

## Procedure at Electors' Meetings

In accordance with Section 5.31 of the Local Government Act 1995 and regulation 18 of the Local Government (Administration) Regulations 1996, the procedures to be followed at electors' meetings are to be determined by the person presiding over the meeting, being the Mayor.

The Mayor has determined that the following procedures are to apply at the Annual Electors' meeting on Wednesday 20<sup>th</sup> March 2024.

1. Electors of the Town of Cottesloe are entitled to address the meeting by making a public statement.
2. Non electors may address the meeting by making a public statement, with the consent of the Presiding Member.
3. Persons wishing to make a statement to the meeting shall be permitted up to 3 minutes to speak.
4. Priority in speaking shall be given to Town of Cottesloe electors.
5. Where time permits, once all electors wishing to make statements have been heard, the Presiding Member may permit electors who have already addressed the meeting another opportunity to speak for up to three minutes.
6. At the Annual Electors' meeting all statements must relate to matters within the remit of the Town of Cottesloe.
7. Electors will be permitted to ask questions at the meeting.
8. Electors will be permitted up to three minutes to ask questions and shall be permitted to ask up to five questions; to ensure fairness to all electors attending, the Presiding Member may require that each part of a multi-part question will be treated as a question in its own right in calculating the number of questions that may be put.
9. In the interests of courtesy to all attendees, questions should be put succinctly, and should not contain expressions of opinion or excessive preamble.
10. Questions unable to be answered at the meeting may be taken on notice, in which case a written response will be provided and will be included in the agenda of the next Council meeting or, if that is not possible, the agenda for the following Council meeting.
11. All questions and responses will be summarised and included in the minutes of the next meeting of Electors.
12. If time permits, once all electors who wish to ask questions have been heard, the Presiding Member may permit electors who have already asked questions to put up to three more questions, and allow up to three minutes to put such further questions.
13. All public statements and public questions shall be respectful, shall not be offensive or defamatory or the like and shall not reflect adversely on Elected Members, the Town's staff or any other individuals. Public statements and public questions which do not comply with these requirements may be rejected by the Presiding Member. Questions rejected by the Presiding Member on these grounds will not be published.
14. The Presiding Member may reject questions if substantially similar questions have already been asked and may limit the time for public questions where satisfied that

questions have become repetitive and are no longer contributing to the effectiveness of the meeting.

15. Electors can move, second and speak to motions. At a Special Electors' meeting, motions must relate to the subject matter of the meeting as set out in the agenda. At the Annual Electors' meeting, motions must relate to matters within the remit of the Town of Cottesloe.
16. Priority will be given to motions submitted in writing to the Town prior to the meeting.
17. Motions must be moved and seconded at the meeting before any discussion on the motions.
18. The mover of a motion shall be permitted up to three minutes to speak to the motion.
19. The seconder of a motion shall be permitted up to three minutes to speak to the motion.
20. Debate may then ensue, with electors permitted to speak for up to three minutes in respect of the motion; in order to avoid unnecessarily repetitive debate, the Presiding Member may invite the mover of the motion to exercise the right of reply and then may put a motion to the vote if satisfied that there has been sufficient debate on the motion.
21. The mover of the motion shall have three minutes to exercise the right of reply if any elector has spoken against the motion; the right of reply is to be used to rebut arguments put by speakers against the motion and no new arguments or information is to be introduced during the right of reply.
22. All motions are decided by majority vote of electors present at the meeting.
23. Each elector at the meeting is entitled to one vote but is not required to vote.
24. Voting must not be done in a way that is secret.
25. The Presiding Member may require electors and non-electors to sit in separate areas to facilitate the voting count.
26. All motions moved at the meeting and the outcome of the motions shall be recorded in the Minutes of the meeting.
27. The rules governing public behaviour at meetings, as set out in the Town of Cottesloe Local Government (Meetings Procedure) Local Law 2021, shall apply to Elector's meetings.
28. Any other rules or procedures not covered in this note, and clarification of any of the contents of this note, are to be determined by the Presiding Member, in accordance with the Act and the regulations.