

KEMPSEY SHIRE COUNCIL

COMMITTEE MEETING GUIDELINES

Procedure 5.2.1

Policy No. and title	5.2	Committees of Council Policy
Procedure	5.2.1	Committee Meeting Guidelines
Version	1	
Date Adopted	4 September 2012	

OBJECTIVES

- To provide local standing orders or rules for the conduct of Committee meetings for all Council Committees that includes members who are not Councillors.
- To determine procedures and arrangements for meetings of these Committees supplementary to those contained in the Local Government Act 1993.

GUIDELINES

- a) Council has a number of Committees where not all members are Councillors – these Council Committees have other members being community members or staff. Such Committees shall be bound by all the conditions where all members are Councillors.
- b) At the commencement of each Council term of office, nominations shall be invited from interested Community members for appointment to positions on various Council Committees.
- c) When establishing a Council Committee, Council seeks expressions of interest in writing from residents of the local community usually by advertising in the local press. The expressions of interest are assessed by Council and the most appropriate individuals are selected.
- d) All Council Committees that include members who are not Councillors shall adopt standing orders in accordance with 'sample' standing orders (copy attached) or amended as deemed suitable.
- e) For Council Committees where not all members are Councillors, members of the public are not entitled to attend unless invited by the respective Committee or the Committee has resolved to hold open meetings. These Committees have the delegations to invite specific persons or members of the public to attend as observers in accordance with the adopted Standing Orders of the Committee.
- f) Council recognises the importance of Committees as being transparent in all its dealings. As members of Council Committees must comply with Council Policies in particular:
 - i) Code of Conduct; and
 - ii) Code of Meeting Practice
- g) Copies of the above Policies will be provided to Council Committee members at the commencement of their term of office.

- h) Community representatives on Council Committees will cease to hold office at the expiration of the Council term being the date of the general election. Current Committee representatives will be eligible to seek reappointment.
- i) Any Committee may be dissolved by Council at any time.

VARIATION

Council reserves the right to review, vary or revoke this procedure which will be reviewed periodically to ensure it is relevant and appropriate.

ATTACHMENT 1

COMMITTEE DRAFT STANDING ORDERS

- 1 The Committee shall abide by the provisions of the Local Government Act 1993, the Local Government (General) Regulation 2005 and Kempsey Shire Council's Code of Meeting Practice as they refer to each committee. Specific reference should be made to Council's Code of Meeting Practice part 9 (Council Committees).
- 2 The elected representative from Kempsey Shire Council shall be the Chairperson.
- 3 Quorum – such number of members as the Council decides or a majority of the members of the committee.
- 4 The Council appointed Secretary shall be able to participate in discussion and debate but may **NOT** vote.
- 5 Each member of the Committee shall have one (1) vote. In the event of equality of voting the Chairperson (or acting Chairperson) shall have a casting vote as well as a deliberative vote.
- 6 Any member of the Committee who has a personal, direct or indirect, interest (whether pecuniary or otherwise) in any matter, shall declare such interest at the meeting and depart from the meeting while such matter is under consideration.
- 7 An agenda will be issued at least three (3) days prior to each meeting. If a member wishes to have any matter specifically dealt with at a meeting, written notice (and a report if necessary) should be sent to the Secretary so that the agenda can be prepared and all members advised. The closing time for agenda items is seven (7) working days prior to the meeting.
- 8 Minutes of each meeting shall be taken and distributed as soon as possible following the meeting.
- 1 Meeting procedure:
 - a) The Chairperson shall ensure matters are fully discussed, but if a procedural motion is put to close a debate, the motion is to be put.
 - b) Motions will not be discussed unless seconded.
 - c) Questions may be asked off the floor to a speaker during discussion with the consent of the Chairperson.
 - d) Debate "discussion" will close with the mover speaking on the motion a second time, except upon the direction of the Chairperson.
- 10 If a motion is passed and a member wishes to rescind the motion, notice of rescission is to be given at the meeting when the motion is put. Rescission motions must have two seconders (three signatures) before being placed on the agenda.
- 11 Motions of a similar nature contrary to an existing motion shall not be made within three (3) months of the original motion.
- 12 Representatives are to keep the groups they represent advised of Committee decisions.
- 13 All requests made to Council by the Committee shall be in writing.

- 14 The Committee shall have the power to invite persons to attend meetings to discuss or be involved in specific matters.
- 15 Members of the public may be invited to attend meetings as observers by advising the time and place of meetings in Council's advertising space in the Macleay Argus and in the Happydings.
- 16 The meeting may form itself into "camera" to discuss confidential matters at the discretion of the Committee.
- 17 That in the event of a member being absent for three (3) consecutive meetings without a reason acceptable to the Committee, then the position be declared vacant.
- 18 That Committee meetings start at * and end at * on the *