

Guideline for the annual Electors General Meeting

Holding and convening an Electors General Meeting

A general meeting of the electors of a district is to be held once every financial year. A general meeting is to be held on a day selected by the local government but not more than 56 days after the local government accepts the Annual Report for the previous financial year. The matters to be discussed at the general electors' meetings are to be those prescribed in the *Local Government Act 1995* and associated Regulations.

Meeting Procedure

The following order of business will typically apply to the meeting:

1. Opening and announcements of visitors
2. Acknowledgement of Country
3. Dedication
4. Attendance, apologies, leave(s) of absence (previously approved)
5. Receiving of the Annual Report for 2019/2020
6. General Business
 - Questions by Electors
 - Motions by Electors
7. Reports
 - Confirmation of minutes
8. Close of meeting.

Registration, sign in and seating arrangements

In order to be able to:

1. ask a question and/or;
2. move/second a motion and/or;
3. vote

All electors in attendance must be registered on the City of Kwinana Electoral Roll. This will be verified by City Officers on arrival. Members of the public who wish to be part of the voting process are encouraged to arrive early to avoid any delay to the meeting commencement time.

Electors will be marked off the City's Electoral Roll as they enter the meeting. If a member of the public is not on the current Electoral Roll they must provide identification/proof of enrolment (Federal and/or State Roll) within the City of Kwinana to be eligible. Members of the public who are unable to demonstrate their eligibility to vote to the satisfaction of the City Officer have the opportunity to sit in on the meeting as an observer. Designated observe and electors sitting areas will be set for the meeting.

Questions from Electors

The Presiding Member will ask for a show of hands for people seeking to ask a question. Each elector will be permitted to ask a maximum of two questions initially. Electors asking questions are requested to state their name and address prior to asking a question. For minute taking purposes, electors are required to fill out a Public Question Form which is available online. Copies will also be made available at the meeting.

If your question cannot be answered at this time, it will be taken on notice and a City Officer will respond as soon as possible.

Voting

Only electors are entitled to move motions and vote at the meeting. The mover will be able to speak for a maximum of five minutes, following which the seconder is permitted to speak for a maximum of five minutes. The mover and seconder must state their name and address prior to moving or seconding a motion.

The Presiding Member will allow three speakers for and three speakers against to speak, following which the mover will then have the right of reply. Voting will only take place after a motion that has been moved and seconded has been provided in writing to the administration in full. All decisions are to be made by simple majority (by way of a show of hands). Secret voting is not permitted. In accordance with section 5.33 of the *Local Government Act 1995* all decisions made at electors' meetings are required to be considered by Council at the next Ordinary Council Meeting or at a Special Council Meeting called for that purpose.

Relevant legislation

Section 5.31 and 5.33 of the *Local Government Act 1995*

Regulation 18 of the *Local Government (Administration) Regulations 1996*

Part 18 of the City of Kwinana *Standing Orders Local Law 2019*