business by a:

- report of the chief executive
- report of the chairperson.

Although out of time for a notice of motion, a member of the Council, a committee, or community board may bring an urgent matter to the attention of the meeting through the chairperson.

6.3 Order of business

At the meeting the business is to be dealt with in the order in which it stands on the agenda unless the chairperson, or the meeting, decides otherwise.

The order of business for an extraordinary meeting should be limited to items that are relevant to the purpose for which the meeting has been called. The chairperson may allow community board and public input that is also relevant to that purpose.

6.4 Chairperson's recommendation

A chairperson, either prior to the start of the meeting or at the meeting itself, may include a recommendation regarding any item on the agenda brought before the meeting. Where a chairperson's recommendation varies significantly from an officer's recommendation the reason for the variation must be explained.

6.5 Chairperson's report

The chairperson of a meeting has the right, through a report, to direct the attention of a meeting to any matter which is on the agenda or which falls within the responsibilities of that meeting.

6.6 Public availability of the agenda

All information provided to members at a Council, committee, or community board meeting must be publicly available except where an item included in the agenda refers to a matter reasonably expected to be discussed with the public excluded.

s. 5 & 46A, LGOIMA.

6.7 Public inspection of agenda

Any member of the public may, without payment of a fee, inspect, during normal office hours and within a period of at least 2 working days before a meeting, all agendas and associated reports circulated to members of the Council, committee, and community board relating to that meeting.

The agenda:

- (a) must be available for inspection at the public offices of the Council (including service centres), at public libraries under the Council's control and on the Council's website, and:
- (b) must be accompanied by either:
 - i. the associated reports; or
 - ii. a notice specifying the places at which the associated reports may be inspected.

s. 46A (1), LGOIMA.

6.8 Withdrawal of agenda items

If justified by circumstances an item on the agenda for a meeting may be withdrawn by the chief executive, the chairperson or by majority vote of the members present and voting at the meeting.

Where the chief executive withdraws an item, he or she should inform the chairperson and all members prior to, or at the beginning of the meeting.

6.9 Distribution of the agenda

The chief executive must send the agenda to every member of a meeting at least 2 clear working days before the day of the meeting, except in the case of an extraordinary meeting (see Standing Order 5.4).

The chief executive may send the agenda, and other materials relating to the meeting or other Council business, to members by electronic means.

6.10 Status of agenda

No matter on a meeting agenda, including recommendations, may be considered final until determined by formal resolution of that meeting.

6.11 Items of business not on the agenda which cannot be delayed

A meeting may deal with an item of business that is not on the agenda where the meeting resolves to deal with that item and the chairperson provides the following information during the public part of the meeting:

- (a) the reason the item is not on the agenda; and
- (b) the reason why the discussion of the item cannot be delayed until a subsequent meeting.

s. 46A (7), LGOIMA

Items not on the agenda may be put before the meeting through a report from either the chief executive or the chairperson. Where the matter is so urgent that a written report is not practical, the report may be verbal.

6.12 Discussion of minor matters not on the agenda

A meeting may discuss an item that is not on the agenda only if it is a minor matter relating to the general business of the meeting and the chairperson explains at the beginning of the public part of the meeting that the item will be discussed. However, the meeting may not make a resolution, decision or recommendation about the item, except to refer it to a subsequent meeting for further discussion.

s. 46A (7A), LGOIMA.

6.13 Public excluded business on the agenda

Items that are likely to be discussed under public excluded must be indicated on each agenda and state the general subject of the item. The chief executive, however, may exclude public access to any reports, or parts of reports, which are reasonably expected to be discussed with the public excluded.

s. 46A (9), LGOIMA.

6.14 Qualified privilege relating to agenda and minutes

Where any meeting is open to the public and a member of the public is supplied with a copy of the agenda, or the minutes of that meeting, the publication of any defamatory matter included in the agenda or in the minutes is privileged. This does not apply if the publication is proved to have been made with ill will or improper advantage has been taken of the publication.

s. 52, LGOIMA.

Meeting Procedures

7 Quorum

7.1 The Council and Community Boards

The quorum for a meeting of the Council or a community board is:

- (a) half of the members, if the number of members (including vacancies) is even; or
- (b) a majority of the members, if the number of members (including vacancies) is odd.

cl. 23 (3)(a) Schedule 7, LGA 2002.

The Mayor is a member of a committee by virtue of his or her role (ex officio). The Mayor will have the same rights and privileges as other members of the committee, including the right to vote. However the Mayor will not be counted in determining the number required for a quorum, nor in determining whether or not a quorum is present.

7.2 Committees and subcommittees.

The Council sets the quorum for its committees, either by resolution or by stating the quorum in the terms of reference. Committees may set the quorums for their subcommittees by resolution provided it is not less than two members.

Where a committee or subcommittee has not had a quorum set for it, then its quorum will be two members. For committees, at least one member must be a member of the Council or, if established by a community board, the relevant board.

cl. 23 (3)(b) Schedule 7, LGA 2002.

7.3 Joint Committees

The quorum at a meeting of a joint committee must be consistent with Standing Order 7.1. The Council and other local authorities participating in the joint committee may decide, by agreement, whether or not the quorum includes one or more members appointed by each local authority or any party.

cl. 30A (6)(c) Schedule 7, LGA 2002.

7.4 Requirement for a quorum

A meeting is constituted where a quorum of members is present, whether or not they are all voting or entitled to vote. In order to conduct any business at a meeting, a quorum of members must be present for the whole time that the business is being considered.

cl. 23(1) & (2) Schedule 7, LGA 2002.

7.5 Meeting lapses where no quorum

A meeting must lapse, and the chairperson vacate the chair, if a quorum is not present within 10 minutes of the advertised start of the meeting. Where members are known to be travelling to the meeting, but are delayed due to extraordinary circumstance, including unusual weather or traffic congestion, the chairperson has discretion to wait for a longer period.

No business may be conducted while waiting for the quorum to be reached. Minutes will record when a meeting lapses due to a lack of a quorum, along with the names of the members who attended.

7.6 Business from lapsed meetings

Where meetings lapse the remaining business will be adjourned and be placed at the beginning of the agenda of the next ordinary meeting, unless the chairperson determines that an earlier meeting will be held and this is notified by the chief executive.

8 Public access and recording

8.1 Meetings open to the public

Except as otherwise provided by Part 7 of LGOIMA, every meeting of the Council, its, committees, and community boards, must be open to the public.

s.47 & 49(a), LGOIMA.

8.2 Grounds for removing the public

The chairperson may require a member of the public to leave a meeting, where the chairperson believes on reasonable grounds that the person's behaviour is likely to prejudice, or continue to prejudice, the orderly conduct of the meeting.

Where a person has been required by the chairperson to leave a meeting, and either refuses or fails to do so or, having left, attempts to re-enter, the chairperson may request a police officer or Council staff member to remove them.

8.3 Council may record meetings

Meeting venues should contain clear signage indicating and informing members, Council staff and the public that proceedings may be recorded and may be subject to direction by the chairperson of the meeting.

8.4 Public may record meetings

The following provisions shall apply when a meeting is open to the public:

- Members of the public, including bone fide members of the news media, are entitled to attend any meeting or any part of a meeting and to report on the proceedings and may make electronic or digital recordings.
- Any intention to record meetings must be notified to the chairperson at the commencement of the meeting. The recording must not be carried out in an obstructive manner, nor be distracting to members.
- The chairperson in his or her discretion, may stop the recording for any period of time.

9 Attendance

9.1 Members right to attend meetings

A member of the Council, has, unless lawfully excluded, the right to attend any meeting of the Council, a committee, or community board.

Unless lawfully excluded a member of a committee has the right to attend any meeting of that committee or a sub-committee established by it, and a member of a community board has the right to attend any meeting of that community board and any committee established by the board.

cl. 19(2), Schedule 7, LGA 2002.

If a member is not an appointed member of the meeting at which they are in attendance they may not vote on any matter at that meeting. However, they may, with the leave of the chairperson, take part in the meeting's discussions.

A member attending a meeting of which they are not an appointed member is not a member of the public for the purpose of s.48 LGOIMA. Consequently, if the meeting resolves to exclude the public those members may remain unless they are lawfully excluded.

This section does not confer any rights to non-elected members appointed to committees.

9.2 Attendance when a committee is performing judicial or quasi-judicial functions

When a committee is performing judicial or quasi-judicial functions members of the Council who are not members of that committee are not entitled to take part in the proceedings.

9.3 Leave of absence

The Council, a committee, or community board may grant a member leave of absence following an application from that member.

In addition the Council, committee or community board may delegate the power to grant a leave of absence to the chairperson in order to protect a member's privacy. The chairperson will advise all members of the Council, committee, or community board whenever a member has been granted leave of absence under delegated authority. Meeting minutes will record that a member has leave of absence as an apology for that meeting.

9.4 Apologies

A member who does not have leave of absence may tender an apology should they be absent from all or part of a meeting. The chairperson must invite apologies at the beginning of each meeting, including apologies for lateness and early departure. The meeting may accept or decline any apologies.

For clarification, the acceptance of a member's apology constitutes a grant of 'leave of absence' for that meeting.

9.5 Recording apologies

The minutes will record any apologies tendered before or during the meeting, including whether they were accepted or declined and the time of arrival and departure of all members.

9.6 Absent without leave

Where a member is absent for four consecutive meetings without leave of absence (not including extraordinary meetings) then the office held by the member will become vacant. A vacancy created in this way is treated as an extraordinary vacancy.

cl. 5 (d) Schedule 7, LGA 2002.

9.7 Right to attend by audio or audio visual link

Provided the conditions in these standing orders are met, members have the right to attend meetings by means of an electronic link, unless they have been lawfully excluded.

9.8 Member's status: quorum

Members who attend meetings by electronic link will not be counted as present for the purposes of a quorum.

9.9 Member's status: voting

Where a meeting has a quorum, determined by the number physically present, the members attending by electronic link can vote on any matters raised at the meeting.

9.10 Chairperson's duties

Where the technology is available and a member is attending a meeting by audio or audio visual link, the chairperson must ensure that:

- (a) the technology for the link is available and of suitable quality;
- (b) procedures for using the technology in the meeting will ensure that:
 - i. everyone participating in the meeting can hear each other;
 - ii. the member's attendance by audio or audio visual link does not reduce their accountability or accessibility of that person in relation to the meeting;
 - iii. the requirements of Part 7 of LGOIMA are met; and
 - iv. the requirements in these standing orders are met.

If the chairperson is attending by audio or audio visual link then chairing duties will be undertaken by the deputy chair or a member who is physically present.

cl. 25A (3) schedule 7, LGA 2002.

9.11 Conditions for attending by audio or audio visual link

The chairperson may give approval for a member to attend meetings by audio or audio visual link, either generally or for a specific meeting. Examples of situations where approval can be given include:

- (a) where the member is at a place that makes their physical presence at the meeting impracticable or impossible;
- (b) where a member is unwell; or
- (c) where a member is unable to attend due to an emergency.

Nothing in these Standing Orders requires the Council to make technology available for an audio link or audio-visual link.

9.12 Request to attend by audio or audio visual link

Where possible, a member will give the chairperson and the chief executive at least 2 working days' notice when they want to attend a meeting by audio or audio visual link. Should this not be possible, due to illness or emergency, the member may give less notice.

Where such a request is made and the technology is available, the chief executive must take reasonable steps to enable the member to attend by audio or audio-visual link. However, the Council has no obligation to make the technology for an audio or audio-visual link available.

If the member's request cannot be accommodated, or there is a technological issue with the link, this will not invalidate any acts or proceedings of the meeting.

9.13 Chairperson may terminate link

The chairperson may direct that an electronic link should be terminated where any of the following apply:

- (a) use of the link is increasing, or may unreasonably increase, the length of the meeting;
- (b) the behaviour of the members using the link warrants termination, including the style, degree and extent of interaction between members;
- (c) it is distracting to the members who are physically present at the meeting;
- (d) the quality of the link is no longer suitable.

9.14 Giving or showing a document

A person attending a meeting by audio or audio visual link may give or show a document by:

- (a) transmitting it electronically;
- (b) using the audio visual link; or
- (c) any other manner that the chairperson thinks fit.

cl. 25(A) (6) schedule 7, LGA 2002.

9.15 Link failure

Where an audio or audio visual link fails, or there are other technological issues that prevent a member who is attending by link from participating in a meeting, that member must be deemed to be no longer attending the meeting.

9.16 Confidentiality

A member who is attending a meeting by audio or audio visual link must ensure that the meeting's proceedings remain confidential during any times that the public are excluded. At such times, the chairperson may require the member to confirm that no unauthorised people are able to view or hear the proceedings.

10 Chairperson's role in meetings

10.1 Chairing meetings

The Mayor or the chairperson must preside at meetings of the Council, a committee, or community board unless they vacate the chair for a part or all of a meeting. If the Mayor or chairperson is absent from a meeting or vacates the chair, the deputy Mayor or deputy chairperson must act as chairperson. If the deputy Mayor or deputy chairperson is also absent the members who are present must elect a member to be chairperson at that meeting. This person may exercise the meeting responsibilities, duties and powers of the Mayor or chairperson for that meeting.

cl. 26(1), (5) & (6) Schedule 7, LGA 2002.

10.2 Addressing the Chairperson

Members will address the chairperson in a manner that the chairperson has determined.

10.3 Chairperson's rulings

The chairperson will decide all procedural questions where insufficient provision is made by these Standing Orders and with regard to all points of order. Any refusal to obey a chairperson's ruling or direction constitutes contempt and may result in the member concerned being required to leave the meeting.

10.4 Chairperson standing

Whenever the chairperson stands during a debate members are required to sit down and be silent so that they can hear the chairperson without interruption.

10.5 Member's right to speak

Members are entitled to speak in accordance with these Standing Orders. Members should address the chairperson when speaking. They may not leave their place while speaking, unless they have the leave of the chairperson.

10.6 Chairperson may prioritise speakers

When two or more members want to speak the chairperson will name the member who is to speak first. Other members who wish to speak have precedence where they intend to:

- (a) raise a point of order, including a request to obtain a time extension for the previous speaker; and/or
- (b) move a motion to terminate or adjourn the debate; and/or
- (c) make a point of explanation; and/or
- (d) request the chair to permit the member a special request.

11 Public Forums

'Meeting' for the purpose of this paragraph refers to meetings of the Council and community boards.

Public forums are a defined period of time, usually at the start of a meeting, which, at the discretion of the meeting, is put aside for the purpose of public input. Public forums are designed to enable members of the public to bring matters to the attention of the local authority.

11.1 Time limits

A period of up to 30 minutes, or such longer time as the meeting determines, may be available for the public forum at each scheduled meeting open to the public. A person may speak on any issue, idea or matter relevant.

Speakers may speak for up to 5 minutes, although at the discretion of the meeting more time may be allocated. No more than two speakers can speak on behalf of an organisation during a public forum. Where the number of speakers presenting in the public forum exceeds six in total, the chairperson has discretion to restrict the speaking time permitted for all presenters.

11.2 Restrictions

The chairperson has the discretion to decline to hear a speaker or to terminate a presentation at any time where:

- a speaker is repeating views presented by an earlier speaker at the same public forum;
- the speaker is criticising elected members and/or staff;
- the speaker is being repetitious, disrespectful or offensive;
- the speaker has previously spoken (as part of a deputation, at a public forum or in any other situation) on the same issue to this, or another body of the Council (including a committee or community board);
- the matter is subject to legal proceedings;
- the matter is subject to a hearing, including the hearing of submissions where the local authority or committee sits in a quasi-judicial capacity.

11.3 Questions at public forums

At the conclusion of the presentation, and if the time limit hasn't expired, with the permission of the chairperson, elected members may ask questions of speakers. Questions are to be confined to obtaining information or clarification on matters raised by a speaker.

11.4 No resolutions

Following the public forum no debate or decisions will be made at the meeting on issues raised during the forum unless related to items already on the agenda. The meeting may call for a report from staff or refer the matter to a committee or community board.

12 Deputations

The purpose of a deputation is to enable a person, group or organisation to make a presentation to a meeting on a matter or matters covered by a report on the agenda and within that meeting's terms of reference. Deputations are approved by the chairperson.

12.1 Time limits

Speakers can speak for up to 10 minutes. No more than two speakers can speak on behalf of an organisation's deputation.

12.2 Restrictions

The chairperson has the discretion to decline to hear or terminate a deputation at any time where:

- a speaker is repeating views presented by an earlier deputation at the meeting;
- the speaker is not speaking to a report on the agenda;
- the speaker is criticising elected members and/or staff;
- the speaker is being repetitious, disrespectful or offensive;
- the speaker has previously spoken on the same issue to this, or another body of the Council (including a committee or community board);
- the matter is subject to legal proceedings;
- the matter is subject to a hearing, including the hearing of submissions where the Council or a committee is sitting in a quasi-judicial capacity.

12.3 Questions of a deputation

At the conclusion of the deputation, and if the time limit hasn't expired, members may, with the permission of the chairperson, ask questions of speakers. Questions are to be confined to obtaining information or clarification on matters raised by the deputation.

12.4 Resolutions

Any debate on a matter raised in a deputation must occur at the time at which the matter is scheduled to be discussed on the meeting agenda, and once a motion has been moved and seconded.

13 Petitions

13.1 Form of petitions

Petitions may be presented to the Council, a committee or a community board. Petitions must contain at least 20 signatures and consist of fewer than 150 words (not including signatories). They must be received by the chief executive at least 5 working days before the date of the meeting at which they will be presented.

Petitions must not be disrespectful, use offensive language or include malicious statements (see Standing Order 16.9 on qualified privilege). They may be written in English or Te Reo Māori. Petitioners planning to make a petition in Te Reo Māori or sign language should advise the chief executive at least 2 working days before the meeting to enable the petition be translated and reprinted, if necessary.

13.2 Petition presented by petitioner

A petitioner who presents a petition, may speak for up to 5 minutes (excluding questions) about the petition, unless the meeting resolves otherwise. The chairperson must terminate the presentation of the petition if he or she believes the petitioner is being disrespectful, offensive or making malicious statements.

Where a petition is presented as part of a deputation or public forum the speaking time limits relating to deputations or public forums shall apply. The petition must be received by the chief executive at least 5 working days before the date of the meeting concerned.

13.3 Petition presented by member

Members may present petitions on behalf of petitioners. In doing so, members must confine themselves to presenting:

- (a) the petition;
- (b) the petitioners' statement; and
- (c) the number of signatures.

14 Exclusion of public

14.1 Motions and resolutions to exclude the public

Members of a meeting may resolve to exclude the public from a meeting. The grounds for exclusion are those specified in section 48 of LGOIMA (see Appendix 1).

Every motion to exclude the public must be put while the meeting is open to the public, and copies of the motion must be available to any member of the public who is present. If the motion is passed the resolution to exclude the public must be in the form set out in schedule 2A of LGOIMA (see Appendix 2). The resolution must state:

- (a) the general subject of each matter to be excluded;
- (b) the plain English reason for passing the resolution in relation to that matter; and
- (c) the grounds on which the resolution is based.
- (d) when information relating to the matter can be released publicly.

The resolution will form part of the meeting's minutes.

s. 48 LGOIMA.

14.2 Specified people may remain

Where a meeting resolves to exclude the public, the resolution may provide for specified persons to remain if, in the opinion of the meeting, they have knowledge that will assist the meeting. Any such resolution must state, in relation to the matter to be discussed, how the knowledge held by the specified people is relevant and will assist.

No such resolution is needed for people who are entitled to be at the meeting, such as relevant staff and officials contracted to the Council for advice on the matter under consideration.

s.48 (6) LGOIMA.

14.3 Public excluded items

The chief executive may exclude from the information that is made available to the public any reports (or items from reports) that he or she reasonably expects the meeting to consider with the public excluded. The public section of the agenda must indicate the item and the reason the public are excluded.

s.46A (8) LGOIMA.

14.4 Non-disclosure of information

No member or Council staff member may disclose to any person, other than another member, Council staff member, or person authorised by the chief executive, any information that has been, or will be, presented to any meeting from which the public is excluded, or proposed to be excluded.

This restriction does not apply where a meeting has resolved to make the information publicly available or where the chief executive has advised, in writing, that one or both of the following apply:

- (a) there are no grounds under LGOIMA for withholding the information;
- (b) the information is no longer confidential.

14.5 Release of information from public excluded session

The Council, a committee, or community board may resolve to release to the public all or some of the information which has been considered during the public excluded part of a meeting.

In addition the chief executive may release information which has been considered at a meeting from which the public has been excluded where the chief executive has determined the grounds in LGOIMA to withhold the information no longer exist. The chief executive will advise members of his or her decision and the nature of the information released.

15 Voting

15.1 Decisions by majority vote

Unless otherwise provided for in the LGA 2002, other legislation or elsewhere in these Standing Orders, the acts of and questions before the Council, a committee or community board must be decided at a meeting through a vote exercised by the majority of the members that are present and voting.

cl. 24 (1), Schedule 7, LGA 2002.

15.2 Open voting

An act or question coming before a meeting must be done or decided by open voting.

cl. 24 (3) Schedule 7, LGA 2002.

15.3 Chairperson does not have a casting vote

The Mayor, or any other person presiding at a Council or committee meeting has a deliberative vote and, where the votes are equal, does not have a casting vote.

For meetings of community boards and their committees, each community board shall decide whether the chairperson shall have a casting vote.

cl. 24 (2) Schedule 7, LGA 2002.

15.4 Method of voting

The method of voting must be as follows:

- (a) the chairperson in putting the motion will call for an expression of opinion on the voices or take a show of hands. The chairperson then announces the result, which is conclusive unless a member immediately questions the announcement, in which case the chairperson will call a division;
- (b) the chairperson or any member may call for a division instead of or after voting on the voices and/or taking a show of hands; and
- (c) where a suitable electronic voting system is available that system may be used instead of a show of hands, vote by voices or division, and the result displayed notified to the chairperson who must declare the result.

15.5 Calling for a division

When a division is called, the chief executive or his or her nominee must record the names of the members voting for and against the motion and of those abstaining and provide the names to the chairperson to declare the result. The result of the division must be entered into the minutes and include members' names and the way in which they voted.

The chairperson may call a second division where there is confusion or error in the original division.

15.6 Request to have votes recorded

If requested by a member immediately after a vote the minutes must record the member's vote or abstention.

15.7 Members may abstain

Any member may abstain from voting, which means the member has decided to refrain from casting a vote. Abstentions do not count in tallying votes for and against a motion.

16 Conduct

16.1 Calling to order

When the chairperson calls members to order, they must be seated and stop speaking. If the members fail to do so, the chairperson may direct that they should leave the meeting immediately for a specified time.

16.2 Disrespect

No member may speak or act in a manner which is disrespectful of other members or inconsistent with the Council's Code of Conduct at any meeting.

16.3 Retractions and apologies

In the event of a member or speaker who has been disrespectful of another member or contravened the Council's Code of Conduct, the chairperson may call upon that member or speaker to withdraw the offending comments, and may require them to apologise. If the member refuses to do so the chairperson may direct that they should leave the meeting immediately for a specified time and/or the chairperson may make a complaint under the Code of Conduct.

16.4 Disorderly conduct

Where the chairperson rules that the conduct of a member is disorderly or is creating a disturbance the chairperson may require that member to leave the meeting immediately for a specified time.

If the disorder continues the chairperson may adjourn the meeting for a specified time. At the end of this time the meeting must resume and decide, without debate, whether the meeting should proceed or be adjourned.

The chairperson may also adjourn the meeting if other people cause disorder or in the event of an emergency.

16.5 Contempt

Where a member is subject to repeated cautions by the chairperson for disorderly conduct the meeting may, should it so decide, resolve that the member is in contempt. Any such resolution must be recorded in the meeting's minutes.

16.6 Removal from meeting

A member of the police, authorised security personnel, or Council staff may, at the chairperson's request, remove or exclude a member from a meeting.

This Standing Order will apply where the chairperson has ruled that the member should leave the meeting and the member has refused or failed to do so; or has left the meeting and attempted to re-enter it without the chairperson's permission.

16.7 Financial conflicts of interests

Every member present at a meeting must declare any direct or indirect financial interest that he or she holds in any matter being discussed at the meeting, other than an interest held in common with the public.

No member may vote on, or take part in, a discussion about any matter in which he or she has a direct or indirect financial interest unless an exception set out in s.6 LAMIA applies, or the Auditor-General has granted the member an exemption or declaration under s.6.

Members with a financial interest should physically withdraw themselves from the table unless the meeting is in public excluded in which case they must leave the room.

Neither the chairperson nor the meeting may rule on whether a member has a financial interest in the matter being discussed. The minutes must record any declarations of financial interests and the member's abstention from any discussion and voting on the matter.

s. 6 & 7 LAMIA.

16.8 Non-financial conflicts of interests

Non-financial interests always involve questions of judgement and degree about whether the responsibility of a member could be affected by some other separate interest or duty that the member has in relation to a particular matter. If a member declares a non-financial conflict of interest in a matter he or she must not take part in the discussions about that matter or any subsequent vote.

The member must leave the table when the matter is considered, but does not need to leave the room. The minutes must record the declaration and member's subsequent abstention from discussion and voting.

Neither the chairperson nor the meeting may rule on whether a member has a non-financial interest in the matter being discussed.

16.9 Qualified privilege for meeting proceedings

Any oral statement made at a meeting in accordance with the rules adopted by the Council for guiding its proceedings is privileged, unless the statement is proved to have been made with ill will or took improper advantage of the occasion of publication.

s. 53, LGOIMA.

16.10 Qualified privilege additional to any other provisions

The privilege referred to above is in addition to any other privilege, whether absolute or qualified, that applies as a result of any other enactment or rule of law applying to any meeting.

s. 53, LGOIMA.

16.11 Electronic devices at meetings

The Council is moving towards a paperless environment at its meetings. Electronic devices are being provided to all elected members that will enable them to access agenda items and attachments at meetings of the Council, its committees and community board meetings.

At meetings, devices are intended to be used only to advance the business of the meeting by enabling electronic access to the agenda and related documents. Elected members may wish to access other sites to receive or send information relevant to the meeting (but not information withheld for the purposes of the public excluded part of the agenda).

However during meetings, the devices must not be used for a member's personal business, or for purposes unrelated to the business of the meeting.

17 General rules of debate

17.1 Chairperson may exercise discretion

The application of any procedural matters in this section of the Standing Orders, such as the number of times a member may speak, is subject to the discretion of the Chairperson.

17.2 Time limits on speakers

The following time limits apply to members speaking at meetings:

- (a) movers of motions when speaking to the motion – up to 5 minutes;
- (b) movers of motions when exercising their right of reply – up to 2 minutes;
- (c) other members – up to 3 minutes.

Time limits can be extended if a motion to that effect is moved, seconded and supported by a majority of members present.

17.3 Questions to staff

Before members debating a matter on the agenda, there will be sufficient time available (at the discretion of the chairperson), to ask questions of relevant staff. Questions must be asked through the chairperson and how the question should be dealt with is at the chairperson's discretion.

Where possible, members should direct questions to the chief executive and/or the relevant staff member prior to the meeting at which the matter will be discussed.

17.4 Questions of clarification

At any point of a debate a member may ask the chairperson for clarification about the nature and content of the motion which is the subject of the debate and the particular stage the debate has reached.

17.5 Members may speak only once

A member may not speak more than once to a motion at a meeting of the Council, a committee or community board except with permission of the chairperson.

17.6 Limits on number of speakers

If three speakers have spoken consecutively in support of, or in opposition to, a motion, the chairperson may call for a speaker to the contrary. If there is no speaker to the contrary, the chairperson must put the motion after the mover's right of reply.

Members speaking must, if requested by the chairperson, announce whether they are speaking in support of or opposition to a motion.

17.7 Secunder may reserve speech

A member may second a motion or amendment without speaking to it, reserving the right to speak later in the debate.

17.8 Speaking only to relevant matters

Members may speak to any matter before the meeting, to a motion or amendment which they propose, or to raise a point of order arising out of debate, but not otherwise. Members must confine their remarks strictly to the motion or amendment they are speaking to.

The chairperson's rulings on any matters arising under this Standing Order are final and not open to challenge.

17.9 Restating motions

At any time during a debate a member may ask, for his or her information, that the chairperson restate a motion and any amendments, but not in a manner that interrupts a speaker.

17.10 Criticism of resolutions

A member speaking in a debate may not unduly criticise the validity of any resolution except by a notice of motion to amend or revoke the resolution.

17.11 Objecting to words

When a member objects to any words used by another member in a speech and wants the minutes to record the objection, the member must object at the time when the words are used and before any other member has spoken. The chairperson must order the minutes to record the objection.

17.12 Right of reply

The mover of an original motion, but not an amendment to the motion, has a right of reply. The mover must confine his or her reply strictly to answering previous speakers and must not introduce any new matters.

A mover's right of reply can only be used once. It can be exercised either at the end of the debate on the original, substantive or substituted motion or at the end of the debate on a proposed amendment.

However, the original mover may reserve his or her right of reply and speak once to the principal motion and once to each amendment without losing that right of reply. If a closure motion is carried the mover of the motion has the right of reply before the motion or amendment is put to the vote.

17.13 No other member may speak

In exercising a right of reply, no other member may speak:

- (a) after the mover has started his or her reply;
- (b) after the mover has indicated he or she wants to forego this right;
- (c) where the mover has spoken to an amendment to the original motion and the chairperson has indicated that he or she intends to put the motion.

17.14 Adjournment motions

The carrying of any motion to adjourn a meeting must supersede other business still remaining to be disposed of. Any such business must be considered at the next meeting. Business referred to, or referred back to, a specified committee or community board, is to be considered at the next ordinary meeting of that committee or board, unless otherwise specified.

17.15 Chairperson's acceptance of closure motions

The chairperson may only accept a closure motion where there have been at least two speakers for and two speakers against the motion that is proposed to be closed, or the chairperson considers it reasonable to do so.

However, the chairperson must put a closure motion if there are no further speakers in the debate. When the meeting is debating an amendment, the closure motion relates to the amendment. If a closure motion is carried, the mover of the motion under debate has the right of reply after which the chairperson puts the motion or amendment to the vote.

18 Motions and Amendments

18.1 General procedure for speaking and moving motions

- (a) The mover and seconder of a motion cannot move or second an amendment. (This does not apply when the mover or seconder of a motion to adopt a report of a committee wants to amend an item in the report. In this case the original mover or seconder may also propose or second the suggested amendment).
- (b) Only members who have not spoken to the original or substituted motion may move or second an amendment to it.
- (c) The mover or seconder of an amendment whether it is carried or lost cannot move or second a subsequent amendment.
- (d) Members can speak to any amendment and, provided they have not spoken to the motion or moved or seconded an amendment, they can move or second further amendments.
- (e) The meeting by agreement of the majority of members present may amend a motion with the agreement of the mover and seconder.

18.2 Procedure if no resolution reached

If no resolution is reached the chairperson may accept a new motion to progress the matter under discussion.

18.3 Proposing and seconding motions

All motions and amendments moved during a debate must be seconded (including notices of motion). The chairperson may then state the motion and propose it for discussion.

Amendments and motions that are not seconded are not in order and are not entered in the minutes.

18.4 Motions in writing

The chairperson may require movers of motions and amendments to provide them in writing, signed by the mover.

18.5 Motions expressed in parts

The chairperson, or any member, can require a motion that has been expressed in parts to be decided part by part.

18.6 Substituted motion

Where a motion is subject to an amendment the meeting may substitute the motion with the amendment, provided the mover and seconder of the original motion agree to its withdrawal. All members may speak to the substituted motion.

18.7 Amendments to be relevant and not direct negatives

Every proposed amendment must be relevant to the motion under discussion. A proposed amendment will not be accepted if the chairperson rules it is similar to an amendment that has already been lost. Any amendment which, if carried, would have the same effect as defeating the motion, is a direct negative and is not allowed.

18.8 Foreshadowed amendments

The meeting must dispose of an existing amendment before a new amendment can be dealt with. However, members may notify the chairperson that they intend to move further amendments and the nature of their content.

18.9 Lost amendments

Where an amendment is lost, the meeting will resume the debate on the original or substituted motion. Any member who has not spoken to that motion may speak to it, and may move or second a further amendment.

18.10 Carried amendments

Where an amendment is carried the meeting will resume the debate on the original motion as amended. This will now be referred to as the substantive motion. Members who have not spoken to the original motion may speak to the substantive motion, and may move or second a further amendment to it.

18.11 Where a motion is lost

In a situation where a motion that recommends a course of action is lost a new motion, with the consent of the chairperson, may be proposed to provide direction.

18.12 Withdrawal of motions and amendments

Once a motion or amendment which has been seconded has been put to the meeting by the chairperson the mover cannot withdraw it without the consent of the majority of the members who are present and voting.

The mover of an original motion, which has been subject to an amendment that has been moved and seconded, cannot withdraw the original motion until the amendment has either been lost or withdrawn by agreement, as above.

18.13 No speakers after reply or motion has been put

A member may not speak to any motion once:

- (a) the mover has started his or her right of reply in relation to the motion; and
- (b) the chairperson has started putting the motion.

19 Revocation or alteration of resolutions

19.1 Member may move revocation of a decision

A member may give the chief executive a notice of motion for the revocation or alteration of all or part of a previous resolution of a meeting. The notice must set out:

- (a) The resolution or part of the resolution which the member proposes to revoke or alter;
- (b) The meeting date when the resolution was passed;
- (c) The motion, if any, which the member proposes to replace it with; and
- (d) Sufficient information to satisfy the decision-making provisions of sections 77-82 of the LGA 2002.

If the mover of the notice of motion is unable to provide this information, or the decision is likely to be deemed a significant decision, the notice of motion should provide that the proposal is referred to the chief executive for consideration and report.

19.2 Revocation must be made by the body responsible for the decision

If a resolution is made under delegated authority by a committee, or community board, only that body may revoke or amend the resolution, assuming the resolution is legally made.

This provision does not prevent the body that made the delegation from removing or amending a delegation.

If the committee or community board that made the resolution has been disestablished, the committee that now has the corresponding delegated responsibility must consider the matter.

cl. 32 (2)4 Schedule 7, LGA 2002.

19.3 Requirement to give notice

A member must give notice to the chief executive at least 5 working days before the meeting at which it is proposed to consider the motion. The notice is to be signed by not less than one third of the members including vacancies. Notice can be sent via email and include the scanned electronic signatures of members. If the notice of motion is lost, no similar notice of motion which is substantially the same in purpose and effect may be accepted within the next six months.

19.4 Restrictions on actions under the affected resolution

Once a notice of motion to revoke or alter a previous resolution has been received no irreversible action may be taken under the resolution in question until the proposed notice of motion has been dealt with. Exceptions apply where, in the opinion of the chairperson:

- (a) the practical effect of delaying actions under the resolution would be the same as if the resolution had been revoked;
- (b) by reason of repetitive notices, the effect of the notice is an attempt by a minority to frustrate the will of the local authority or the committee that made the previous resolution.

In either of these situations, action may be taken under the resolution as though no notice of motion had been given to the chief executive.

19.5 Revocation or alteration by resolution at same meeting

A meeting may revoke or alter a previous resolution made at the same meeting where, during the course of the meeting, it receives fresh facts or information concerning the resolution. In this situation 75 per cent of the members present and voting must agree to the revocation or alteration.

19.6 Revocation or alteration by recommendation in report

The Council, on a recommendation in a report by the chairperson, chief executive, or any committee or community board, may revoke or alter all or part of a resolution passed by a previous meeting. The chief executive must give at least 2 clear working days' notice of any meeting that will consider a revocation or alteration recommendation, with details of the proposal to be considered.

cl. 30 (6) Schedule 7, LGA 2002.

20 Procedural motions

20.1 Procedural motions must be taken immediately

A procedural motion to close or adjourn a debate will take precedence over other business, except points of order and rights of reply. If the procedural motion is seconded the chairperson must put it to the vote immediately, without discussion or debate.

20.2 Procedural motions to close or adjourn a debate

Any member who has not spoken on the matter under debate may move any one of the following procedural motions to close or adjourn a debate:

- (a) that the meeting be adjourned to the next ordinary meeting (unless the member states an alternative time and place);
- (b) that the motion under debate should now be put (a closure motion);
- (c) that the item being discussed should be adjourned to a specified time and place and not be further discussed at the meeting;
- (d) that the meeting should move directly to the next item, replacing the item under discussion;
- (e) that the item of business being discussed should lie on the table and not be further discussed at this meeting;
- (f) that the item being discussed should be referred (or referred back) to the relevant committee or community board.

A member seeking to move a procedural motion must not interrupt another member who is already speaking.

20.3 Voting on procedural motions

Procedural motions to close or adjourn a debate must be decided by a majority of all members who are present and voting. If the motion is lost no member may move a further procedural motion to close or adjourn the debate within the next 15 minutes.

20.4 Debate on adjourned items

When debate resumes on items of business that have been previously adjourned all members are entitled to speak on the items.

20.5 Remaining business at adjourned meetings

Where a resolution is made to adjourn a meeting, the remaining business will be considered at the next meeting.

20.6 Business referred to the Council, committee or community board

Where an item of business is referred (or referred back) to the Council, a committee or community board, that body will consider the item at its next meeting unless the meeting resolves otherwise.

20.7 Other types of procedural motions

The chairperson has discretion about whether to allow any other procedural motion that is not contained in these standing orders.

21 Points of order

21.1 Members may raise points of order

Any member may raise a point of order when they believe these standing orders have been breached. When a point of order is raised, the member who was previously speaking must stop speaking and sit down (if standing).

21.2 Subjects for points of order

A member who is raising a point of order must state precisely what its subject is. Points of order may be raised for the following subjects:

- (a) disorder – bringing disorder to the attention of the chairperson;
- (b) language – use of disrespectful, offensive or malicious language;
- (c) irrelevance – the topic being discussed is not the matter currently before the meeting;
- (d) misrepresentation – misrepresentation of any statement made by a member or by an officer or Council employee;
- (e) breach of standing order – the breach of any standing order while also specifying which standing order is subject to the breach;
- (f) request the recording of words, such as a request that the minutes record words that have been the subject of an objection.

21.3 Contradictions

Expressing a difference of opinion or contradicting a statement by a previous speaker does not constitute a point of order.

21.4 Point of order during division

A member may not raise a point of order during a division, except with the permission of the chairperson.

21.5 Chairperson's decision on points of order

The chairperson may decide a point of order immediately after it has been raised, or may choose to hear further argument about the point before deciding. The chairperson's ruling on any point of order, and any explanation of that ruling, is not open to any discussion and is final.

22 Notices of motion

22.1 Notice of intended motion to be in writing

Notice of intended motions must be in writing signed by the mover, stating the meeting at which it is proposed that the intended motion be considered, and must be delivered to the chief executive at least 5 clear working days before such meeting. [Notice of an intended motion can be sent via email and include the scanned electronic signature of the mover.]

Once the motion is received **and accepted** by the chief executive, he or she must give members notice in writing of the intended notice of motion at least 2 clear working days before the date of the meeting at which it will be considered.

22.2 Refusal of notice of motion

The chief executive, after consulting the chairperson, may refuse to accept for inclusion on an agenda any notice of motion which, in the opinion of the chief executive:

- (a) is not related to the role or functions of the Council or the relevant committee or community board;
- (b) is inappropriate, or states fact or opinion that cannot form part of an effective resolution;
- (c) is concerned with matters that are already on the agenda, or the subject of reports or recommendations from a committee to the Council or a community board;
- (d) does not meet the requirements of the Local Government Act 2002 in respect of decisions of the type sought by the notice of motion;
- (e) may have significant funding and/or reputational risk for the Council;
- (f) is better dealt with under 6.11 or 6.12 of these Standing Orders.

If the chief executive believes there are grounds for refusing to accept a notice of motion, the chief executive may discuss with the mover an alternative approach to achieving the outcome sought by the mover. For example if the matter is considered to be sufficiently urgent it may be possible to include it as an agenda item under Standing Order 6.11 or 6.12. Another option may be to advise the mover to seek an amendment to a resolution proposed in respect of an item already on an agenda.

If, on the advice of the chief executive, the notice of motion seeks an outcome that would not meet the decision-making requirements of the Local Government Act 2002 the chief executive may suggest that the notice of motion is restricted to a request for a report from staff.

For the sake of clarity, it is for the chief executive to determine whether or not a proposed notice of motion is accepted, or if an alternative approach is possible.

22.3 Mover of notice of motion

Notices of motion may not proceed in the absence of the mover unless moved by another member authorised to do so, in writing, by the mover.

22.4 Alteration of notice of motion

Only the mover, at the time the notice of motion is moved and with the agreement of a majority of those present at the meeting, may alter a proposed notice of motion. Once moved and seconded no amendments may be made to a notice of motion.

22.5 When notices of motion lapse

Notices of motion that are not moved and seconded when called by the chairperson must lapse.

22.6 Referral of notices of motion

Any notice of motion received that refers to a matter ordinarily dealt with by a committee or community board may be referred to that committee or board by the chief executive.

Where notices are referred the proposer of the intended motion, if not a member of the committee or community board, must have the right to move that motion and have the right of reply, as if a committee or community board member.

22.7 Repeat notices of motion

The chairperson may direct the chief executive to refuse any notice of motion that the chairperson considers:

- Has substantially the same purpose and effect as a notice of motion rejected within the previous six months, unless one-third of all members of the Council, committee, or board have signed the new notice;
- Is to the same effect as a notice of motion that has been considered twice and rejected within the previous six months; and/or
- Is to the same effect as a notice of motion already adopted and which still stands. .

23 Minutes

23.1 Minutes to be evidence of proceedings

The Council, its committees, and community boards must keep minutes of their proceedings. When confirmed by resolution at a subsequent meeting these minutes will be prima facie evidence of the proceedings they relate to.

cl. 28 Schedule 7, LGA 2002.

23.2 Matters recorded in minutes

The chief executive must keep the minutes of meetings. The minutes must record:

- (a) the date, time and venue of the meeting;
- (b) the names of the members present;
- (c) the chairperson;
- (d) any apologies or leaves of absences;
- (e) the arrival and departure times of members;
- (f) any failure of a quorum;
- (g) a list of any external speakers and the topics they addressed;
- (h) a list of the items considered;
- (i) the resolutions and amendments related to those items including those that were lost, provided they had been moved and seconded in accordance with these standing orders;
- (j) the names of all movers, and seconders;
- (k) any objections made to words used;
- (l) all divisions taken and, if taken, a record of each members' vote;
- (m) the names of any members requesting that votes or abstentions be recorded;
- (n) any declarations of financial or non-financial conflicts of interest;

- (o) the contempt, censure and removal of any members;
- (p) any resolutions to exclude members of the public;
- (q) the time at which the meeting concludes or adjourns;
- (r) the names of people permitted to stay in public excluded.

Please Note: hearings under the RMA, Dog Control Act 1996 and Sale and Supply of Alcohol Act 2012 may have special requirements for minute taking.

23.3 No discussion on minutes

The only topic that may be discussed in respect of the minutes at a subsequent meeting is their correctness.

23.4 Minutes of last meeting before election

The chief executive and the relevant chairpersons must confirm the minutes of the last meeting of the Council, its committees and community boards before the next election of members.

24 Minute books

24.1 Inspection

The minutes of the Council, committees and community boards must be kept by the chief executive and be open for inspection in accordance with the LGOIMA and the LGA 2002. This does not preclude the use of electronic minutes in accordance with the Electronics Transactions Act.

s. 51 LGOIMA.

24.2 Inspection of public excluded matters

The chief executive must consider any request for the minutes of a meeting or part of a meeting from which the public was excluded as a request for official information in terms of the Local Government Official Information and Meetings Act 1987.

Referenced documents

- Commissions of Inquiry Act 1908
- Sale and Supply of Alcohol Act 2012
- Crimes Act 1961
- Financial Markets Conduct Act 2013
- Local Authorities (Members' Interests) Act 1968 (LAMIA)
- Local Electoral Act 2001 (LEA)
- Local Government Act 1974 and 2002 (LGA)
- Local Government Official Information and Meetings Act 1987 (LGOIMA)
- Marine Farming Act 1971
- Resource Management Act 1991 (RMA)
- Secret Commissions Act 1910
- Dog Control Act 1996

Appendix 1: Grounds to exclude the public

The Council, a Committee or Community Board may, by resolution, exclude the public from the whole or any part of the proceedings of any meeting only on one or more of the following grounds:

- A1** That good reason exists for excluding the public from the whole or any part of the proceedings of any meeting as the public disclosure of information would be likely:
- (a) to prejudice the maintenance of the law, including the prevention, investigation, and detection of offences, and the right to a fair trial; or
 - (b) to endanger the safety of any person.
- A2** That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information where the withholding of the information is necessary to:
- (a) Protect the privacy of natural persons, including that of deceased natural persons; or
 - (b) Protect information where the making available of the information would:
 - i. disclose a trade secret; or
 - ii. be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information; or,
 - (c) In the case only of an application for a resource consent, or water conservation order, or a requirement for a designation or heritage order, under the Resource Management Act 1991, to avoid serious offence to tikanga Māori, or to avoid the disclosure of the location of waahi tapu; or
 - (d) Protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would:
 - i. be likely to prejudice the supply of similar information, or information from the same source, and it is in the public interest that such information should continue to be supplied; or
 - ii. be likely otherwise to damage the public interest; or
 - (e) Avoid prejudice to measures protecting the health or safety of members of the public; or
 - (f) Avoid prejudice to measures that prevent or mitigate material loss to members of the public; or
 - (g) Maintain the effective conduct of public affairs through –the protection of such members, officers, employees, and persons from improper pressure or harassment; or
 - (h) Maintain legal professional privilege; or
 - (i) Enable any Council holding the information to carry out, without prejudice or disadvantage, commercial activities; or

- (j) Enable any Council holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations); or
- (k) Prevent the disclosure or use of official information for improper gain or improper advantage.

Provided that where A2 of this Appendix applies the public may be excluded unless, in the circumstances of the particular case, the exclusion of the public is outweighed by other considerations which render it desirable, in the public interest, that the public not be excluded.

- A3** That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information, the public disclosure of which would:
 - (a) Be contrary to the provisions of a specified enactment; or
 - (b) Constitute contempt of Court or of the House of Representatives.
- A4** That the purpose of the whole or the relevant part of the proceedings of the meeting is to consider a recommendation made to that Council by an Ombudsman under section 30(1) or section 38(3) of this Act (in the case of a Council named or specified in Schedule 1 to this Act).
- A5** That the exclusion of the public from the whole or the relevant part of the proceedings of the meeting is necessary to enable the Council to deliberate in private on its decision or recommendation in:
 - (a) Any proceedings before a Council where
 - i. A right of appeal lies to any Court or tribunal against the final decision of the Council in those proceedings; or
 - ii. The Council is required, by any enactment, to make a recommendation in respect of the matter that is the subject of those proceedings; and
 - (b) Any proceedings of a Council in relation to any application or objection under the Marine Farming Act 1971.

Appendix 2: Sample resolution to exclude the public

THAT the public be excluded from the following parts of the proceedings of this meeting, namely:

- *Name of report(s)*

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Plain English reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
1 <i>Put in name of report</i>	Good reason to withhold exists under Section 7.	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)
2	Good reason to withhold exists under Section 7.	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)
3	Good reason to withhold exists under Section 7.	That the public conduct of the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists. Section 48(1)(a)

<p>4 <i>Hearings Committee</i></p>	<p>To enable the Committee to consider the application and submissions.</p> <p style="text-align: center;">OR</p> <p>To enable the Committee to consider the objection to fees and charges.</p> <p style="text-align: center;">OR</p> <p>To enable the Committee to.</p>	<p>That the exclusion of the public from the whole or the relevant part of the proceedings of the meeting is necessary to enable the Council/Committee to deliberate in private on its decision or recommendation in any proceedings where :</p> <ul style="list-style-type: none"> i) a right of appeal lies to any Court or tribunal against the final decision of the Council/Committee in those proceedings; or ii) the local authority is required, by any enactment, to make a recommendation in respect of the matter that is the subject of those proceedings. <p>Use (i) for the RMA hearings and (ii) for hearings under LGA such as objections to Development Contributions or hearings under the Dog Control Act s. 48(1)(d).</p>
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This resolution is made in reliance on sections 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 7 of that Act, which would be prejudiced by the holding of the relevant part of the proceedings of the meeting in public are as follows:

Item No	Interest
	Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) (Schedule 7(2)(i))
	Protect the privacy of natural persons, including that of deceased natural persons (Schedule 7(2)(a))
	Maintain legal professional privilege (Schedule 7(2)(g))
	Prevent the disclosure or use of official information for improper gain or improper advantage (Schedule 7(2)(j))

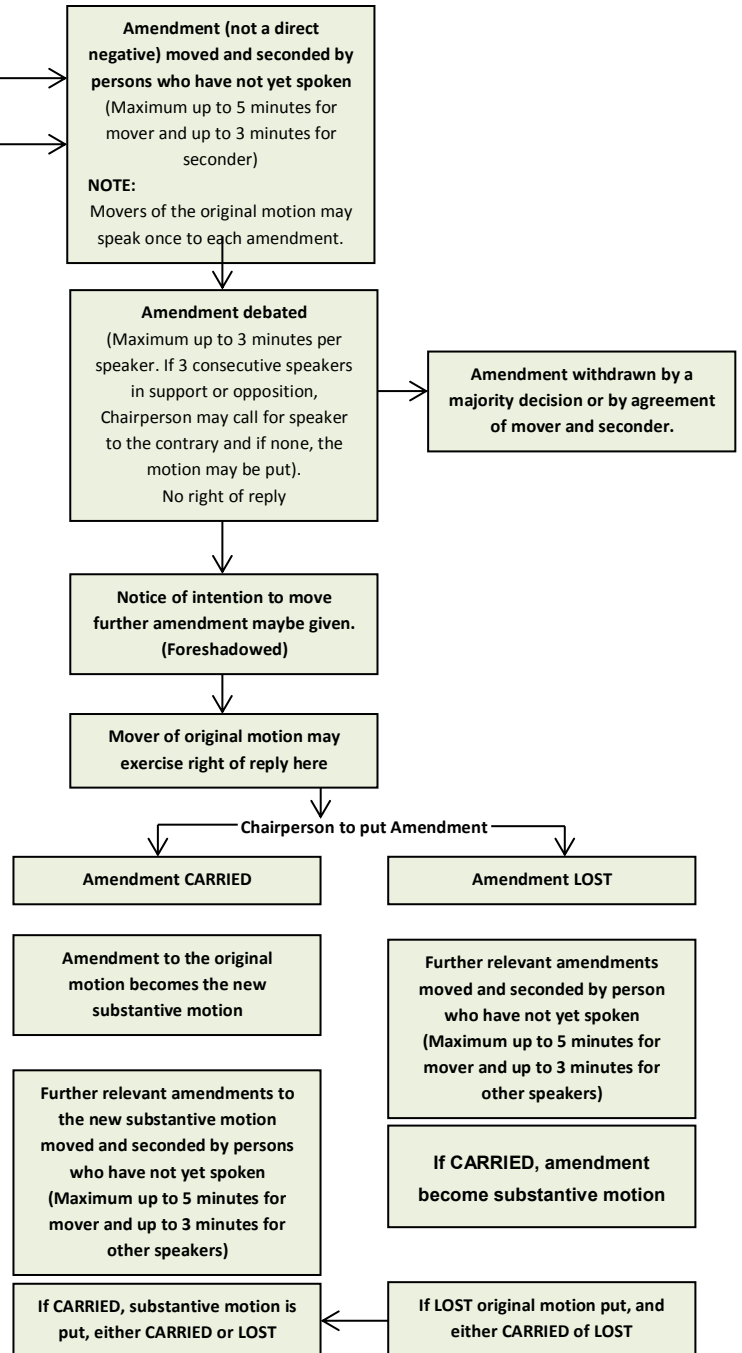
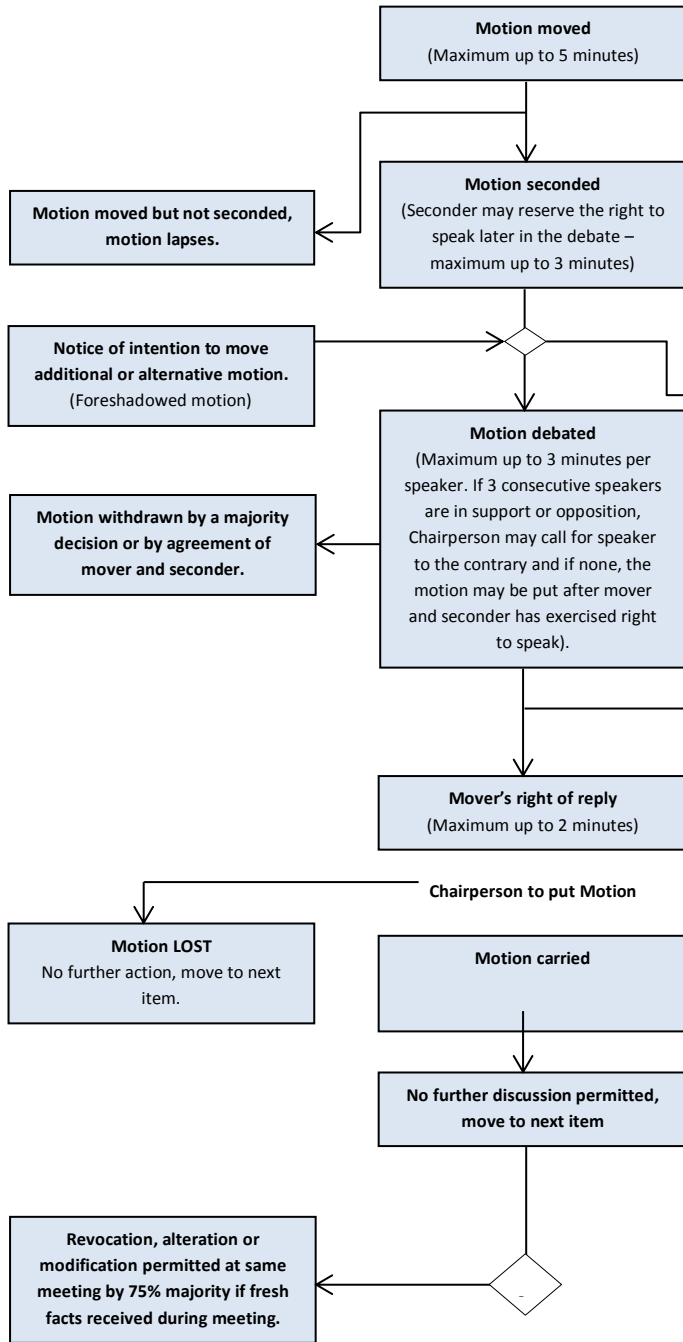
Item No	Interest
	Protect information where the making available of the information <ul style="list-style-type: none"> (i) would disclose a trade secret; or (ii) would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information (Schedule 7(2)(b))
	In the case only of an application for a resource consent, or water conservation order, or a requirement for a designation or heritage order, under the Resource Management Act 1991, to avoid serious offence to Tikanga Māori, or to avoid the disclosure of the location of waahi tapu (Schedule 7(2)(ba))
	Protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information - <ul style="list-style-type: none"> (i) would be likely to prejudice the supply of similar information, or information from the same source, and it is in the public interest that such information should continue to be supplied; or (ii) would be likely otherwise to damage the public interest (Schedule 7(2)(c))
	Avoid prejudice to measures protecting the health or safety of members of the public (Schedule 7(2)(d))
	Avoid prejudice to measures that prevent or mitigate material loss to members of the public (Schedule 7(2)(e))
	Maintain the effective conduct of public affairs through the protection of members or officers or employees of the Council, and persons to whom Section 2(5) of the Local Government Official Information and Meetings Act 1987 applies in the course of their duty, from improper pressure or harassment (Schedule 7(2)(f)(ii)).
	Enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities (Schedule 7(2)(h))

THAT XXXX of XXXX be permitted to remain at this meeting, after the public has been excluded for item xx of the public excluded agenda, because of their knowledge of XXXX. This knowledge, which will be of assistance in relation to the matter to be discussed, is relevant to that matter because XXXX.

Appendix 3: Motions and amendments (option A)

Motions without amendments

Motions with amendments



Appendix 4: Table of procedural motions

Motion	Has the Chair discretion to refuse this Motion?	Is seconder required?	Is discussion in order?	Are amendments in order?	Is mover of procedural motion entitled to reply?	Are previous participants in debate entitled to move this motion?	Can a speaker be interrupted by the mover of this motion?	If lost, can motion be moved after an interval?	Position if an amendment is already before the Chair	Position if a procedural motion is already before the Chair	Remarks
(a) "That the meeting be adjourned to the next ordinary meeting, or to a stated time and place"	No	Yes	No	As to time and date only	No	No	No	Yes – 15 minutes	If carried, debate on the original motion and amendment are adjourned	If carried, debate on the original motion and procedural motion are adjourned	On resumption of debate, the mover of the adjournment speaks first. Members who have spoken in the debate may not speak again
(b) "That the motion under debate be now put (closure motion)"	No	Yes	No	No	No	No	No	Yes – 15 Minutes	If carried, only the amendment is put	If carried, only the procedural motion is put	The mover of the motion under debate is entitled to exercise a right of reply before the motion or amendment under debate is put
(c) "That the item of business being discussed be adjourned to a stated time and place"	No	Yes	No	As to time and date only	No	No	NO	Yes – 15 minutes	If carried, debate on the original motion and amendment are adjourned	If carried, debate on the original motion and procedural motion are adjourned	

Motion	Has the Chair discretion to refuse this Motion?	Is seconder required?	Is discussion in order?	Are amendments in order?	Is mover of procedural motion entitled to reply?	Are previous participants in debate entitled to move this motion?	Can a speaker be interrupted by the mover of this motion?	If lost, can motion be moved after an interval?	Position if an amendment is already before the Chair	Position if a procedural motion is already before the Chair	Remarks
(d) "That the item of business being discussed does lie on the table and not be discussed at this meeting"	No	Yes	No	No	No	No	No	Yes – 15 minutes	If carried, the original motion and amendment are both laid on the table	Motion not in order	
(e) "That the item of business being discussed be referred (or referred back) to the local authority or to the relevant committee"	No	Yes	No	As to committee, time for reporting back etc only	No	No	No	Yes – 15 minutes	If carried, the original motion and all amendments are referred to the committee	If carried, the procedural motion is deemed disposed of	
(f) "Points of order"	No – but may rule against	No	Yes – at discretion of Chairperson	No	No	Yes	Yes	No	Point of order takes precedence	Point of order takes precedence	See standing order 3.14

Appendix 5: Webcasting protocols

The provisions are intended as a good practice guide to local authorities that are webcasting meetings or planning to do so.

1. The default shot will be on the Chairperson or a wide-angle shot of the meeting room.
2. Cameras will cover a member who is addressing the meeting. Cameras will also cover other key participants in a meeting, including staff when giving advice and members of the public when addressing the meeting during the public input time.
3. Generally interjections from other members or the public are not covered. However if the Chairperson engages with the interjector, the interjector's reaction can be filmed.
4. PowerPoint presentations, recording of votes by division and other matters displayed by overhead projector may be shown.
5. Shots unrelated to the proceedings, or not in the public interest, are not permitted.
6. If there is general disorder or a disturbance from the public gallery, coverage will revert to the Chairperson.
7. Appropriate signage will be displayed both in and outside the meeting room alerting people that the proceedings are being web cast.

Appendix 6: Powers of a Chairperson

This Appendix sets out the specific powers given to the Chairperson contained in various parts of these Standing Orders.

Chairperson to decide all questions

The Chairperson is to decide all questions where these standing orders make no provision or insufficient provision. The Chairperson's ruling is final and not open to debate.

Chairperson to decide points of order

The Chairperson is to decide any point of order and may do so immediately after it has been raised or may first hear further argument before deciding. The ruling of the Chairperson upon any point of order is not open to any discussion and is final. No point of order may be raised during a division except by permission of the Chairperson.

Items not on the agenda

Major items not on the agenda may be dealt with at that meeting if so resolved by the members and the Chairperson explains at the meeting at a time when it is open to the public the reason why the item was not listed on the agenda and the reason why discussion of the item cannot be delayed until a subsequent meeting.

Minor matters not on the agenda relating to the general business of the Council, Committee or Community Board may be discussed if the Chairperson explains at the beginning of the meeting, at a time when it is open to the public, that the item will be discussed at that meeting, but no resolution, decision or recommendation may be made in respect of that item except to refer it to a subsequent meeting.

Chairperson's report

The Chairperson, by report, has the right to direct the attention of the meeting to any matter or subject within the role or function of the Council, Committee or Community Board.

Chairperson's recommendation

The Chairperson of any meeting may include on the agenda for that meeting a Chairperson's recommendation regarding any item brought before the meeting. The purpose of such a recommendation is to focus debate on a suggested motion.

Chairperson's voting

The Chairperson, or any other person presiding at any Council or Committee meeting has a deliberative vote and, in the case of equality of votes does not have a casting vote, where standing orders make such

provision. Community Boards shall each decide if the Chairperson, or any other person presiding at a meeting has a casting vote, along with a deliberative vote in the case of equality of votes. .

Motion in writing

The Chairperson may require the mover of any motion or amendment to submit it in writing signed by the mover.

Motion in parts

The Chairperson may require any motion expressed in parts to be decided part by part.

Notice of motion

The Chairperson may direct the chief executive to refuse to accept any notice of motion which:

- (a) Is disrespectful or which contains offensive language or statements made with malice; or
- (b) Is not within the scope of the role or functions of the local authority; or
- (c) Contains an ambiguity or statement of fact or opinion which cannot properly form part of an effective resolution, and the mover has declined to comply with such requirements as the chief executive may have made; or
- (d) Is concerned with matters which are already the subject of reports or recommendations from a committee to the meeting concerned.

Reasons for refusing a notice of motion should be provided to the proposer.

Where a notice of motion has been considered and agreed by the meeting, no notice of any other motion which is, in the opinion of the Chairperson, to the same effect may be put again whilst such original motion stands.

Action on previous resolutions

If, in the opinion of the Chairperson the practical effect of a delay in taking action on a resolution which is subject to a notice of motion, would be equivalent to revocation of the resolution; or if repetitive notices of motion are considered by the Chairperson to be an attempt by a minority to frustrate the will of the meeting, action may be taken as though no such notice of motion had been given.

Repeat notice of motion

If in the opinion of the Chairperson, a notice of motion is substantially the same in purport and effect to any previous notice of motion which has been considered and rejected by the meeting, no such notice of motion may be accepted within six months of consideration of the first notice of motion unless signed by not less than one third of the members, including vacancies.

Revocation or alteration of previous resolution

A Chairperson may recommend in a report to the meeting the revocation or alteration of all or part of any resolution previously passed, and the meeting may act on such a recommendation in accordance with the provisions in these standing orders.

Chairperson may call a meeting

The Chairperson:

- (a) May call a meeting to dispose of the business to be transacted following the lapsing of a meeting due to failure of a quorum, if such business cannot be delayed until the next meeting;
- (b) May requisition an extra meeting to be held at a specified time and place, in order to conduct specified business.

Irrelevant matter and needless repetition

The Chairperson's ruling preventing members when speaking to any motion or amendment from introducing irrelevant matters or indulging in needless repetition is final and not open to challenge.

Taking down words

The Chairperson may order words used and objected to by any member, to be recorded in the minutes, provided such objection is made at the time the words are used and not after any other members have spoken.

Explanations

The Chairperson may permit members to make a personal explanation in addition to speaking to a motion, and members who have already spoken, to explain some material part of a previous speech in the same debate.

Chairperson rising

Whenever the Chairperson rises during a debate any member then speaking or offering to speak is to be seated and members are to be silent so that the Chairperson may be heard without interruption.

Members may leave places

The Chairperson may permit members to leave their place while speaking.

Priority of speakers

The Chairperson must determine the order in which members may speak when two or more members indicate their wish to speak.

Minutes

Minutes and proceedings of every meeting will be confirmed by resolution at a subsequent meeting. The Chairperson and chief executive are responsible for confirming the correctness of the minutes of the last meeting prior to the next election of members.

Questions of speakers

The Chairperson may permit members to ask questions of speakers under public forum or deputations/presentations by appointment, for the purpose of obtaining information or clarification on matters raised by the speaker.

Withdrawal of offensive or malicious expressions

The Chairperson may call upon any member to withdraw any offensive or malicious expression and may require the member to apologise for the expression.

Any member who refuses to withdraw the expression or apologise, if required by the Chairperson, can be directed to withdraw from the meeting for a time specified by the Chairperson.

Chairperson's rulings

Any member who refuses to accept a ruling of the Chairperson, may be required by the Chairperson to withdraw from the meeting for a specified time.

Disorderly behaviour

The Chairperson may:

- (a) Require any member or member of the public whose conduct is disorderly or who is creating a disturbance, to withdraw immediately from the meeting for a time specified by the Chairperson.
- (b) Ask the meeting to hold in contempt, any member whose conduct is grossly disorderly and where the meeting resolves to find the member in contempt, that resolution must be recorded in the minutes.

Failure to leave meeting

If a member or member of the public who is required, in accordance with a Chairperson's ruling, to leave the meeting, refuses or fails to do so, or having left the meeting, attempts to re-enter without the permission of the Chairperson, any member of the police or officer or employee of the local authority may, at the Chairperson's request, remove or exclude that person from the meeting.

Audio or audio visual attendance

Where the technology is available and a member is attending a meeting by audio or audio-visual link, the Chairperson must ensure that:

- (a) the technology for the link is available and of suitable quality
- (b) procedures for using the technology in the meeting will ensure that:
 - i. everyone participating in the meeting can hear each other
 - ii. the member's attendance by audio or audio-visual link does not reduce their accountability or accessibility in relation to the meeting
 - iii. the requirements of Part 7 of LGOIMA are met
 - iv. the requirements in these standing orders are met.

If the Chairperson is attending by audio or audio visual link then chairing duties will be undertaken by the deputy chair or a member who is physically present

Appendix 7: Workshops

Definition of workshop

Workshops, however described, provide opportunities for members to discuss particular matters, receive briefings and provide guidance for officials. Workshops are not meetings and cannot be used to either make decisions or come to agreements that are then confirmed without the opportunity for meaningful debate at a formal meeting.

Application of standing orders to workshops

Standing orders do not apply to workshops and briefings. The Chairperson or workshop organisers will decide how the workshop, briefing or working party should be conducted.

Calling a workshop

Workshops, briefings and working parties may be called by:

- (a) resolution
- (b) the Mayor
- (c) a committee Chairperson or
- (d) the chief executive.

Process for calling workshops

The chief executive will give at least 24 hours notice of the time and place of the workshop and the matters to be discussed at it. Notice may be given by whatever means are reasonable in the circumstances. Any notice given must expressly:

- (a) state that the meeting is a workshop
- (b) advise the date, time and place
- (c) confirm that the meeting is primarily for the provision of information and discussion, and will not make any decisions or pass any resolutions.

Public notice of a workshop is not required and workshops can be either open to the public or public excluded.