

CODE OF MEETING PROCEDURES

Attachment to Governance Local Law – 2013



Readopted by Council 8 July 2019

TABLE OF CONTENTS

DEFINITIONS OF WORDS USED IN THIS MEETINGS PROCEDURE.....	3
DIVISION 1 – THE COUNCIL	4
1. Procedure for election of Mayor	4
2. Election of Deputy Mayor.....	5
3. Mayor to take Chair	6
DIVISION 2 – MEETING PROCEDURE.....	6
4. Quorum	6
5. Failure to raise a quorum.....	6
6. Inability to maintain a quorum	6
7. Inability to achieve or maintain a quorum due to interests or conflict of interest	7
8. When meeting lapses	7
9. Business of a lapsed meeting	7
10. Date, time and place of meetings.....	7
11. Notice of meeting.....	7
12. Agenda Items	8
13. Order of business	8
14. Conduct of business	9
15. Time limit for meetings.....	15
16. Form of motion	15
17. Motion to be moved and seconded.....	16
18. Unopposed motion or amendment.....	16
19. Lapsed motion or motion not to be withdrawn without leave	16
20. Course of debate of opposed motion	16
21. Amendment	17
22. Deferral Motion	17
23. Councillors to stand when speaking.....	17
24. Interruptions, interjections and relevance.....	17
25. Priority of address.....	18
26. Councillors not to speak twice to same motion or amendment.....	18
27. Chairperson may speak.....	18
28. Resumption of adjourned debate	18
29. Time limits	18
30. Rescission or alteration	18
31. Formal Motions.....	19
32. Points of order	20
33. Chairperson to decide point of order.....	20
34. Disagreeing with Chairperson’s ruling.....	21

35. Determining the vote.....	21
36. Repeating motion	21
37. Vote to be taken in silence.....	21
38. Recount of vote	21
39. Division.....	22
40. Resolution not to be discussed after it is carried	22
41. Gallery to be silent.....	22
42. Public Submissions.....	23
43. Recording Proceedings	23
44. Ejection of disorderly visitors	23
45. Ordering withdrawal of remark.....	23
46. Suspensions	24
47. Chairperson may adjourn disorderly Council meeting	24
48. Removal from Council meeting.....	24
49. Procedure not provided in the Code of Meetings Procedure	24
DIVISION 3 – SUSPENSION OF STANDING ORDERS	24
50. Suspension of standing orders	24
DIVISION 4 – STANDARDS	25
51. Setting meeting time for election of Mayor	25
52. Notice of meetings to the public.....	25
53. Notice of Council meetings to Councillors	25
54. Delivery of notices to Councillors	26
55. Minutes.....	26
56. Addressing the Council meeting	27
57. Foreshadowing a motion	27
58. Separation of motions.....	27
59. Motions in writing.....	28
60. Sufficient debate.....	28
DIVISION 5 – APPLICATION TO OTHER MEETINGS	28
61. Advisory and Special Committees	28
62. Public Meetings	28
SCHEDULE 1 – PUBLIC QUESTION TIME	29
PROCEDURAL GUIDELINES - PUBLIC QUESTION TIME	30
SCHEDULE 2 – PUBLIC COMMENT TO OFFICER RECOMMENDATION	31

CODE OF MEETINGS PROCEDURE

DEFINITIONS OF WORDS USED IN THIS MEETINGS PROCEDURE

'Act' means the *Local Government Act 1989*;

'agenda' means the notice of a meeting setting out the business to be transacted at the meeting;

'Advisory Committee' means an advisory committee established by Council;

'Chairperson' means the Chairperson of a meeting and includes an acting, a temporary and a substitute Chairperson;

'Chief Executive Officer' means the Chief Executive Officer of Council, and includes a person acting as Chief Executive Officer;

'Clause' means a clause of this Code of Meetings Procedure;

'Committee' means an Advisory or Special Committee established by Council;

'common seal' means the common seal of Council;

'Council' means Hume City Council;

'Councillor' means a Councillor of Council;

'Council meeting' includes an Ordinary meeting and a Special meeting of Council;

'Deputy Mayor' means the Deputy Mayor as elected by Council;

'Gallery' means members of the public in the public seating area at a Council or other meeting;

'Mayor' means the Mayor of Council and any person acting as Mayor;

'minute book' means the collective record of proceedings of Council;

'notice of motion' means a notice setting out the text of a motion which is proposed to be moved at the next relevant meeting or such meeting as indicated on the notice;

'Ordinary meeting' means an Ordinary meeting of Council;

'Special Committee' means a special committee established by Council under section 86 of the Act;

'Special meeting' means a Special meeting of Council convened under section 84 of the Act;

'standing orders' means the procedures for meetings of the Council and its committees ;

'visitor' means any person (other than a Councillor, Committee member or member of Council staff) who is in attendance at a Council or Committee meeting; and

'written' includes duplicated, lithographed, photocopied, photographed, printed and typed, and extends to both hard copy and soft copy form.

DIVISION 1 – THE COUNCIL**1. Procedure for election of Mayor**

- 1.1 At a meeting of the Council that is open to the public, the Councillors must elect a Councillor to be the Mayor of the Council.
- 1.2 The Mayor is to be elected at a Special meeting held:
 - 1.2.1 after the last Saturday in October but not later than 30 November in each year; or
 - 1.2.2 as soon as possible after any vacancy in the office of the Mayor occurs.
- 1.3 In fixing the date and time of the Special meeting the person or persons convening the meeting must have regard to the standards contained in clause 51 of this Code of Meetings Procedure.
- 1.4 Any Councillor is eligible for election or re-election to the office of Mayor.
- 1.5 The Chief Executive Officer will be the first temporary Chairperson of the Special meeting at which the election of Mayor is to be conducted.
- 1.6 The Chief Executive Officer shall invite nominations for a second temporary Chairperson, which nominations do not need to be seconded.
 - 1.6.1 If there is only one nomination, the candidate nominated shall be deemed to have been duly elected.
 - 1.6.2 If there is more than one nomination, the Councillors present at the meeting shall vote for one of the candidates by a show of hands (or by such other method as Council determines).
 - 1.6.3 In the event of a candidate receiving an absolute majority of the votes, that candidate shall be declared to have been duly elected.
 - 1.6.4 In the event of no candidate receiving an absolute majority of the votes, the candidate with the fewest number of votes shall be declared to be a defeated candidate. The Councillors present at the meeting shall then vote for one of the remaining candidates by a show of hands (or by such other method as Council determines).
 - 1.6.5 If one (1) of the remaining candidates receives an absolute majority of the votes, he or she shall be declared to have been duly elected. If none of the remaining candidates receives an absolute majority of the votes, the process of declaring the candidates with the fewest number of votes a defeated candidate and voting for the remaining candidates by a show of hands (or by such other method as Council determines) shall be repeated until one (1) of the candidates receives an absolute majority of the votes. That candidate shall be declared to have been duly elected.

- 1.6.6 In the event of two (2) or more candidates having an equality of votes and one (1) of them having to be declared:
- (a) a defeated candidate; or
 - (b) duly elected
- the result will be determined by lot.
- 1.6.7 The Chief Executive Officer shall have the conduct of any lot.
- 1.7 The second temporary Chairperson shall then invite nominations for the office of Mayor, which nominations do not need to be seconded.
- 1.7.1 If there is only one nomination, the candidate nominated shall be deemed to have been duly elected.
- 1.7.2 If there is more than one nomination, the Councillors present at the meeting shall vote for one of the candidates by a show of hands (or by such other method as Council determines).
- 1.7.3 In the event of a candidate receiving an absolute majority of the votes, that candidate shall be declared to have been duly elected.
- 1.7.4 In the event of no candidate receiving an absolute majority of the votes, the candidate with the fewest number of votes shall be declared to be a defeated candidate. The Councillors present at the meeting shall then vote for one of the remaining candidates by a show of hands (or by such other method as Council determines).
- 1.7.5 If one (1) of the remaining candidates receives an absolute majority of the votes, he or she shall be declared to have been duly elected. If none of the remaining candidates receives an absolute majority of the votes, the process of declaring the candidates with the fewest number of votes a defeated candidate and voting for the remaining candidates by a show of hands (or by such other method as Council determines) shall be repeated until one (1) of the candidates receives an absolute majority of the votes. That candidate shall be declared to have been duly elected.
- 1.7.6 In the event of two (2) or more candidates having an equality of votes and one (1) of them having to be declared:
- (a) a defeated candidate; or
 - (b) duly elected
- the result will be determined by lot.
- 1.7.7 The Chief Executive Officer shall have the conduct of any lot.

2. Election of Deputy Mayor

Any election for Deputy Mayor will be conducted in accordance with sub-clause 1.7 as if a reference to the second temporary Chairperson is a reference to Mayor and a reference to the Mayor is a reference to Deputy Mayor.

3. Mayor to take Chair

- 3.1 After the election of the Mayor is determined, the Mayor must take the Chair.
- 3.2 The Mayor must take the Chair at all Council meetings at which he or she is present.
- 3.3 If the Mayor is absent from a Council meeting the Deputy Mayor must take the Chair.
- 3.4 If the Mayor and Deputy Mayor are absent from a Council meeting, the Council must elect one of the Councillors as temporary Chairperson.
- 3.5 An election for temporary Chairperson is to be conducted in accordance with sub-clause 1.6 as if a reference to the second temporary Chairperson is a reference to temporary Chairperson.

DIVISION 2 – MEETING PROCEDURE

4. Quorum

The quorum for a Council meeting must be at least a majority of the members of the Council.

5. Failure to raise a quorum

If a quorum is not present within 30 minutes of the time appointed for the commencement of a Council meeting:

- 5.1 the meeting may be adjourned for not more than seven days by:
 - 5.1.1 a majority of the Councillors present; or
 - 5.1.2 in the absence of any Councillor, the Chief Executive Officer; and
- 5.2 the Chief Executive Officer must give all Councillors notice of the adjourned meeting.

6. Inability to maintain a quorum

If a quorum ceases to be present at any time during a Council meeting then no business can be legally transacted until a quorum is again formed.

7. Inability to achieve or maintain a quorum due to interests or conflict of interest

If a quorum cannot be achieved or maintained during a Council meeting due to a majority of Councillors complying with section 79 of the Act:

- 7.1 the Chairperson may defer the item then under consideration;
- 7.2 the Chief Executive Officer may include the item then under consideration on an agenda for a future Council meeting; and
- 7.3 the meeting will resume, and consider the item next listed on the agenda for consideration.

8. When meeting lapses

If a quorum fails after a Council meeting has begun and cannot be formed within 30 minutes of the failure, the meeting lapses.

9. Business of a lapsed meeting

If a Council meeting lapses, the undisposed business must, unless it has already been disposed of at another meeting, be included in the agenda for the next appropriate Council meeting.

10. Date, time and place of meetings

- 10.1 The dates, times and places of Council meetings are within the discretion of Council.
- 10.2 Council may, by resolution, alter the day upon, and time and place at, which any Council meeting shall be held.

11. Notice of meeting

11.1 Council must at least 7 days before the holding of:

- 11.1.1 an Ordinary meeting; or
- 11.1.2 a Special meeting; or
- 11.1.3 a meeting of a special committee comprised solely of Councillors

give public notice of the meeting.

11.2 If urgent or extraordinary circumstances prevent a Council from complying with sub-clause 11.1, Council must:

- 11.2.1 give such public notice as is practicable; and
- 11.2.2 specify the urgent or extraordinary circumstances which prevented Council from complying with sub-clause 11.1 in the minutes of the meeting.

11.3 The Chief Executive Officer must ensure that the agenda for any Council meeting is sent to every Councillor at least 48 hours before the meeting.

11.4 In performing the duty imposed by sub-clauses 11.1 and 11.2, the Chief Executive Officer must have regard to the standards defined clause 52 of this Code of Meetings Procedure.

11.5 In performing the duty imposed by sub-clause 11.3, the Chief Executive Officer must have regard to the standards defined in clauses 53 and 54 of this Code of Meetings Procedure

12. Agenda Items

12.1 No business can be dealt with at an Ordinary meeting of Council unless:

12.1.1 it is contained in the agenda; or

12.1.2 it is admitted as urgent business in accordance with sub-clause 14.9; or

12.1.3 it is submitted by a Councillor at the meeting as general business in accordance with sub-clause 14.10.

12.2 The Chief Executive Officer may include any matter on the agenda which he or she thinks should be considered at the meeting to which the agenda relates.

13. Order of business

13.1 The following order of business must be followed at the first Ordinary meeting of the month unless the Mayor or Chairperson determines otherwise:

13.1.1 Acknowledgement of the Traditional Custodians of this Land

13.1.2 Prayer;

13.1.3 Apologies;

13.1.4 Disclosure of conflicts of interest;

13.1.5 Condolence motions (which must comply with clause 17 of this Code)

13.1.6 Confirmation of minutes of previous meetings;

13.1.7 Receipt of Council and Community Committee minutes and recommendations to Council to be adopted and other minutes for noting;

13.1.8 Presentation of awards;

13.1.9 Public question time;

13.1.10 Notices of motion;

13.1.11 Officer reports;

13.1.12 Petitions and joint letters;

13.1.13 Deputations;

13.1.14 Urgent business;

13.1.15 Delegates reports;

13.1.16 General business; and

13.1.17 Confidential matters.

13.2 The following order of business must be followed at the second Ordinary (Town Planning) meeting of the month unless the Mayor or Chairperson determines otherwise:

- 13.2.1 Acknowledgement of the Traditional Custodians of this Land
- 13.2.2 Prayer;
- 13.2.3 Apologies;
- 13.2.4 Disclosure of conflicts of interest;
- 13.2.5 Condolence motions (which must comply with clause 17 of this Code)
- 13.2.6 Officer reports; and
- 13.2.7 Confidential matters

14. Conduct of business

The items of business as listed on an agenda must be dealt with in the following manner:

14.1 Disclosure of conflicts of interest

The Mayor or Chairperson is to advise Councillors of the requirements of the Act in relation to the disclosure of conflicts of interest and will read out any "Statements of Disclosure of Conflict of Interest" he or she has received.

14.2 Confirmation of minutes of previous meetings

At every Council meeting the minutes of the preceding meeting(s) must be dealt with as follows:

- 14.2.1 No discussion or debate on the confirmation of minutes is permitted except where their accuracy as a record of the proceedings of the meeting to which they relate is questioned;
- 14.2.2 A copy of the minutes should be delivered or sent electronically to each Councillor no later than 48 hours before the next meeting;
- 14.2.3 If a copy of the minutes of the previous meeting has not been delivered to Councillors as required sub-clause 14.2.2, the Chief Executive Officer must read the minutes;
- 14.2.4 When the confirmation of the minutes is called on, the Chairperson must ask: "Is any item of the minutes opposed?";
- 14.2.5 If no Councillor indicates opposition, the minutes must be declared to be confirmed;
- 14.2.6 If a Councillor is dissatisfied with the accuracy of the minutes, then he or she must:
 - (a) state the item or items with which he or she is dissatisfied; and
 - (b) prepare a motion clearly setting out the alternative wording to amend the minutes;
- 14.2.7 The Chairperson of the meeting at which the minutes are confirmed must initial each page of the minutes (except for the last page which must be signed);

14.2.8 The Chief Executive Officer is responsible for the keeping of the minutes and must have regard to the standards defined in clause 55 of this Code of Meetings Procedure.

14.3 Receipt of Council and Community Committee minutes and recommendations to Council to be adopted and other minutes for noting

14.3.1 Minutes of Committees must be distributed as soon as practical to Councillors and be listed for noting on the agenda for the next convenient meeting of Council.

14.3.2 Any recommendations to Council from a Committee, are to be separately identified on the agenda for the next convenient meeting of Council.

14.3.3 If a Councillor is dissatisfied with the wording of a recommendation contained in a Committee report, then he or she must:

- (a) state the recommendation with which he or she is dissatisfied; and
- (b) propose a motion clearly setting out alternative wording.

14.4 Public question time

14.4.1 At the first Ordinary meeting of the month there must be an opportunity for members of the public to submit questions to Council.

14.4.2 Public question time must be limited to 30 minutes in duration unless Council resolves to extend that time and answers to individual questions may be limited at the discretion of the Chairperson.

14.4.3 Schedule 1 to this Code of Meetings Procedure contains the procedural guidelines for Public Question Time.

14.5 Notices of motion

14.5.1 A Councillor must not move a notice of motion unless notice of such motion has been given in accordance with this Code of Meetings Procedure.

14.5.2 A notice of motion must be in writing signed by a Councillor, and lodged or sent via email to the Chief Executive Officer by 5pm on the third working day prior to the date of the Council meeting to enable the Chief Executive Officer to give at least 48 hours' notice to all Councillors.

14.5.3 If a notice of motion is submitted by email the Councillor must, by speaking in person (including by telephone) with the Chief Executive Officer or his/her delegate, confirm that the Councillor did transmit the notice of motion. The email address for lodgement of notices of motion shall be the official address and number of the organisation or as determined by the Chief Executive Officer.

14.5.4 If the Mayor, after consultation with the Chief Executive Officer, regards a notice of motion as too vague because the general thrust of the motion is unclear shall reject the notice of motion and not place it on the agenda. For example, a mere heading or a motion to the effect "that the matter be discussed" or similar wording, would be insufficient. A notice should

therefore set out the text of the motion. A notice of motion must not be inconsistent with the requirements of this code.

- 14.5.5 The full text of any such notice of motion must be included on the agenda.
- 14.5.6 The Chief Executive Officer must cause all notices of motion to be numbered, dated and entered in the notice of motion book in the order in which they were received.
- 14.5.7 Except by leave of Council, notices of motion before any Council meeting must be considered in the order in which they were entered in the notice of motion book.
- 14.5.8 If a Councillor who has given a notice of motion:
- (a) is absent from the Council meeting; or
 - (b) fails to move the motion when called upon by the Chairperson
- any other Councillor may himself or herself move the motion.
- 14.5.9 If a notice of motion is not moved and seconded at the Council meeting in which it was included on the agenda, it lapses.

14.6 Officer reports

- 14.6.1 The Chief Executive Officer will determine what inwards correspondence will be subject of a report to Council.
- 14.6.2 A report from a member of Council staff must not be read in full at any Council meeting unless the meeting resolves to the contrary.
- 14.6.3 The Chairperson may invite visitors in the gallery to speak for or against an officer recommendation which is before Council for consideration.
- 14.6.4 Schedule 2 to this Code of Meetings Procedure contains the procedural guidelines for members of the gallery speaking for or against an officer recommendation.
- 14.6.5 A person speaking for or against an officer recommendation must, unless otherwise determined by the Council or Committee, confine their comments to 3 minutes.

14.7 Petitions and joint letters

- 14.7.1 A petition or joint letter must:
- (a) be in legible and permanent writing, stating clearly the full name and address of each signatory and be signed by at least 5 people;
 - (b) not be defamatory, indecent, abusive or objectionable in language or content; and
 - (c) not relate to matters beyond the powers of Council.
- 14.7.2 Every page of a petition or joint letter must bear the whole of the petition or request.
- 14.7.3 Any signature appearing upon a page which does not bear the whole of the petition or request must not be considered by Council.
- 14.7.4 Every page of a petition or joint letter must be a single piece of paper and must not be pasted, stapled, pinned or otherwise affixed to any other document.
- 14.7.5 On receipt of a petition or joint letter, the Chief Executive Officer must note on the first page the total number of signatures.
- 14.7.6 A summary of the text of the petition or joint letter which has not already been presented to a Council meeting and which bears the note of the Chief Executive Officer in accordance with sub-clause 14.7.5 must be included on the agenda for the next Council meeting.
- 14.7.7 A petition or joint letter may nominate a person to whom a reply may be sent, but if no person is nominated Council may reply to the first or any person whose signature appears on the petition.
- 14.7.8 A petition or joint letter received by any Councillor personally which requires a decision of or a direction from Council must be tabled by the Councillor at the next relevant Council meeting or referred by the Councillor to the Chief Executive Officer.

14.8 Deputations

Deputation to make written request

- 14.8.1 A deputation wishing to be heard must make a written request to the Chief Executive Officer, clearly indicating the purpose for which the deputation is sought and the names of the speakers nominated and whom they represent.
- 14.8.2 A request to be heard must specify the name and address of a person authorised to be contacted by the Chief Executive Officer to receive notices on behalf of the deputation.
- 14.8.3 The Chief Executive Officer must inform the Mayor of the written request.

Deputation listed for hearing

- 14.8.4 The Mayor will have discretion whether approval will be given for the deputation to be received and at which Council or Committee meeting the deputation will be heard.
- 14.8.5 If a deputation is listed for hearing, the Chief Executive Officer must give to the person specified in the request written notice of the time, date and place of the Council or Committee meeting at which the deputation will be heard.

Hearing a deputation

- 14.8.6 Not more than three speakers may address a Council or Committee meeting on behalf of the deputation unless otherwise resolved at the meeting. Council or the Committee is to be advised of the names of the speakers nominated and whom they represent.
- 14.8.7 If members of the deputation other than the appointed speakers attempt to address the Council or Committee meeting or interject, or any of the deputation acts in a disorderly way, the Chairperson may read sub-clause 14.8.8 to the deputation.
- 14.8.8 If there are any further interjections, disorderly conduct or attempts to address the Council or Committee meeting from the deputation after this clause has been read, the deputation will not be further heard and the Chairperson must call on the next business.
- 14.8.9 Despite sub-clauses 14.8.6 to 14.8.8, the Chairperson may allow another speaker to clarify a point if called upon to do so.

14.9 Urgent business

- 14.9.1 Council may determine that a report, of which no notice is included in the agenda, be classified as urgent business and be transacted at a meeting.
- 14.9.2 A report may be classified as urgent business if it:
- (a) relates to a matter which has arisen since distribution of the agenda;
or
 - (b) involves a matter of urgent community concern; or
 - (c) cannot be safely or conveniently deferred until the next Ordinary meeting.

14.10 General Business

14.10.1 At the first Ordinary meeting each month a Councillor may raise an item of general business, by:

- (a) raising an item of general interest;
- (b) addressing a question to a member of Council staff;
- (c) requesting that a member of Council staff prepare a report; and
- (d) proposing or foreshadowing a motion for debate.

14.10.2 A Councillor must not raise more than three items of general business at any one Ordinary meeting without the approval of the Mayor.

14.10.3 An item of general business under sub-clause 14.10.1(d) must not:

- (a) substantially affect the levels of Council service;
- (b) commit Council to significant expenditure not included in the adopted Council Budget;
- (c) establish or amend Council policy;
- (d) commit Council to any contractual arrangement;
- (e) concern any litigation in respect of which Council is a party; or
- (f) require, pursuant to other policy determined by Council from time to time, the giving of prior notice.

14.10.4 The following provisions apply to a Councillor addressing a question to members of Council staff:

- (a) Questions may be asked with or without notice; and
- (b) A member of Council staff who elects to answer a question without notice by indicating that he or she requires further time to research his or her answer must be treated as having deferred the giving of an answer until the next convenient Council meeting. At such meeting, the question must be answered in the form of a report.

14.10.5 Council may of its own volition or upon the advice of a member of Council staff, resolve to close the meeting to members of the public in order that a question or an answer to a question relating to:

- (a) personnel matters;
- (b) the personal hardship of any resident or ratepayer;
- (c) industrial matters;
- (d) contractual matters;
- (e) proposed developments;
- (f) legal advice;
- (g) matters affecting the security of Council property; or
- (h) any other matter which Council considers would prejudice it or any person

may be asked or given.

14.10.6 An answer must only be given to the Council meeting if the Chairperson has determined that the relevant question:

- (a) is not a matter beyond the powers of Council;
- (b) is not defamatory, indecent, abusive or objectionable in language or substance;
- (c) is not repetitive of a question already answered (whether at the same or an earlier meeting);
- (d) is not asked to embarrass a member of Council staff or another Councillor; or
- (e) does not raise an issue which might more appropriately be dealt with by way of notice of motion.

14.10.7 Debate or discussion of questions or answers is not permitted and all questions and answers must be as brief as possible.

14.11 Confidential matters

The Chief Executive Officer must ensure that a report is designated as confidential if the Chief Executive Officer considers it has been prepared for consideration in respect of a matter which is expected to be the subject of a resolution under section 89(2) of the Act to close the Council meeting to the public while that report is discussed.

15. Time limit for meetings

15.1 A Council meeting must not continue beyond any time previously determined by Council unless a majority of Councillors present vote in favour of its continuance.

15.2 In the absence of such continuance, the Council meeting must stand adjourned to a time, date and place announced by the Chairperson.

15.3 The Chief Executive Officer must give notice to each Councillor of the date, time and place to which the Council meeting stands adjourned and of the business remaining to be considered.

16. Form of motion

16.1 A motion or an amendment must:

16.1.1 be clear and unambiguous and relate to the powers or functions of Council;

16.1.2 be in writing upon the request of the Chairperson;

16.1.3 except in the case of general business or urgent business, be relevant to an item of business on the agenda; and

16.1.4 not be defamatory or objectionable in language or nature.

16.2 The Chairperson may refuse to accept any motion or amendment which contravenes sub-clause 16.1.

16.3 Any person proposing or foreshadowing a motion, or addressing the Council meeting, must have regard to the standards defined in clauses 56 to 60 (inclusive) of this Code of Meetings Procedure.

17. Motion to be moved and seconded

The procedure upon any motion or amendment is:

17.1 the mover must state the nature of the motion or amendment, and then move it without speaking to it; and

17.2 the seconder must say –

“I second it”, or words to that effect.

18. Unopposed motion or amendment

If a motion or an amendment is seconded:

18.1 the Chairperson must ask:

“Is the motion opposed?”

or

“Is the amendment opposed?”

18.2 if no Councillor indicates opposition, it may be declared to be carried.

19. Lapsed motion or motion not to be withdrawn without leave

19.1 If a motion or amendment is not seconded it lapses.

19.2 A motion or amendment that has been seconded cannot be withdrawn without the consent of the Council meeting.

20. Course of debate of opposed motion

20.1 If any Councillor indicates opposition to a motion or an amendment which has been seconded:

20.1.1 the mover may address Council upon it;

20.1.2 the seconder may speak to it at that stage or reserve the right to speak at a later stage;

20.1.3 it is open to debate;

20.1.4 the mover must, except in the case of an amendment or a motion which has been amended, be given a right of reply; and

20.1.5 the Chairperson must then put it to the vote.

20.2 The Chairperson must, in presiding over a debate, have regard to the standards defined in clauses 56 to 60 (inclusive) of this Code of Meetings Procedure.

21. Amendment

- 21.1 An amendment must not be the negative of, or substantially contrary to, the motion. If an amendment effectively negates the substance of the motion it is ruled to be an alternative motion and shall only be considered in the event that the motion is lost.
- 21.2 The mover and seconder of a motion cannot move or second an amendment to it.
- 21.3 The mover of an amendment has no right of reply.
- 21.4 A second or subsequent amendment cannot be moved until the immediately preceding amendment is disposed of.
- 21.5 If an amendment is carried it becomes the substantive motion and debate on the motion continues. The substantive motion can be further amended.

A Councillor can only move one amendment per item under discussion.

22. Deferral Motion

- 22.1 A Councillor may move a motion that an item on the agenda be considered at a future meeting of the Council.
- 22.2 The mover of such a motion must give their reasons to Council as to why the item should not be considered at the meeting.
- 22.3 A seconder is required for the motion.
- 22.4 The motion must be voted on forthwith. There is to be no debate on the motion.

23. Councillors to stand when speaking

- 23.1 Councillors must stand, if they are capable of doing so, when speaking at a Council meeting.
- 23.2 The Chairperson may remain seated when speaking at a meeting.

24. Interruptions, interjections and relevance

- 24.1 A Councillor must not be interrupted except by the Chairperson or upon a point of order or personal explanation.
- 24.2 If a Councillor is interrupted by the Chairperson or upon a point of order or personal explanation, he or she must remain silent until the Chairperson has ceased speaking, the point of order has been determined or the personal explanation has been given.
- 24.3 A Councillor must not digress from the subject matter of the motion or business under discussion.
- 24.4 The mover of a motion must not introduce fresh matter when exercising any right of reply.

25. Priority of address

In the case of competition for the right to speak, the Chairperson must decide the order in which the Councillors concerned will be heard.

26. Councillors not to speak twice to same motion or amendment

Except that the mover of an unamended motion has the right of reply and that any Councillor may call a point of order or offer a personal explanation, no Councillor may speak more than once to the same motion or amendment.

27. Chairperson may speak

27.1 The Chairperson may address a Council meeting upon any matter under discussion, and is not deemed to have left the Chair on such occasions.

27.2 The Chairperson may, if he or she so wishes, vacate the Chair for the duration of any item under discussion whereupon a temporary Chairperson elected by the meeting shall take the Chair until such item has been disposed of.

28. Resumption of adjourned debate

If a debate is adjourned by motion, the Councillor moving the adjournment has the right to be the first speaker upon the resumption of debate unless he or she has already spoken to the motion or amendment.

29. Time limits

A Councillor must not speak longer than the time set out below, unless granted an extension by the Council meeting:

29.1 the mover of a motion or an amendment: 5 minutes

29.2 any other Councillor: 3 minutes

29.3 the mover of a motion exercising a right of reply: 2 minutes.

30. Rescission or alteration

30.1 A Councillor may propose a notice of motion to rescind or alter a previous resolution of Council.

30.2 The notice of rescission, signed by the Councillor:

30.2.1 must be signed by at least one other Councillor and given or sent electronically to the Chief Executive Officer by 5pm on the third working day prior to the date of the Council meeting to enable the Chief Executive Officer to give at least 48 hours' notice to all Councillors;

30.2.2 is deemed to have been withdrawn if not moved at the next Council meeting at which such business may be transacted;

30.2.3 if it is a second or subsequent notice to revoke or alter an earlier resolution, must not be accepted by the Chief Executive Officer until a period of one month has elapsed since the date of the Council meeting at which the first or last motion or revocation or alteration was dealt with; and

30.2.4 cannot be proposed if the previous resolution has been acted upon or implemented.

30.3 A member of Council staff must not act or continue to act upon or implement a previous resolution if a notice of motion to rescind or alter it has been properly lodged.

31. Formal Motions

The procedure for, and effect of, formal motions is as follows:

Formal Motion	Form	Mover & Seconder	Matter in Respect of Which Motion May be Moved	When Motion Prohibited	Effect if Carried	Effect if Lost
Adjournment of debate to later hour and/or date	That this matter be adjourned to *am/pm and/or *date	Any Councillor	Any matter	(a) During the election of a Chairperson; (b) when another Councillor is speaking	Motion and amendments postponed to the stated time and/or date	Debate continues unaffected
Adjournment of meeting to later hour or date	That the meeting be adjourned to *am/pm and/or *date	Any Councillor	Any meeting	(a) During the election of a Chairperson; (b) when another Councillor is speaking	Meeting adjourns immediately until the stated time and/or date	Debate continues unaffected

Formal Motion	Form	Mover & Seconder	Matter in Respect of Which Motion May be Moved	When Motion Prohibited	Effect if Carried	Effect if Lost
The closure	That the motion be now put	A Councillor who has not spoken to the motion or any amendment of it	Any matter	During nominations for Chairperson	Motion or amendment in respect of which the closure is carried is put to the vote immediately without debate of this motion	Debate continues unaffected

32. Points of order

32.1 A point of order must be called by stating:

32.1.1 the matter complained of; and

32.1.2 if a provision of this Code of Meetings Procedure is said to establish the point of order, the relevant provision.

32.2 A Councillor may call a point of order by drawing the attention of the Chairperson to:

32.2.1 the fact that a Councillor is out of order; or

32.2.2 an act of disorder;

despite the fact that the Chairperson or a Councillor is speaking at the time.

32.3 When called to order, a Councillor must cease speaking until the point of order is decided unless he or she is requested by the Chairperson to provide an explanation.

32.4 The Chairperson may take a point of order without it having been called by a Councillor.

33. Chairperson to decide point of order

33.1 The Chairperson may adjourn the Council meeting to consider a point of order but must otherwise rule upon it as soon as it is taken.

33.2 The Chairperson must, when ruling on a point of order, state the provision of this Code of Meetings Procedure or the rule, custom or practice which is relied on in support of the ruling.

34. Disagreeing with Chairperson's ruling

- 34.1 A Councillor may move that the Council meeting disagree with the Chairperson's ruling.
- 34.2 When a motion in accordance with this Clause is moved and seconded, the Chairperson must leave the Chair and the Deputy Mayor shall assume the Chair as the temporary Chairperson. If the Deputy Mayor is not present a temporary Chairperson is to be elected in accordance with sub-clause 3.5 and must take his or her place. The following procedure then applies:
- 34.2.1 The temporary Chairperson must invite the mover to state the reasons for his or her dissent and the Chairperson may then reply.
- 34.2.2 The temporary Chairperson then puts the motion in the following form:
"That the Chairperson's ruling be upheld".
- 34.2.3 If the vote is in the affirmative, the Chairperson resumes the Chair and the meeting proceeds.
- 34.2.4 If the vote is in the negative, the Chairperson resumes the Chair, reverses his or her previous ruling and then proceeds.
- 34.3 The defeat of the Chairperson's ruling is in no way a vote of censure or no-confidence, and shall not so be regarded by the meeting.

35. Determining the vote

To determine a motion or amendment before the meeting, the Chairperson shall first call for those in favour and then those opposed, and then shall declare the result to the meeting.

36. Repeating motion

- 36.1 Before any matter is put to the vote, a Councillor may require that the question, motion or amendment be read again.
- 36.2 The Chairperson without being so requested may direct the Chief Executive Officer to read the question, motion or amendment to the Council meeting before the vote is taken.

37. Vote to be taken in silence

- 37.1 Except that a Councillor may call for a division, Councillors must remain seated in silence while a vote is being taken.
- 37.2 Unless Council otherwise determines, voting must be by a show of hands.

38. Recount of vote

The Chairperson may direct that the vote be recounted as often as may be necessary for him or her to satisfy himself or herself of the result.

39. Division

- 39.1 Immediately after any motion, amendment or question is put to a Council meeting and before the next item of business has commenced, a Councillor may call for a division.
- 39.2 When a division is called for, the vote already taken must be treated as set aside and the division shall decide the question, motion or amendment.
- 39.3 When a division is called for, the Chairperson must:
- 39.3.1 first ask each Councillor wishing to vote in the affirmative to raise a hand and, upon such request being made, each Councillor wishing to vote in the affirmative must raise one of his or her hands. The Chairperson must then state, and the Chief Executive Officer must record, the names of those Councillors voting in the affirmative;
 - 39.3.2 then ask each Councillor wishing to vote in the negative to raise a hand and, upon such request being made, each Councillor wishing to vote in the negative must raise one of his or her hands. The Chairperson must then state, and the Chief Executive Officer must record, the names of those Councillors voting in the negative; and
 - 39.3.3 then ask each Councillor wishing to abstain from the vote to raise a hand and, upon such request being made, each Councillor wishing to abstain from the vote must raise one of his or her hands. The Chairperson must then state, and the Chief Executive Officer must record, the names of those Councillors abstaining from the vote.
- 39.4 The Chairperson must declare the result of the division as soon as it is taken.

40. Resolution not to be discussed after it is carried

Except in the case of a motion of rescission or alteration, no resolution may be discussed after the vote upon it has been declared.

41. Gallery to be silent

- 41.1 The Chairperson may invite comments from the gallery, allowing visitors in the Gallery to speak for or against an officer recommendation prior to Council entering debate in accordance with Schedule 2 to this Code of Meetings Procedure.
- 41.2 In all other circumstances:
- 41.2.1 Visitors must not interject or take part in the debate.
 - 41.2.2 Silence must be preserved in the gallery at all times.

42. Public Submissions

42.1 Where Council has sought public submissions in accordance with section 223 of the Act and a person, or a representative specified in the submission has requested to be heard at a Council or Committee meeting in support of their submission, they shall comply with the requirement of Schedule 2 to this Code and confine their comments to five minutes, with ten minutes being allowed to speak to a submission if there are two or more speakers for the one submission.

42.2 The Chairperson may grant an extension to the time in sub-clause 42.1 of up to one minute to allow a speaker to conclude their submission.

43. Recording Proceedings

43.1 The Chief Executive Officer will record on suitable audio recording equipment all the proceedings of a Council meeting, except for confidential parts of a meeting. A copy of the audio recordings of Council meetings will be made available on Council's website within 48 hours of a Council meeting, as per Council's Audio Recordings of Council Meetings Policy.

43.2 Any other person must not take photographs, or record on audio or visual recording equipment or any other device or means of recording, any part of the proceedings of a Council meeting.

43.3 Council will, in exceptional circumstances, consider a request submitted prior to the commencement of the meeting, to photograph, or record on visual recording equipment or any other device or means of recording, any part of the proceedings of a Council meeting. Where the consent of Council is granted, it may be revoked at any time during the course of the relevant meeting.

43.4 Where under sub-clause 43.3, consent has been granted for a Council meeting to be recorded, the Chairperson must advise visitors in the gallery at the commencement of the meeting.

43.5 Notwithstanding sub-clause 43.2, the Mayor or Chairperson may invite persons present at the meeting to take photographs at certain times during the meeting as determined by the Mayor.

44. Ejection of disorderly visitors

If any visitor is called to order by the Chairperson and thereafter again acts in breach of the Governance Local Law, the Chairperson may order him or her to be removed.

45. Ordering withdrawal of remark

45.1 The Chairperson may require a Councillor to withdraw any remark which is defamatory, indecent, abusive, offensive, disorderly or objectionable in language, substance or nature.

45.2 A Councillor required to withdraw a remark must do so immediately without qualification or explanation.

45.3 If a Councillor refuses to withdraw a remark when called upon twice by the Chairperson to do so, the Councillor has committed an offence against the Governance Local Law.

46. Suspensions

46.1 Council may, by resolution, suspend from a Council meeting, and for the balance of the Council meeting, any Councillor whose actions have disrupted the business of the meeting, and have impeded its orderly conduct.

46.2 A Councillor must not be suspended unless the Chairperson has warned the Councillor that his or her actions are disrupting the business of Council at the meeting and have impeded its orderly conduct.

46.3 A Councillor must immediately leave the Council meeting on suspension.

46.4 If a Councillor who has been suspended by the Council refuses to leave the meeting when called upon by the Chairperson, the Councillor has committed an offence under the Governance Local Law.

47. Chairperson may adjourn disorderly Council meeting

If the Chairperson is of the opinion that disorder at the Council table or in the gallery makes it desirable to adjourn the Council meeting, he or she may adjourn the meeting to a later time on the same day or to some later day as he or she thinks proper.

48. Removal from Council meeting

The Chairperson may ask any Authorised Officer or member of the Police Force to remove from the Council meeting any person who acts in breach of the Governance Local Law.

49. Procedure not provided in the Code of Meetings Procedure

In all cases not specifically provided for by this Code of Meetings Procedure, resort must be had to the rules, forms and usages of the Victorian Parliament (so far as the same are capable of being applied to Council, Special or Advisory Committee proceedings).

DIVISION 3 – SUSPENSION OF STANDING ORDERS

50. Suspension of standing orders

50.1 To expedite the business of a Council meeting, Council may suspend standing orders.

50.2 The suspension of standing orders should be used to enable full discussion of any issue without the constraints of formal meeting procedure.

50.3 Its purpose is to enable the formalities of meeting procedure to be temporarily disposed of while an issue is discussed.

50.4 It should not be used purely to dispense with the processes and protocol of the government of Council. An appropriate motion would be:

“That standing orders be suspended to enable discussion on

50.5 Once the discussion has taken place and before any motions can be put, the resumption of standing orders will be necessary. An appropriate motion would be:

“That standing orders be resumed”.

DIVISION 4 – STANDARDS

51. Setting meeting time for election of Mayor

In determining the most appropriate time and date for any election of Mayor, Council or the Chief Executive Officer should take into account such things as:

- 51.1 the legislation;
- 51.2 the requirement to finalise any election;
- 51.3 the Council's normal meeting schedule;
- 51.4 the availability of Councillors;
- 51.5 Council's and community's wishes; and
- 51.6 any other matter which the Chief Executive Officer considers appropriate.

52. Notice of meetings to the public

52.1 To enable notice of Council meetings to be given to the public, Council should prepare a schedule of meetings annually, twice yearly, quarterly or from time to time, and arrange publication in a newspaper generally circulating in the municipal district either:

52.1.1 at various times throughout the year; or

52.1.2 just prior to each meeting.

52.2 In addition, copies of any Council meeting schedule will be published on Council's website.

52.3 Where Council meeting dates are changed as permitted by sub-clause 10.2, details will, when time permits, be published in the appointed newspapers. However, if time does not permit this to occur, then a notice setting out the details should be posted at Council's customer service centres and on Council's website to inform the public of the change.

53. Notice of Council meetings to Councillors

53.1 The agenda for any Council meeting must state the date, time and place of the meeting and the business to be dealt with and must be delivered or sent by post, facsimile or electronically (if applicable) to each Councillor's place of residence or usual place of business (if applicable) or as otherwise specified by the Councillor.

- 53.2 An agenda may be handed personally to a Councillor in any location within the time required, or may be delivered to another destination, provided a written authorisation by the relevant Councillor is held by the Chief Executive Officer.
- 53.3 To enable the processes of government to be efficiently managed, Councillors should keep the Chief Executive Officer informed of their point(s) of contact from time to time.

54. Delivery of notices to Councillors

54.1 By Post

- 54.1.1 The notice should be delivered to the local post office in sufficient time to enable the notice to reach the Councillor's postal address at least 48 hours prior to the Council meeting, according to normal mail delivery.
- 54.1.2 If for any reason the reliability of the postal service is in question, attempts to contact the relevant Councillors by telephone should be made, if circumstances permit.

54.2 By Delivery

Delivery to the Councillor's place of residence or usual place of business (if applicable) at least 48 hours before the Council meeting will be sufficient to constitute delivery, whether the Councillor is in attendance or not.

54.3 By Electronic Transfer of Data

If applicable, transmission by email or other electronic transfer of data to the Councillor's Council allocated or advised email address at least 48 hours before the Council meeting.

55. Minutes

In keeping the minutes of any Council meeting, the Chief Executive Officer must record:

- 55.1 The names of Councillors and whether they are present, an apology or on leave of absence;
- 55.2 The arrival and departure of Councillors during the course of the meeting. It is a requirement that Councillors advise the Chairperson of their departure and subsequent return to the meeting;
- 55.3 Every motion and amendment moved, including the mover (and seconder) of any motion or amendment;
- 55.4 The outcome of every motion, that is, whether it was put to the vote and the result;
- 55.5 Procedural motions;
- 55.6 Where a valid division is called, the names of every Councillor and the way their vote was cast;

- 55.7 Details of any failure to achieve or maintain a quorum and any adjournment, whether as a result or otherwise;
- 55.8 Details of any question directed or taken upon notice;
- 55.9 The time and reason for any adjournment of the meeting or suspension of standing orders;
- 55.10 Disclosure of a conflict of interest by a Councillor;
- 55.11 Closure of the meeting to members of the public and the reasons for the closure; and
- 55.12 Any other matter which the Chief Executive Officer thinks should be recorded to clarify the intention of the meeting or the reading of the minutes.

56. Addressing the Council meeting

At a Council meeting:

56.1 Any person addressing the Chair must refer to the Chairperson as:

- 56.1.1 Madam Mayor;
- 56.1.2 Mr Mayor;
- 56.1.3 Madam Acting Mayor;
- 56.1.4 Mr Acting Mayor;
- 56.1.5 Madam Chair; or
- 56.1.6 Mr Chair

as the case may be.

56.2 All Councillors, other than the Chairperson, must be addressed as Cr.....(name).....

56.3 All members of Council staff, should be addressed as Mr or Ms...(name)... as appropriate or by their official title.

57. Foreshadowing a motion

57.1 A motion foreshadowed may be prefaced with a statement that, in the event a particular motion before the Chair is resolved in a certain way, a Councillor intends to move an alternative or additional motion.

57.2 A motion foreshadowed has no procedural standing and is merely a means to assist the flow of the meeting.

57.3 The Chief Executive Officer is not expected to record foreshadowed motions in the minutes until the foreshadowed motion is formally moved.

58. Separation of motions

Where a motion contains several parts or segments or is complicated, it may, at the discretion of the Chairperson, be separated to avoid difficulties, particularly if different Councillors have differing views about the several parts of the motion.

59. Motions in writing

The Chairperson may wish to suspend the Council meeting while a motion is being written or may request Council to defer the matter until the motion has been written, allowing the meeting to proceed uninterrupted.

60. Sufficient debate

60.1 Adequate debate is required where a matter is contentious in nature. In such a case, every Councillor should be given an opportunity to speak.

60.2 A motion has not been sufficiently debated if opposing views (where they exist) have not been sufficiently put, not so much the number of those who have spoken, but whether all minority opposing views have been put, for instance:

60.2.1 It may be that several speakers have addressed the Council meeting, but their views may be similar. In this case, differing views should be sought by the Chairperson (if they exist).

60.2.2 On the other hand, if only a few speakers have addressed the Council meeting, their views may be representative of the other Councillors, in which case, the debate would be regarded as sufficient.

DIVISION 5 – APPLICATION TO OTHER MEETINGS**61. Advisory and Special Committees**

Any provisions of this Code of Meetings Procedure shall, if Council so resolves, apply to any meeting of an Advisory Committee or a Special Committee with any necessary modification.

62. Public Meetings

62.1 Any provisions of this Code of Meetings Procedure shall, if Council so resolves, apply to any meetings conducted by, or on behalf of, Council with appropriate modifications.

62.2 Sub-clause 62.1 does not prevent any person from addressing a public meeting, conducted by, or on behalf of Council, if permitted to do so by the Chairperson.

HUME CITY COUNCIL
CODE OF MEETINGS PROCEDURE
SCHEDULE 1 – PUBLIC QUESTION TIME

The Council has made provision in the business for each first Ordinary Meeting of the Council for the holding of a public question time.

Standing orders will be suspended for consideration of questions.

Questions must be submitted in writing on this form, or electronically on Council’s website (www.hume.vic.gov.au). They must be signed and delivered or sent electronically to the Chief Executive Officer by 12:00 noon on the day of the meeting.

The person asking the question must be present in the gallery when the question is considered and may be asked for clarification by the Mayor or Chairperson.

Please refer to the back of this form for procedural guidelines.

QUESTION/S (to be as brief and concise as possible):

(Please print using BLOCK LETTERS)

NAME: _____ TELEPHONE NO. _____

ADDRESS: _____

E-MAIL: _____
NAME OF ORGANISATION (IF ANY) REPRESENTED: _____

DATE OF ORDINARY COUNCIL MEETING: _____

SIGNATURE: _____

**QUESTIONS MUST BE SUBMITTED TO THE CHIEF EXECUTIVE OFFICER
BY 12:00 NOON ON THE DAY OF THE MEETING.**

PROCEDURAL GUIDELINES - PUBLIC QUESTION TIME

1. A maximum of two questions are to be asked by any one person.
2. A person submitting a question must be present in the gallery at the time the question is considered.
3. The Mayor or Chairperson will nominate the appropriate person to respond to each question.
4. The Mayor or Chairperson may disallow any question which is considered:
 - To relate to a matter beyond the power or duties of Council;
 - To be defamatory, indecent, offensive, abusive, irrelevant, trivial or objectionable in language or nature;
 - To be repetitive of a question already answered (whether at the same or any earlier meeting);
 - To be aimed to embarrass a Councillor, or member of Council staff;
 - To be confidential in nature because it relates to:
 - personnel or industrial matters;
 - the personal hardship of any resident or ratepayer;
 - contractual, matters, proposed developments or legal advice;
 - matters affecting the security of Council property; or
 - any other matter which Council considers would prejudice the Council or any person.
5. The Mayor or Chairperson will ascertain that the person asking the question is present in the gallery and will read or direct that the question be read.
6. The Mayor or Chairperson has the discretion to seek clarification of the question if deemed necessary but otherwise the person asking the question is not permitted to enter into debate with or directly question Councillors or members of Council staff.
7. A Councillor or a member of Council staff may advise the meeting that it is his or her opinion that the reply to a question should be given in a meeting closed to members of the public. The Councillor or member of Council staff will state briefly the reason why the reply should be so given and Council shall determine whether a resolution to close the meeting is required.
8. A Councillor responding to a question may seek additional information from a member of Council staff to assist in the answering of that question.
9. The Mayor or Chairperson shall advise the meeting in regard to any question which has been disallowed and such question shall be provided to Councillors.

HUME CITY COUNCIL
CODE OF MEETINGS PROCEDURE
SCHEDULE 2 – PUBLIC COMMENT TO OFFICER RECOMMENDATION

1. Council has made provision in the business of Ordinary Meetings of the Council for the public to make statements in support or against an officer recommendation as printed on the Council agenda.
2. At the commencement of the Council meeting the Mayor or Chairperson will ask visitors in the gallery if there are any items on the agenda which has an officer recommendation they wish to make a statement of support or against. These items will then be dealt with at the commencement of the meeting following public question time.
3. Prior to Councillors debating the item on the agenda, visitors in the gallery will be permitted to speak for or against the recommendation as printed on the agenda. Each speaker is to state their name and address and whether they are speaking in support or against the officer recommendation. The statements are to be strictly limited to the officer recommendation before them.
4. Each speaker is to confine themselves to 3 (three) minutes each. The Mayor or Chairperson at any time may cease to hear comments from the gallery.
5. The object of the procedure is to allow the members of the public to have their concerns and comments conveyed to Councillors immediately prior to the matter being considered by Council. It is not intended that the same points or arguments be repeated by several speakers. If the point has been made then it shall not be repeated.
6. There is no right of reply or discussion allowed, and no questions can be sought of the Officers, Councillors or visitors in the gallery. The only statements that can be made are either directly related to supporting or opposing the officer's recommendation.
7. The Mayor or Chairperson will nominate the appropriate person to speak for or against the recommendation.
8. In the case of competition for the right to speak, the Mayor or Chairperson must decide the order in which the visitors in the gallery will be heard.
9. Visitors in the gallery are not permitted to address Councillors or Officers at any time during the meeting. They must not interject or take any part in any debate. Silence must be preserved in the gallery at all times other than when directed by the Mayor or Chairperson.
10. **The Mayor or Chairperson may require the person speaking to the recommendation to cease speaking if the Mayor or Chairperson considers any comment:**
 - To be defamatory, indecent, offensive, abusive, irrelevant, trivial or objectionable in language or nature;
 - To be repetitive of a statements or point already made; or
 - To be aimed or asked to embarrass a Councillor, or member of Council staff or any other person.