



WHANGANUI
DISTRICT COUNCIL
Te Kaunihera a Rohe o Whanganui

STANDING ORDERS

Adopted on this **8th** day of **March 2017**

(Subsequent amendment – Council Resolution 4 April 2017)

Preface

Standing Orders contain rules for the conduct of the proceedings the Council, its committees, subcommittees and subordinate decision-making bodies. Their purpose is to enable Council to exercise its 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 subordinate decision-making bodies. 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.

It is mandatory that Council adopts standing order for the conduct of its meetings and the meetings of its committees (clause 27 of Schedule 7 of the Local Government Act 2002).

All members of Council must abide by standing orders.

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Contents

1.	Introduction	10
1.1	Principles	10
1.2	Statutory references	10
1.3	Acronyms	11
1.4	Application	11
2.	Definitions	11
	General matters	15
3.	Standing orders	15
3.1	Requirement for adoption of standing orders	15
3.2	Process for adoption and alteration of standing orders	15
3.3	Members must obey standing orders	15
3.4	Application of standing orders	15
3.5	Temporary suspension of standing orders	15
3.6	Quasi-judicial proceedings	15
3.7	Physical address of members	15
4.	Meetings	16
4.1	Legal requirement to hold meetings	16
4.2	Meeting duration	16
4.3	Language	16
4.4	Webcasting meetings	16
4.5	First meeting	16
4.6	Requirements for the first meeting	17
5.	Appointments and elections	17
5.1	Mayoral appointment of deputy Mayor, establishment of committees, appointment of chairs and committee members	17
5.2	Council Discharge of a Mayoral Appointment	17
5.3	Establishment of committees by the Mayor	18
5.4	Election of deputy Mayor, Chairperson, deputy Chairperson, or representative of Council	18
5.5	Removal of a deputy Mayor	18
5.6	Voting system for deputy Mayors, Chairperson, deputy Chairperson or representative of Council	18
6.	Delegations	19
6.1	Limits on delegations	19
6.2	Committees may delegate	19
6.3	Use of delegated powers	19

6.4	Decisions made under delegated authority cannot be rescinded or amended	19
6.5	Committees subject to the direction of Council	20
6.6	Duty to consider delegations to community boards	20
7.	Committees	20
7.1	Appointment of committees and subcommittees	20
7.2	Discharge or reconstitution of committees and subcommittees	20
7.3	Appointment or discharge of committee members and subcommittee members	21
7.4	Elected members on committees	21
7.5	Council may replace members if committee not discharged	21
7.6	Membership of Mayor	21
7.7	Decision not invalid despite irregularity in membership	21
7.8	Appointment of joint committees	22
7.9	Status of joint committees	22
7.10	Power to appoint or discharge individual members of a joint committee	22
	Pre-meeting	22
8.	Giving notice	22
8.1	Ordinary Meetings - Public notice	22
8.2	Ordinary Meetings - Notice to members	23
8.3	Extraordinary Meeting may be called	23
8.4	Extraordinary Meeting - Notice to members	23
8.5	Extraordinary Meeting - Public notice	23
8.6	Process for calling an extraordinary meeting at an earlier time	23
8.7	Notification of extraordinary meetings held at an earlier time	23
8.8	Resolutions passed at an extraordinary meeting	24
8.9	Meeting schedules	24
8.10	Meeting not invalid	24
8.11	Meeting notification	24
8.12	Meeting cancellations	24
9.	Meeting agenda	25
9.1	Preparation of the agenda	25
9.2	Process for raising matters for a decision	25
9.3	Chief executive may delay or refuse request	25
9.4	Order of business	25
9.5	Chairperson's recommendation	25
9.6	Chairperson's report	25
9.7	Public inspection of agenda	26
9.8	Withdrawal of agenda items	26

9.9	Distribution of the agenda	26
9.10	Status of agenda	26
9.11	Items of business not on the agenda which cannot be delayed	26
9.12	Discussion of minor matters not on the agenda	27
9.13	Public excluded business on the agenda	27
9.14	Qualified privilege relating to agenda and minutes	27
	Meeting Procedures	28
10.	Quorum	28
10.1	Councils	28
10.2	Committees	28
10.3	Joint Committees	28
10.4	Requirement for a quorum	28
10.5	Meeting lapses where no quorum	29
10.6	Business from lapsed meetings	29
11.	Public access and recording	29
11.1	Meetings open to the public	29
11.2	Grounds for removing the public	29
11.3	Local authority may record meetings	29
11.4	Public may record meetings	29
12.	Attendance	30
12.1	Members right to attend meetings	30
12.2	Attendance when a committee is performing judicial or quasi-judicial functions	30
12.3	Leave of absence	30
12.4	Apologies	30
12.5	Recording apologies	30
12.6	Absent without leave	31
12.7	Right to attend by audio or audio visual link	31
12.8	Member's status: quorum	31
12.9	Member's status: voting	31
12.10	Chairperson's duties	31
12.11	Conditions for attending by audio or audio visual link	32
12.12	Request to attend by audio or audio visual link	32
12.13	Chairperson may terminate link	32
12.14	Giving or showing a document	32
12.15	Link failure	32
12.16	Confidentiality	32

13.	Chairperson of meetings	33
13.1	Chairperson must preside	33
13.2	Chairperson or Deputy Chairperson absent	33
13.3	Addressing the Chairperson	33
13.4	Chairperson’s rulings	33
13.5	Chairperson standing	33
13.6	Member’s right to speak	33
13.7	Chairperson may prioritise speakers	34
14.	Public Forums	34
14.1	Deputation - Form	34
14.2	Petition - Form	34
14.3	Petition - presented by petitioner	35
14.4	Petition - presented by Member	35
14.5	Speaking time limits	35
14.6	Public Forum - Speaking Restrictions	35
14.7	Public Forum - Questions of speakers	36
14.8	Public Forum – Debate and Resolutions	36
15.	Exclusion of public	36
15.1	Motions and resolutions to exclude the public	36
15.2	Specified people may remain	36
15.3	Public excluded items	36
15.4	Non-disclosure of information	37
15.5	Release of information from public excluded session	37
16.	Voting	37
16.1	Decisions by majority vote	37
16.2	Open voting	37
16.3	Chairperson has a casting vote	37
16.4	Method of voting	38
16.5	Calling for a division	38
16.6	Request to have votes recorded	38
16.7	Members may abstain	38
17.	Conduct	38
17.1	Calling to order	38
17.2	Disrespect	38
17.3	Retractions and apologies	38
17.4	Disorderly conduct	39
17.5	Contempt	39
17.6	Removal from meeting	39

17.7	Financial conflicts of interests	39
17.8	Non-financial conflicts of interests	39
17.9	Qualified privilege for meeting proceedings	40
17.10	Qualified privilege additional to any other provisions	40
17.11	Electronic devices at meetings	40
18.	General rules of debate	40
18.1	Chairperson may exercise discretion	40
18.2	Time limits on speakers	40
18.3	Questions to staff	40
18.4	Questions of clarification	40
18.5	Members may speak only once	40
18.6	Limits on number of speakers	41
18.7	Secunder may reserve speech	41
18.8	Speaking only to relevant matters	41
18.9	Restating motions	41
18.10	Criticism of resolutions	41
18.11	Objecting to words	41
18.12	Right of reply	41
18.13	No other member may speak	42
18.14	Adjournment motions	42
18.15	Chairperson's acceptance of closure motions	42
19.	General procedures for speaking and moving motions	42
19.1	Speaking and moving	42
19.2	Procedure if no resolution reached	42
20.	Motions and amendments	43
20.1	Proposing and seconding motions	43
20.2	Motions in writing	43
20.3	Motions expressed in parts	43
20.4	Substituted motion	43
20.5	Amendments to be relevant and not direct negatives	43
20.6	Foreshadowed amendments	43
20.7	Lost amendments	43
20.8	Carried amendments	43
20.9	Where a motion is lost	44
20.10	Withdrawal of motions and amendments	44
20.11	No speakers after reply or motion has been put	44

21.	Revocation or alteration of resolutions	44
21.1	Member may move revocation or alteration of decision	44
21.2	Revocation must be made by the body responsible for the decision	44
21.3	Requirement to give notice	44
21.4	Restrictions on actions under the affected resolution	45
21.5	Revocation or alteration by resolution at same meeting	45
21.6	Revocation or alteration by recommendation in report	45
22.	Procedural motions	45
22.1	Procedural motions must be taken immediately	45
22.2	Procedural motions to close or adjourn a debate	45
22.3	Voting on procedural motions	46
22.4	Debate on adjourned items	46
22.5	Remaining business at adjourned meetings	46
22.6	Business referred to the council, committee or local or community board	46
22.7	Other types of procedural motions	46
23.	Points of order	46
23.1	Members may raise points of order	46
23.2	Subjects for points of order	46
23.3	Contradictions	47
23.4	Point of order during division	47
23.5	Chairperson's decision on points of order	47
24.	Notices of motion	47
24.1	Notice of intended motion to be in writing	47
24.2	Refusal of notice of motion	47
24.3	Mover of notice of motion	47
24.4	Alteration of notice of motion	48
24.5	When notices of motion lapse	48
24.6	Referral of notices of motion	48
24.7	Repeat notices of motion	48
25.	Minutes	48
25.1	Minutes to be evidence of proceedings	48
25.2	Matters recorded in minutes	48
25.3	No discussion on minutes	49
25.4	Minutes of last meeting before election	49
26.	Minute books	49
26.1	Inspection	49
26.2	Inspection of public excluded matters	49

Referenced documents	50
Appendix 1: Grounds to exclude the public	51
Appendix 2: Sample resolution to exclude the public	53
Appendix 3: Motions and amendments (option A)	56
Appendix 4: Table of procedural motions	57
Appendix 5: Webcasting protocols	59
Appendix 6: Powers of a Chairperson	60
Appendix 7: Mayors' powers to appoint under s.41A	64
Appendix 8: Process for removing a Chairperson and deputy Mayor from office	65
Appendix 9: Workshops	66
Appendix 10: Sample order of business	67
Appendix 11: Process for raising matters for a decision	68

1. Introduction

These standing orders have been prepared to enable the orderly conduct of Council 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.

The document is structured in three parts:

- Part 1: general matters
- Part 2: pre-meeting procedures
- Part 3: meeting procedures.

The Appendices provide templates and additional guidance for implementing provisions within the Standing Orders.

NB: The Appendices is an attachment to Standing Orders and not part of Standing Orders themselves, consequently amendments to the Appendices do not require the agreement of 75% of those present.

In addition, the 'Guide to Standing Orders' provides additional advice for Chairpersons and staff on implementation of the standing orders and are not part of the standing orders.

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 Council 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).

1.2 Statutory references

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.

NB: During a meeting any statutory references in Standing Orders apply throughout the period of the meeting, regardless of whether or not parts or all of Standing Orders have been suspended.

These provisions must also be carried through into any amendment of Standing Orders that might be made.

Where employed the word '**must**', unless otherwise stated, identifies a mandatory legislative requirement.

1.3 Acronyms

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

1.4 Application

These Standing Orders apply to all meetings of the Council including its Committees and sub-Committees.

These Standing Orders **do not** apply to workshops or meetings of working parties and advisory groups **unless** stated in their Terms of Reference.

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

Advisory group means a group of people convened by Council for the purpose of providing advice or information and includes workshops, working parties, working group, panels, forums, portfolio groups, briefings and other similar bodies but does not include a committee or subcommittee.

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 of 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 Council appointed under s 42 LGA, and includes, for the purposes of Standing Orders, any other officer authorized by Council.

Clear working days means the number of working days for giving notice and excludes day on which the notice is served and the day of the meeting.

Committee includes:

- (a) A committee comprising all the members of Council;
- (b) A standing committee or special committee appointed by Council;
- (c) A joint committee appointed under cl 30A of Schedule 7, LGA;
- (d) Any subcommittee of a committee described in (a), (b) and (c) of this definition;
- (e) A subordinate decision-making body; and
- (f) Includes the Whanganui District Council Youth Committee

Community Board means the Wanganui Rural Community Board established under s 49 LGA

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

Council means the Whanganui District Council, and includes the Committees and sub-Committees of Council.

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

Extraordinary meeting has the same meaning as defined in cl 22 of Schedule 7, LGA.

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

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

Karakia timatanga means an opening prayer.

Karakia whakamutunga means a closing prayer.

Lawfully excluded means a member of Council who has been removed from a meeting due to behaviour that a Chairperson has ruled to be contempt.

Local Authority means the Whanganui District Council and any subordinate decision-making bodies established by Council.

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

Meeting means any first, ordinary, or extraordinary meeting of Council, subordinate decision-making bodies convened under the provisions of LGOIMA.

Member means any person elected or appointed to Council or to any committee or subcommittee of Council, and includes the presiding member of Council or of any committee or subcommittee of Council.

Mihi whakatau means a brief welcome typically delivered by one person without any further formalities.

Minutes means the record of the proceedings of any meeting of Council and its committees and subcommittees.

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 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 Council publicly notified in accordance with ss 46(1) and (2) LGOIMA.

Petition means a request to Council which contains at least 20 signatures.

Powhiri means a formal welcome involving a Karanga from the Tangata Whenua (the home people) followed by formal speech making. A Powhiri is generally used for formal occasions of the highest significance.

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 24.1 – 24.7.

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 has 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 Council;
- any other information which has not been released by Council as publicly available information.

Public excluded session refers to those meetings or parts of meetings from which the public is excluded by Council as provided for in LGOIMA (also referred to as confidential or in-committee session).

Public forum means the period set aside at 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 Whanganui district, or where there is no such newspaper, by notice displayed in a public place. The notice may also be replicated on Council's website.

Qualified privilege means the privilege conferred on member by ss 52 and 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.)

Secunder means the member who seconds a motion.

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

Subordinate decision-making body means committees, subcommittees, and any other bodies established by Council that have decision-making authority, but not the community board or joint committees.

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.

Subcommittee means a subordinate decision-making body established by Council, or a committee. See definition of "Committee".

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, 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 Council 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.

Working party means a group set up by Council to achieve a specific objective that is not a committee or subcommittee and to which Standing Orders do not apply.

Workshop means a gathering of Members for the purpose of considering matters of importance to Council at which no decisions are made and to which Standing Orders do not apply. Workshops are also described as briefings.

General matters

3. Standing orders

3.1 Requirement for adoption of standing orders

A local authority must adopt a set of standing orders for the conduct of its meetings and those of its committees.

The standing orders of a local authority must not contravene the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, or any other Act.

[cl 27(1) & (2), Schedule 7, LGA]

3.2 Process for adoption and alteration of standing orders

After the adoption of the first standing orders of the local authority, an amendment of the standing orders or the adoption of a new set of standing orders requires, in every case, a vote of not less than 75% of the members present.

[cl 27(3), Schedule 7, LGA]

3.3 Members must obey standing orders

A member of a local authority must abide by the standing orders adopted under clause 27.

[cl 16(1), Schedule 7, LGA]

3.4 Application of standing orders

Standing Orders apply to all meetings of Council and its committees and includes meetings and parts of meetings that the public are excluded from.

Standing Orders shall apply to the Wanganui Rural Community Board if adopted by the Board.

3.5 Temporary suspension of standing orders

A local authority or committee may temporarily suspend standing orders during a meeting by a vote of not less than 75% of the members present and voting, and the reason for the suspension must be stated in the resolution of suspension.

[cl 27(4), Schedule 7, LGA]

3.6 Quasi-judicial proceedings

For quasi-judicial proceedings Council may amend meeting procedure. For example, a Committee hearing applications under the Resource Management Act 1991 has additional powers under the Commissions of Inquiry Act 1908.

3.7 Physical address of members

Members of Council must give to the chief executive a physical residential or business address within the district or region of Council and, if desired, an electronic or other address, to which notices and material relating to meetings and Council business may be sent or delivered. Members are to provide their address within 5 working days of the publication of the declaration of the election results.

4. Meetings

4.1 Legal requirement to hold meetings

Council must hold meetings for the good government of its district. Meetings must be called and conducted in accordance with:

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

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

4.2 Meeting duration

A meeting cannot continue more than six hours from when it starts (including any adjournments) or after 10.30pm, unless the meeting resolves to continue.

If there is no such resolution any business on the agenda that has not been dealt with must be adjourned, transferred to the next meeting or transferred to an extraordinary meeting.

A meeting which is scheduled to transact its business over two consecutive days can continue for more than six hours provided that the meeting, on any one day, does not exceed six hours unless the meeting resolves to continue.

A meeting cannot continue more than three hours without a break of at least ten 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. When the normal business of the meeting is conducted in English the member must give the Chairperson prior notice, of not less than 2 clear working days before the meeting, of their intention to address the meeting in te reo Māori or New Zealand Sign Language.

The Chairperson may require that a speech is translated and printed in English or te reo Māori.

4.4 Webcasting meetings

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

4.5 First meeting

The first meeting of a local authority following a triennial general election of members must be called by the chief executive as soon as practicable after the results of the election are known.

The chief executive must give the persons elected to the local authority not less than 7 days' notice of the meeting.

[However], if an emergency exists, the chief executive may give notice of the meeting as soon as practicable.

[cl 21(1), (2) & (3), Schedule 7, LGA]

4.6 Requirements for the first meeting

The chief executive (or, in the absence of the chief executive, a nominee of that officer) must chair the meeting until the mayor or chairperson has made and attested the declaration.

[cl 21(4), Schedule 7, LGA]

The business that must be conducted at that meeting must include:

- (a) The making and attesting of the declarations required of the mayor (if any) and members under clause 14, [Schedule 7, LGA], and
- (b) The election of the chairperson (if any) and the making and attesting of the declaration required of the chairperson under cl 14, and
- (c) A general explanation, given or arranged by the chief executive, of:
 - i. the Local Government Official Information Act 1987; and
 - ii. other laws affecting members, including
 - A. the appropriate provisions of the Local Authorities (Members Interests) Act 1968;
 - B. sections 99, 105, and 105A of the Crimes Act 1961;
 - C. the Secret Commissions Act 1910; and
 - D. the Financial Markets Conduct Act 2013; and
- (d) The fixing of the date and time of the first meeting of the local authority, or the adoption of a schedule of meetings; and
- (e) The election of the deputy Mayor or deputy Chairperson in accordance with clause 17.

[cl 21(5), Schedule 7, LGA]

Note: a. Council is not required to adopt standing orders at its first meeting as standing orders remain in force after each triennial election.

5. Appointments and elections

5.1 Mayoral appointment of deputy Mayor, establishment of committees, appointment of chairs and committee members

The Mayor has the following powers:

- (a) to appoint the deputy mayor:
- (b) to establish committees of the territorial authority:
- (c) to appoint the chairperson of each committee established under paragraph (b), and, for that purpose, a mayor—
 - (i) may make the appointment before the other members of the committee are determined; and
 - (ii) may appoint himself or herself.

[s 41A(3), LGA]

5.2 Council Discharge of a Mayoral Appointment

Nothing limits or prevents a Council from:

- (a) removing, in accordance a deputy mayor appointed by the mayor; (cl 18, Schedule 7, LGA); or
- (b) discharging or reconstituting a committee established by the mayor (cl 30, Schedule 7, LGA); or
- (c) appointing 1 or more committees in addition to any established by the mayor (cl 30, Schedule 7, LGA); or
- (d) discharging a chairperson appointed by the mayor (cl 31, Schedule 7, LGA).

[s 41A(4), LGA]

5.3 Establishment of committees by the Mayor

Where the Mayor exercises the right to establish committees of Council a list of the committees and their terms of reference must be tabled at the next meeting of the Council.

5.4 Election of deputy Mayor, Chairperson, deputy Chairperson, or representative of Council

Council or a committee (if Council has so directed) must determine by resolution that a person be elected or appointed by using one of the following systems of voting:

- (a) voting system A, or
- (b) voting system B.

[cl 25(2), Schedule 7, LGA]

Note: This provision does not apply when the Mayor has used their appointment power under s 41A LGA. See Appendix 7.

5.5 Removal of a deputy Mayor

A deputy Mayor, whether appointed by the Mayor under SO 5.1 or elected by Council, can only be removed in accordance with cl 18, Schedule 7, LGA. See Appendix 8.

[cl 18, Schedule 7, LGA]

5.6 Voting system for deputy Mayors, Chairperson, deputy Chairperson or representative of Council

System A

The candidate is elected or appointed if he or she receives the votes of a majority of the members of Council or committee present and voting. System A has the following characteristics:

- (a) there is a first round of voting for all candidates; and
- (b) if no candidate is successful in the first round, there is a second round of voting from which the candidate with the fewest votes in the first round is excluded; and
- (c) if no candidate is successful in the second round, there is a third round, and if necessary subsequent rounds, of voting from which, each time, the candidate with the fewest votes in the previous round is excluded; and
- (d) in any round of voting, if two or more candidates tie for the lowest number of votes, the person to be excluded from the next round is resolved by lot.

[cl 25(3), Schedule 7, LGA]

System B

The candidate is elected or appointed if he or she receives more votes than any other candidate. System B has the following characteristics:

- (a) there is only one round of voting; and
- (b) if two or more candidates tie for the most votes, the tie is resolved by lot.

[cl 25(4), Schedule 7, LGA]

6. Delegations

6.1 Limits on delegations

Unless expressly provided otherwise in [the LGA], or in any other Act, for the purposes of efficiency and effectiveness in the conduct of a local authority's business, a local authority may delegate to a committee or other subordinate decision-making body, community board, or member or officer of the local authority any of its responsibilities, duties, or powers except:

- (a) the power to make a rate;
- (b) the power to make a bylaw;
- (c) the power to borrow money, or purchase or dispose of assets, other than in accordance with the long-term plan;
- (d) the power to adopt a long-term plan, annual plan, or annual report;
- (e) the power to appoint a chief executive;
- (f) the power to adopt policies required to be adopted and consulted on under [the LGA] in association with the long-term plan or developed for the purpose of the local governance statement;
- (g) Repealed;
- (h) the power to adopt a remuneration and employment policy.

[cl 32(1), Schedule 7, LGA]

6.2 Committees may delegate

A committee or other subordinate decision-making body, community board, or member or officer of the local authority may delegate any of its responsibilities, duties, or powers to a subcommittee or person, subject to any conditions, limitations, or prohibitions imposed by the local authority or by the committee or body or person that makes the original delegation.

[cl 32(3), Schedule 7, LGA]

6.3 Use of delegated powers

A committee, subcommittee, other subordinate decision-making body, community board, or member or officer of the local authority to which or to whom any responsibilities, powers, or duties are delegated may, without confirmation by the local authority or committee or body or person that made the delegation, exercise or perform them in the like manner and with the same effect as the local authority could itself have exercised or performed them.

[cl 32(4) Schedule 7, LGA]

6.4 Decisions made under delegated authority cannot be rescinded or amended

Nothing in standing orders allows Council or a committee to rescind or amend a decision made under a delegation authorising the making of decision by a committee, a subcommittee, or another subordinate decision-making body.

[cl 30(6), Schedule 7, LGA]

6.5 Committees subject to the direction of Council

A committee or other subordinate decision-making body is subject in all things to the control of Council, and must carry out all general and special directions of Council given to them.

[cl 30(3), Schedule 7, LGA]

A subcommittee is subject in all things to the control of the committee that appointed it, and must carry out all general and special directions of the committee given in relation to the subcommittee or its affairs.

[cl 30(4), Schedule 7, LGA]

6.6 Duty to consider delegations to community boards

Council must consider whether or not to delegate to a community board if the delegation would enable the community board to best achieve its role.

[cl 32(6), Schedule 7, LGA]

7. Committees

7.1 Appointment of committees and subcommittees

Council may appoint:

- (a) the committees, subcommittees, and other subordinate decision-making bodies that it considers appropriate; and
- (b) a joint committee with another local authority or other public body.

[cl 30(1), Schedule 7, LGA]

A committee may appoint the subcommittees that it considers appropriate, unless it is prohibited from doing so by Council.

[cl 30(2), Schedule 7, LGA]

7.2 Discharge or reconstitution of committees and subcommittees

Unless expressly provided otherwise in an Act:

- (a) Council may discharge or reconstitute a committee or subcommittee, or other subordinate decision-making body; and
- (b) a committee may discharge or reconstitute a subcommittee.

[cl 30(5), Schedule 7, LGA]

A committee, subcommittee, or other subordinate decision-making body is, unless Council resolves otherwise, deemed to be discharged on the coming into office of the members of the Council elected or appointed at, or following, the triennial general election of members next after the appointment of the committee, subcommittee, or other subordinate decision-making body.

[cl 30(7), Schedule 7, LGA]

Note

Section 12(2) of the Civil Defence and Emergency Management Act 2002 states that a Civil Defence and Emergency Management Group is not deemed to be discharged following a triennial election.

7.3 Appointment or discharge of committee members and subcommittee members

Council may appoint or discharge any member of a committee or a subcommittee.

[cl 31(1), Schedule 7, LGA]

Unless directed otherwise by Council, a committee may appoint or discharge any member of a subcommittee appointed by the committee.

[cl 31(2), Schedule 7, LGA]

7.4 Elected members on committees

The members of a committee or subcommittee may, but need not be, elected members of the Council, and Council or a committee may appoint to a committee or subcommittee a person who is not a member of the Council or committee if, in the opinion of the Council, that person has the skills, attributes, or knowledge that will assist the work of the committee or subcommittee.

[cl 31(3), Schedule 7, LGA]

At least one member of a committee must be an elected member of Council. An employee of the Council acting in the course of his or her employment may not act as a member of any committee unless that committee is a subcommittee.

[cl 31(4), Schedule 7, LGA]

In the case of a committee established by the community board at least one member must be a member of that board.

7.5 Council may replace members if committee not discharged

If Council resolves that a committee, subcommittee, or other decision-making body is not to be discharged under SO 7.2, Council may replace the members of that committee, subcommittee, or other subordinate decision-making body after the next triennial general election of members.

[cl 31(5), Schedule 7, LGA]

7.6 Membership of Mayor

The Mayor is a member of each committee of Council and has voting rights on each of those Committees.

[s 41A(5), LGA]

7.7 Decision not invalid despite irregularity in membership

An act or proceeding of Council or a committee, or of a person acting as a member of Council or a committee, is not invalidated by

- a. a vacancy in the membership of the local authority or committee at the time of that act or proceeding; or
- b. the subsequent discovery
 - i. of some defect in the election or appointment of the person acting as a member of the local authority or committee; or
 - ii. that that person was or is incapable of being a member.

[cl 29, Schedule 7, LGA]

7.8 Appointment of joint committees

Council may appoint a joint committee with another local authority or other public body if it has reached agreement with each local authority or public body.

The agreement must specify:

- (a) the number of members each party may appoint; and
- (b) how the chairperson and deputy chairperson are to be appointed; and
- (c) the terms of reference of the committee; and
- (d) what responsibilities (if any) are to be delegated to the committee by each party; and
- (e) how the agreement may be varied.

The agreement may also specify any other matter relating to the appointment, operation, or responsibilities of the committee agreed by the parties.

[cl 30A(1),(2) & (3), Schedule 7, LGA]

7.9 Status of joint committees

A joint committee is deemed to be both a committee of Council and a committee of each other party that has appointed members to it.

[cl 30A(5), Schedule 7, LGA]

7.10 Power to appoint or discharge individual members of a joint committee

The power to discharge any individual member of a joint committee and appoint another member in their stead must be exercised by the local authority or public body that made the appointment.

[cl 30A(6)(a), Schedule 7, LGA]

Pre-meeting

8. Giving notice

8.1 Ordinary Meetings - Public notice

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 days nor less than 5 working days before the day on which the meeting is to be held.

- (a) Subject to SO8.1(b) Council shall, not more than 14 days and not less than 5 days before the end of every month, cause to be publicly notified a list of all meetings of that local authority scheduled to be held in the following month, together with the dates on which, and the times and places at which, those meetings are to be held.
- (b) Where any meeting of Council is to be held on or after the 21st day of any month, Council may publicly notified that meeting not more than 10 working days nor less than 5 working days before the day on which the meeting is to be held.

[s 46(1) & (2), LGOIMA]

8.2 Ordinary Meetings - Notice to members

The chief executive must give written notice to each member of the time and place of any meeting. Notice must be given at least 14 days before the meeting unless 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), Schedule7, LGA]

8.3 Extraordinary Meeting may be called

An extraordinary council meeting may be called by:

- (a) resolution of Council, or
- (b) a requisition in writing delivered to the chief executive which is signed by:
 - i. the Mayor or Chairperson, or
 - ii. not less than one third of the total membership of Council (including vacancies).

[cl 22(1), Schedule 7, LGA]

8.4 Extraordinary Meeting - Notice to members

At least 5 clear working days before the day appointed for the meeting the chief executive must give each member written notice of the time and place of an extraordinary meeting and of the general nature of business to be considered.

If the meeting is called by a resolution of Council then the resolution may provide a lesser period of notice but not less than 24 hours.

[cl 22 (3), Schedule7, LGA]

8.5 Extraordinary Meeting - Public notice

Where an extraordinary meeting of Council is called and notice cannot be given in the manner permitted Council 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]

8.6 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 SO 8.4, a meeting may be called by:

- (a) the Mayor or Chairperson, or
- (b) if the Mayor or Chairperson are not available, the chief executive.

[cl 22(2) Schedule 7, LGA]

8.7 Notification of extraordinary meetings held at an earlier time

Notice of the time, place and matters to be considered of a meeting called under SO 8.6, 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 to 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), Schedule7 LGA]

8.8 Resolutions passed at an extraordinary meeting

Council must, as soon as practicable, publicly notify any resolution passed at an extraordinary meeting of Council 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]

8.9 Meeting schedules

Where Council adopts a meeting schedule it may cover any period that Council considers appropriate and may be amended. Notification of the schedule, or an amendment, will constitute notification to members of every meeting on the schedule or the amendment. This does not replace the requirements under LGOIMA to also publicly notify each meeting.

[cl 19 (6) Schedule 7, LGA]

8.10 Meeting not invalid

A meeting of Council is not invalid if notice of that meeting was not received, or not received in due time, by a member of Council 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 of Council may waive the need to be given notice of a meeting.

[cl 20(1) & (2), Schedule 7, LGA]

8.11 Meeting notification

No meeting of Council shall be invalid merely because that meeting was not publicly notified in accordance with LGOIMA.

[s 46(5) LGOIMA]

Where Council becomes aware that a meeting has not been publicly notified in accordance with LGOIMA it must, as soon as practicable, give public notice stating:

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

[s 46(6), LGOIMA]

8.12 Meeting cancellations

The Chairperson, in consultation with the chief executive, may cancel a scheduled meeting if they consider it necessary for reasons that include lack of business, lack of quorum or clash with another event.

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

9. Meeting agenda

9.1 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, including the names of the relevant members.

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

9.2 Process for raising matters for a decision

Requests for reports may be made by a resolution of the council or a committee and, in the case of all decision-making bodies other than the council, must also fall within the scope of their specific delegations.

A process for requesting reports is described in Appendix 11.

9.3 Chief executive may delay or refuse request

The chief executive may delay commissioning any report that involve significant cost or is beyond the scope of the committee that made the request.

In such cases the chief executive will discuss options for meeting the request with the Chairperson and report back to a subsequent meeting with an estimate of the cost involved and seek direction on whether the report should still be prepared.

9.4 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.

An example of a default order of business is set out in Appendix 10.

The order of business for an extraordinary meeting must be limited to items that are relevant to the purpose for which the meeting has been called.

9.5 Chairperson's recommendation

A Chairperson, either prior to the start of the meeting and/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.

9.6 Chairperson's report

The Chairperson 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.

9.7 Public inspection of agenda

Subject to SO 9.13 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 that meeting, all agendas and associated reports circulated to members of Council relating to that meeting.

[s 46A(1), LGOIMA]

The agenda:

- (a) must be available for inspection at the public offices of Council (including service delivery 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(2), LGOIMA]

9.8 Withdrawal of agenda items

If justified by circumstances an agenda item may be withdrawn by the chief executive. In the event of an item being withdrawn the chief executive should inform the Chairperson.

9.9 Distribution of the agenda

The chief executive must send the agenda to every member of a meeting at least two clear working days before the day of the meeting, except in the case of an extraordinary meeting (SO 8.4).

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

9.10 Status of agenda

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

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

Items not on the agenda may be brought before the meeting through a report from either the chief executive or the Chairperson.

A meeting may deal with an item of business that is not on the agenda where

- (a) the meeting resolves to deal with that item; and
- (b) the Chairperson explains at the meeting at a time when it is open to the public:
 - i. the reason why the item is not on the agenda; and
 - ii. the reason why the discussion of the item cannot be delayed until a subsequent meeting.

[s 46A(7), LGOIMA]

Please note: Nothing in this standing order removes the requirement to meet the provisions of Part 6, LGA with regard to consultation and decision-making.

9.12 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]

9.13 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 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]

9.14 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, in any proceedings for defamation in respect of that publication, the plaintiff proves that, in publishing the matter, the defendant was predominantly motivated by ill will towards the plaintiff, or otherwise took improper advantage of the occasion of publication.

[s 52, LGOIMA]

Meeting Procedures

Opening and closing

Council may, at the start of a meeting, choose to recognise the civic importance of the occasion through some form of reflection. This could be an expression of community values, a reminder of the contribution of members who have gone before or a formal welcome, such as a mihi whakatau. Options for opening a meeting could include a karakia timitanga, mihi whakatau, or powhiri as well as a karakia whakamutunga to close a meeting where appropriate.

10. Quorum

10.1 Councils

The quorum for a meeting of Council is:

- (a) half of the members, physically present, where the number of members (including vacancies) is even; and
- (b) a majority of the members physically present, where the number of members (including vacancies) is odd.

[cl 23(3)(a), Schedule 7, LGA]

Note:

A member who is attending by audio link or audiovisual link is not physically present at the meeting.

[cl 25A(4), Schedule 7, LGA]

10.2 Committees

The quorum at a meeting of a Council committee is a majority of members of the committee; and in the case of a committee other than a subcommittee, must include at least 1 member of Council.

Amended by Council Resolution 4 April 2017

[cl 23(3)(b), Schedule 7, LGA]

10.3 Joint Committees

The quorum at a meeting of a joint committee must be consistent with SO 10.1. 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]

10.4 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]

10.5 Meeting lapses where no quorum

A meeting must lapse, and the Chairperson vacate the chair, if a quorum is not present within 30 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, 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.

10.6 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 sets an earlier meeting and this is notified by the chief executive.

11. Public access and recording

11.1 Meetings open to the public

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

[s 47 & 49(a), LGOIMA]

11.2 Grounds for removing the public

The Chairperson may require any member of the public whose conduct is disorderly, or who is creating a disturbance, to be removed from the meeting.

11.3 Local authority may record meetings

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

11.4 Public may record meetings

Members of the public may make electronic or digital recordings of meetings which are open to the public. Any recording of meetings must be notified to the Chairperson at the commencement of the meeting to ensure that the recording does not distract the meeting from fulfilling its business.

Where circumstances require the Chairperson may stop the recording for a period of time.

12. Attendance

12.1 Members right to attend meetings

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

[cl 19(2), Schedule 7, LGA]

If the member of Council 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 chair, 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 any members of Council who are present may remain unless they are lawfully excluded.

Note

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

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

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

12.3 Leave of absence

Council may grant a member leave of absence following written application from that member.

In addition Council 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 Council whenever a member has been granted leave of absence under delegated authority.

When leave is granted the minutes will record that a member has leave of absence as an apology for that meeting.

12.4 Apologies

The Chairperson must invite apologies at the beginning of each meeting, including apologies for lateness and early departure.

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 acceptance of a member's apology constitutes a grant of 'leave of absence' for that meeting.

The meeting may accept or decline any apology.

12.5 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.

12.6 Absent without leave

The office of a member becomes vacant and the vacancy that is created is an extraordinary vacancy if a member is absent without leave from four consecutive Council meetings (not including extraordinary meetings).

[cl 5(d), Schedule 7, LGA]

12.7 Right to attend by audio or audio visual link

A member of Council, or of a committee, has, unless lawfully excluded, the right to attend any meeting of Council or committee by means of audio link or audiovisual link if—

- (a) standing orders permit attendance at that meeting by means of audio link or audiovisual link; and
- (b) the presiding member at that meeting is satisfied that all conditions and requirements in standing orders in relation to attendance at that meeting by means of audio link or audiovisual link are met.

[cl 25A(1), Schedule 7, LGA]

Provided the conditions in standing orders are met members of Council or its committees have the right to attend meetings by means of audio link or audiovisual link, unless they have been lawfully excluded.

12.8 Member's status: quorum

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

[cl 25A(4), Schedule 7, LGA]

12.9 Member's status: voting

Where a meeting has a quorum, determined by the number physically present, the member attending by audio link or audiovisual link can vote on any matter raised at the meeting.

12.10 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 audio link or audiovisual 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 link 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.

[cl 25A(3), schedule 7, LGA]

If the Chairperson is attending by audio link or audio visual link then the meeting shall be chaired by a member who is physically present and as prescribed by standing orders.

12.11 Conditions for attending by audio or audio visual link

The Chairperson may give approval for a member to attend a meeting by audio link or audio visual link, for a specific meeting, when:

- (a) the member is at a place that makes their physical presence at the meeting impracticable or impossible;
- (b) the member has been granted leave to attend by audio or audio visual link
- (c) the member is unable to attend owing to illness; or
- (d) the member is unable to attend due to an emergency.

12.12 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, due to illness or emergency, this is not possible 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, 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 Council or its committees.

12.13 Chairperson may terminate link

The Chairperson may direct that an audio link or audiovisual link be terminated where:

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

12.14 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; or
- (b) using the audio visual link; or
- (c) any other manner that the Chairperson thinks fit.

[cl 25(A)(6), Schedule 7, LGA]

12.15 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.

12.16 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.

13. Chairperson of meetings

13.1 Chairperson must preside

The mayor must preside at each meeting of the Council at which he or she is present unless they vacate the chair for a particular meeting or part of a meeting.

[cl 26(1) Schedule 7, LGA]

The chairperson of a committee must preside at each meeting of the committee at which he or she is present unless they vacate the chair for a particular meeting or part of a meeting.

[cl 26(2) Schedule 7, LGA]

13.2 Chairperson or Deputy Chairperson absent

If the mayor is absent from a Council meeting, or part of a meeting, the deputy mayor must preside.

If the chairperson of a committee is absent from a meeting, or part of a meeting, the deputy chairperson of the committee must preside.

If the deputy mayor is also absent Council members that are present must elect a member to be Chairperson at that meeting and that person may exercise the meeting responsibilities, duties and powers of the mayor for that meeting.

If the deputy chairperson is also absent, the members of the committee that are present must elect a member to be chairperson at that meeting, and that person may exercise at that meeting the responsibilities, duties, and powers of the chairperson.

[cl 26(5) & (6), Schedule 7, LGA]

13.3 Addressing the Chairperson

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

13.4 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.

13.5 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.

13.6 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.

13.7 Chairperson may prioritise speakers

When two or more members want to speak the Chairperson will name the member who may 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.

14. Public Forums

Public Forum: means a designated period on the Agenda to enable members of the public, including deputations and petitions, to bring matters to the attention of Council.

NB: In the case of a committee any issue, idea or matter raised in a public forum must also fall within the terms of reference of that meeting.

14.1 Deputation – Form

A deputation can only be made by people who are resident in the Whanganui District.

A deputation may be received provided an application, stating the subject of the deputation, has been submitted to the chief executive at least **5** clear working days before the meeting concerned and has been approved by the Chairperson.

The Chairperson may refuse a request for deputation which is:

- Repetitious; or
- Offensive; or
- Does not relate to matters that fall within the responsibility of the Council;
- Where the Council could not be reasonably expected to lobby on behalf of residents; or
- Where the deputation has an alternative ways of expressing their views through formal channels.

Where the subject of a deputation is one of urgency or of major public interest, the Chairperson may, with the consent of the meeting, determine that the deputation be received.

14.2 Petition - Form

Petitions may be presented to Council or any of its committees. 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** clear 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 SO19.9 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 relevant Chairperson at least two clear working days before the meeting to enable the petition be translated and reprinted, if necessary.

14.3 Petition - presented by petitioner

A petitioner who presents a petition to Council or any of its committees may speak for 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 clear working days before the date of the meeting concerned.

14.4 Petition - presented by Member

An elected member who presents a petition on behalf of petitioners is confined to reading the petition, the petitioners' statement; and the number of signatures attached to it.

The elected member may not speak on the petition at any subsequent period of the meeting where the matter of the petition is under discussion.

14.5 Speaking Time limits

Public Forum: A period of up to 30 minutes will be available for the public forum at each scheduled ordinary Council meeting, or such longer time as the meeting may resolve.

A speaker may speak for up to 5 minutes; however, no more than two speakers can speak on the same matter.

Where the number of speakers presenting in the public forum exceeds 6 in total, the Chairperson has discretion to restrict the speaking time permitted for all presenters unless the meeting resolves otherwise.

Petition: The petition organiser (or their nominee) may speak up to 5 minutes on the purpose of the petition.

Deputation: No more than two speakers can speak on behalf of a deputation; each speakers may speak for up to 5 minutes.

14.6 Public Forum - Speaking 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 on the same issue;
- the matter is subject to legal proceedings;
- the matter is subject to a hearing, including the hearing of submissions where Council or committee sits in a quasi-judicial capacity.

14.7 Public Forum - Questions of speakers

At the conclusion of the public forum period and with the permission of the Chairperson an elected member may ask a question of a speaker.

Questions are to be confined to obtaining information or clarification on the matter raised by a speaker with the speaker's response confined to answering the question.

14.8 Public Forum - Debate and Resolution

No debate or resolution will be made at a meeting on a matter raised in the public forum unless that matter is an item already on the agenda.

The Chairperson, with the consent of the meeting, may declare a matter to be a minor item to be added to the agenda.

15. Exclusion of public

15.1 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 s 48 of the 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 the LGOIMA (see Appendix 2). The resolution must state:

- (a) the general subject of each matter to be excluded;
- (b) the reason for passing the resolution in relation to that matter; and
- (c) the grounds on which the resolution is based.

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

[s 48, LGOIMA]

15.2 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 will assist the meeting to achieve its purpose. Any such resolution must state, in relation to the matter to be discussed, how the knowledge held by the specified people is relevant and be of assistance.

Where a meeting resolves that 1 or more persons may remain after the public has been excluded, the resolution must state the knowledge possessed by that person or those persons which will be of assistance in relation to the matter to be discussed and how it is relevant to that matter.

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

[s 48(6), LGOIMA]

15.3 Public excluded items

The chief executive must place in the public-excluded section of the agenda any items that he or she reasonably expects the meeting to consider with the public excluded. The public excluded section of the agenda must indicate the subject matter of the item and the reason the public are excluded.

[s 46A(8), LGOIMA]

15.4 Non-disclosure of information

No member or officer may disclose to any person, other than another member, officer 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 the LGOIMA for withholding the information; or
- (b) the information is no longer confidential.

15.5 Release of information from public excluded session

Council may provide for the release to the public of information which has been considered during the public excluded part of a meeting.

Each public excluded meeting must consider and agree by resolution, what, if any, information will be released to the public.

The chief executive may release information which has been considered at a meeting from which the public has been excluded where it is determined the grounds to withhold the information no longer exist. The chief executive will inform the subsequent meeting of the nature of the information released.

16. Voting

16.1 Decisions by majority vote

Unless otherwise provided for in the LGA, other legislation or standing orders, the acts of and questions before Council must be decided at a meeting through a vote exercised by the majority of the members of that meeting voting.

[cl 24(1), Schedule 7, LGA]

16.2 Open voting

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

[cl 24(3), Schedule 7, LGA]

16.3 Chairperson has a casting vote

The mayor or Chairperson or any other person presiding at the meeting has a deliberative vote and, in the case of an equality of votes, has a casting vote.

[cl 24(2), Schedule 7, LGA]

16.4 Method of voting

The method of voting must be as follows:

- (a) the Chairperson in putting the motion must call for an expression of opinion on the voices or take a show of hands, the result of either of which, as announced by the Chairperson, must be conclusive unless such announcement is questioned immediately by any member, in which event 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.

16.5 Calling for a division

When a division is called, the chief executive must record the names of the members voting for and against the motion and abstentions 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.

16.6 Request to have votes recorded

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

16.7 Members may abstain

Any member may abstain from voting.

17. Conduct

17.1 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.

17.2 Disrespect

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

17.3 Retractions and apologies

In the event of a member or speaker who has been disrespectful of another member or contravened 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 make a complaint under the Code of Conduct.

17.4 Disorderly conduct

Where 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.

17.5 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.

17.6 Removal from meeting

A member of the police or authorised security personnel 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.

17.7 Financial conflicts of interests

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

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

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

17.8 Non-financial conflicts of interests

Non-financial interests always involve questions of judgement and degree about whether the responsibility of a member of Council could be affected by some other separate interest or duty of that member in relation to a particular matter. If a member considers that they have a non-financial conflict of interest in a matter they 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.

17.9 Qualified privilege for meeting proceedings

Any oral statement made at any meeting of Council in accordance with the rules adopted by 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]

17.10 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 of Council.

[s 53, LGOIMA]

17.11 Electronic devices at meetings

Electronic devices and phones can only be used to advance the business of a meeting.

Personal use may only occur at the discretion of the chair. A Chairperson may require that an electronic device is switched off if its use is likely to distract a meeting from achieving its business or a member is found to be receiving information or advice from sources not present at the meeting which may affect the integrity of the proceedings.

18. General rules of debate

18.1 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.

18.2 Time limits on speakers

The following time limits apply to members speaking at meetings:

- (a) movers of motions when speaking to the motion – not more than 10 minutes;
- (b) movers of motions when exercising their right of reply – not more than 5 minutes;
- (c) other members – not more than 5 minutes.

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

18.3 Questions to staff

During a debate a member may ask staff questions about the matters being discussed. Questions must be asked through the Chairperson and how the question should be dealt with is at the Chairperson's discretion.

18.4 Questions of clarification

During 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.

18.5 Members may speak only once

A member may speak only once to a motion at a meeting of Council except with permission of the Chairperson.

18.6 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.

18.7 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.

18.8 Speaking only to relevant matters

Members may speak to any matter before the meeting; a motion or amendment which they propose; and 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 ruling on any matter arising under this standing order are final and not open to challenge.

18.9 Restating motions

At any time during a debate a member may ask, for their information, that the Chairperson restate a motion and any amendments; but not in a manner that interrupts a speaker.

18.10 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.

18.11 Objecting to words

When a member objects to any words used by another member in a speech and wants the minutes to record their objection, they 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.

18.12 Right of reply

The mover of an original motion has a right of reply. The mover of an amendment to the original motion does not.

In their reply, the mover must confine themselves to answering previous speakers and not introduce any new matters.

The 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 their 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.

18.13 No other member may speak

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

- (a) after the mover has started their reply;
- (b) after the mover has indicated that they want 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.

18.14 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 is to be considered at the next ordinary meeting of that committee or board, unless otherwise specified.

18.15 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.

19. General procedures for speaking and moving motions

19.1 Speaking and moving

The mover and seconder of a motion can move or second an amendment

Any members, regardless of whether they have spoken to the original or substituted motion, may move or second an amendment to it.

The mover or seconder of an amendment whether it is carried or lost can move or second further amendments.

Members can speak to any amendment.

The meeting by agreement of the majority of members present may amend a motion with the agreement of the mover and seconder.

19.2 Procedure if no resolution reached

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

20. Motions and amendments

20.1 Proposing and seconding motions

All motions and amendments moved must be seconded (including notices of motion). The Chairperson shall then state the matter raised and propose it for discussion.

Motions and amendments to motions that are not seconded are not in order and are not entered in the minutes.

20.2 Motions in writing

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

20.3 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.

20.4 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.

20.5 Amendments to be relevant and not direct negatives

Every proposed amendment must be relevant to the motion under discussion. Proposed amendments cannot be similar to an amendment that has already been lost. Any amendment which, if carried, would have the effect of defeating a previous motion that was carried is a direct negative and is therefore not allowed.

20.6 Foreshadowed amendments

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

20.7 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.

20.8 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.

20.9 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.

20.10 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.

20.11 No speakers after reply or motion has been put

A member may not speak to any motion once:

- (a) the mover has started their right of reply in relation to the motion; and
- (b) the Chairperson has started putting the motion.

21. Revocation or alteration of resolutions

21.1 Member may move revocation or alteration of 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 the council. 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 ss 77 to 82 (inclusive) of the LGA.

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.

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

If a resolution is made under delegated authority by a committee only that body may revoke or amend the resolution.

21.3 Requirement to give notice

A member must give notice to the chief executive at least 5 clear working days before the meeting at which it is proposed to consider the motion. The notice must be signed by not less than one third of the members of Council, including vacancies. A 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 twelve months.

21.4 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.

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; or
- (b) by reason of repetitive notices, the effect of the notice is an attempt by a minority to frustrate the will of Council or the committee that made the previous resolution;

then, in either case, action may be taken under the resolution as though no notice of motion had been given to the chief executive.

21.5 Revocation or alteration by resolution at same meeting

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

21.6 Revocation or alteration by recommendation in report

Council, on a recommendation in a report by the chairperson, chief executive, or committee, may revoke or alter all or part of a resolution passed by a previous meeting of the Council.

The chief executive must give at least two clear working days' notice of any meeting that will consider such a recommendation accompanied by the details of the recommendation.

Nothing in this clause entitles the Council or a committee to rescind or amend a decision made under a delegation authorising the making of decision by a committee, a subcommittee, or another subordinate decision-making body.

22. Procedural motions

22.1 Procedural motions must be taken immediately

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

22.2 Procedural motions to close or adjourn a debate

Any member who has not spoken on the matter under debate may, without interrupting a member who is already speaking, move any one of the following procedural motions to close or adjourn a debate:

- (a) Meeting adjourned: that the meeting be adjourned to the next ordinary meeting (unless the member states an alternative time and place);
- (b) Closure motion: that the motion under debate should now be put;
- (c) Discussion adjourned: that the item being discussed be adjourned to a specified time and place and not be further discussed at this meeting;
- (d) Item to lie on the table: that the item being discussed lie on the table and not be further discussed at this meeting;
- (e) Item be referred: that the item being discussed be referred (or referred back) to the relevant committee or to the community board.

22.3 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 on that matter within the next 15 minutes.

22.4 Debate on adjourned items

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

22.5 Remaining business at adjourned meetings

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

22.6 Business referred to the council, committee or local or community board

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

22.7 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.

23. Points of order

23.1 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).

23.2 Subjects for points of order

A member must state, without explanation, precisely what the subject matter of the point of order is. Points of order may be raised for the following matters:

- (a) Disorder – bringing disorder to the attention of the Chairperson; or
- (b) Language – use of disrespectful, offensive or malicious language; or
- (c) Irrelevance – the topic being discussed is not the matter currently before the meeting; or
- (d) Misrepresentation – misrepresentation of any statement made by a member or by an officer or council employee; or
- (e) Breach of standing order – the breach of any standing order while also specifying which standing order is subject to the breach; or
- (f) Record Words - Request that words objected to be recorded in the Minutes.

23.3 Contradictions

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

23.4 Point of order during division

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

23.5 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 from the mover 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.

24. Notices of motion

24.1 Notice of intended motion to be in writing

A Notice of an intended motion 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 the chief executive must give members notice in writing of the intended motion at least 2 clear working days' notice of the date of the meeting at which it will be considered.

24.2 Refusal of 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 related to the role or functions of Council or meeting concerned; or
- (c) contains an ambiguity or a statement of fact or opinion which cannot properly form part of an effective resolution, and where the mover has declined to comply with such requirements as the chief executive officer may make; or
- (d) is concerned with matters which are already the subject of reports or recommendations from a committee to the meeting concerned; or
- (e) fails to include sufficient information as to satisfy the decision-making provisions of s 77 to s 82 LGA (inclusive); or
- (f) concerns a matter where decision-making authority has been delegated to a subordinate body or the community board.

Reasons for refusing a notice of motion should be provided to the mover. Where the refusal is due to (f) the notice of motion may be referred to the appropriate committee or the community board.

24.3 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.

24.4 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.

24.5 When notices of motion lapse

Notices of motion that are not put when called by the Chairperson must lapse.

24.6 Referral of notices of motion

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

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

24.7 Repeat notices of motion

When a motion has been considered and rejected by Council or a committee, no similar notice of motion which, in the opinion of the Chairperson, is substantially the same in purport and effect may be accepted within the next 12 months, unless signed by not less than one third of all members, including vacancies.

Where a notice of motion has been adopted by Council no other notice of motion which, in the opinion of the Chairperson has the same effect, may be put while the original motion stands.

25. Minutes

25.1 Minutes to be evidence of proceedings

Council must keep minutes of their proceedings. These minutes must be kept in hard copy, signed and included in Council's minute book and, when confirmed by resolution at a subsequent meeting and signed by the Chairperson, will be prima facie evidence of the proceedings they relate to.

[cl 28, Schedule 7, LGA]

25.2 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) the general theme of the debate including key points and actions arising;
- (l) a brief outline of the reasons of the dissenting members;
- (m) an account of any personal explanation given by a member;
- (n) a description of any oral briefing given to the meeting on a matter of council business
- (o) any objections made to words used;
- (p) all divisions taken and, if taken, a record of each members' vote;
- (q) the names of any members requesting that votes or abstentions be recorded;
- (r) any declarations of financial or non-financial conflicts of interest;
- (s) the contempt, censure and removal of any members;
- (t) any resolutions to exclude members of the public;
- (u) the time at which the meeting concludes or adjourns;
- (v) the names of people permitted to stay in public excluded.

25.3 No discussion on minutes

The only topic that may be discussed at a subsequent meeting, with respect to the minutes, is their correctness.

25.4 Minutes of last meeting before election

The chief executive and the relevant Chairperson must sign the minutes of the last meeting of Council before the next election of members.

26. Minute books

26.1 Inspection

A hard copy of Council's minute books must be kept by the chief executive and be open for inspection by the public. This does not preclude the complementary use of electronic minutes in accordance with the Electronics Transactions Act.

[s 51, LGOIMA]

26.2 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 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
- Securities Act 1978

Appendix 1: Grounds to exclude the public

Council 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 i, 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 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 Council in those proceedings; or
 - ii. 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	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. OR To enable the Committee to consider the objection to fees and charges. OR 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) Council 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))

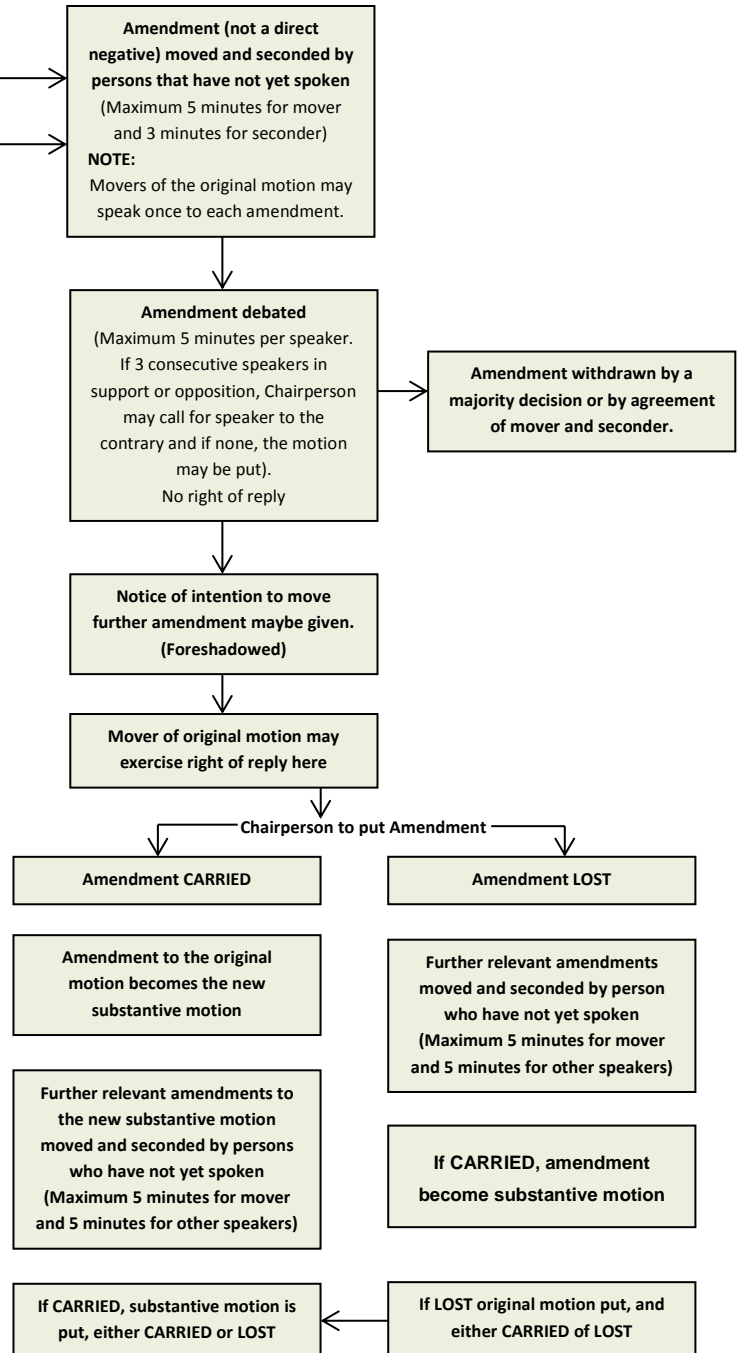
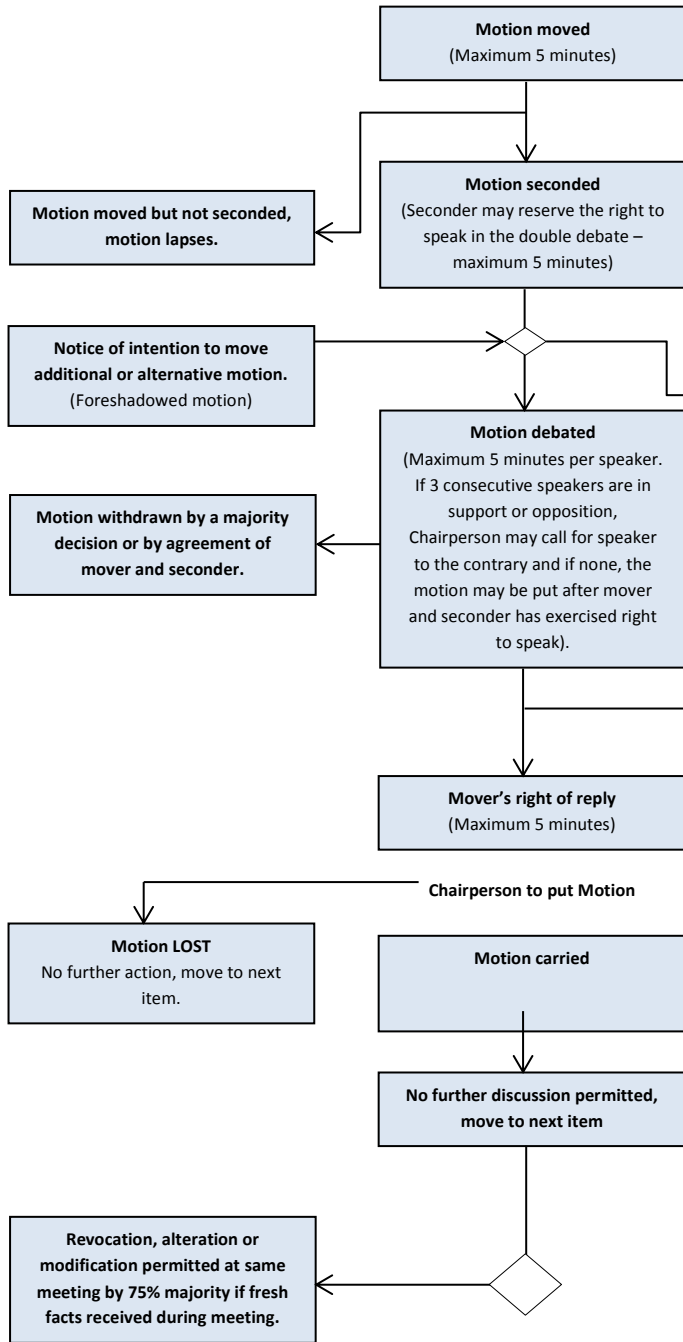
Item No	Interest
	Protect information where the making available of the information (i) would disclose a trade secret; or (ii) would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information (Schedule 7(2)(b))
	In the case only of 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 - (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 be permitted to remain at this meeting, after the public has been excluded, 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 second 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 second 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 Council 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.

1. Live streaming of the meeting shall not commence until the Chairperson officially opens the meeting;
2. The default shot will be on the Chairperson or a wide-angle shot of the meeting room
3. Cameras will cover the 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.
4. 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.
5. PowerPoint presentations, recording of votes by division and other matters displayed by overhead projector may be shown.
6. Shots unrelated to the proceedings, or not in the public interest, are not permitted.
7. If there is general disorder or a disturbance from the public gallery, coverage will revert to the Chairperson.
8. 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 Council 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 Council 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 Council to any matter or subject within the role or function of Council.

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 at any meeting has a deliberative vote and, in the case of equality of votes, has a casting vote where standing orders make such provision.

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 Council; 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 Council, 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 Council, 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 of Council, including vacancies.

Revocation or alteration of previous resolution

A Chairperson may recommend in a report to Council the revocation or alteration of all or part of any resolution previously passed, and Council 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

The Chairperson is to sign the minutes and proceedings of every meeting once confirmed. The Chairperson and chief executive are responsible for confirming the correctness of the minutes of the last meeting of Council 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 Council 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 undertaken by the deputy chair or a member who is physically present.

Appendix 7: Mayors' powers to appoint under s.41A

The role of a Mayor is:

- (a) to provide leadership to councillors and the people of the city or district.
- (b) to lead development of the council's plans (including the long-term and annual plans), policies and budgets for consideration by councillors.

The Mayor has authority to:

- (a) Appoint the deputy Mayor.
- (b) Establish Council committees, their terms of reference, appoint the Chairperson of each of those committees and the members.
- (c) Appoint themselves as the Chairperson of a committee.
- (d) Decline to exercise the powers under clause a) and b) above but may not delegate those powers to another person.

Council retains the ability to:

- (a) Remove a deputy Mayor appointed by the Mayor.
- (b) Discharge or reconstitute a committee established by the Mayor.
- (c) Discharge a committee Chairperson who has been appointed by the Mayor.

The Mayor is a member of each committee of the Council.

Appendix 8: Process for removing a Chairperson and deputy Mayor from office

1. At a meeting that is in accordance with this clause, Council or regional council may remove its Chairperson, deputy Chairperson, or deputy Mayor from office.
2. If a Chairperson, deputy Chairperson, or deputy mayor is removed from office at that meeting, Council or regional council may elect a new Chairperson, deputy Chairperson, or deputy mayor at that meeting.
3. A meeting to remove a Chairperson, deputy Chairperson, or deputy Mayor may be called by:
 - (a) a resolution of Council or regional council; or
 - (b) a requisition in writing signed by the majority of the total membership of Council or regional council (excluding vacancies).
4. A resolution or requisition must:
 - (a) specify the day, time, and place at which the meeting is to be held and the business to be considered at the meeting; and
 - (b) indicate whether or not, if the Chairperson, deputy Chairperson, or deputy Mayor is removed from office, a new Chairperson, deputy Chairperson, or deputy Mayor is to be elected at the meeting if a majority of the total membership of Council or regional council (excluding vacancies) so resolves.
5. A resolution may not be made and a requisition may not be delivered less than 21 days before the day specified in the resolution or requisition for the meeting.
6. The chief executive must give each member notice in writing of the day, time, place, and business of any meeting called under this clause not less than 14 days before the day specified in the resolution or requisition for the meeting.
7. A resolution removing a Chairperson, deputy Chairperson, or deputy Mayor carries if a majority of the total membership of Council or regional council (excluding vacancies) votes in favour of the resolution.

[cl 18, Schedule 7, LGA]

Appendix 9: 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) a resolution of Council or its committees
- (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.

Appendix 10: Sample order of business

Open section

- (a) Apologies
- (b) Declarations of interest
- (c) Confirmation of minutes
- (d) Leave of absence
- (e) Acknowledgements and tributes
- (f) Petitions
- (g) Public input
- (h) Community Board input
- (i) Extraordinary business
- (j) Notices of motion
- (k) Reports of committees
- (l) Reports of Community Board
- (m) Reports of the chief executive and staff
- (n) Mayor, deputy Mayor and elected members' reports (information)

Public excluded section

- (o) Reports of committees
- (p) Reports of the chief executive and staff
- (q) Mayor, deputy Mayor and elected members' reports (information)

Appendix 11: Process for raising matters for a decision

Matters requiring a decision may be placed on an agenda of a meeting by a:

- report of chief executive
- report of a Chairperson
- report of a committee
- report of a community and/or local 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 chief executive
- report of Chairperson

Although out of time for a notice of motion, a member may bring an urgent matter to the attention of the meeting through the meeting chair.