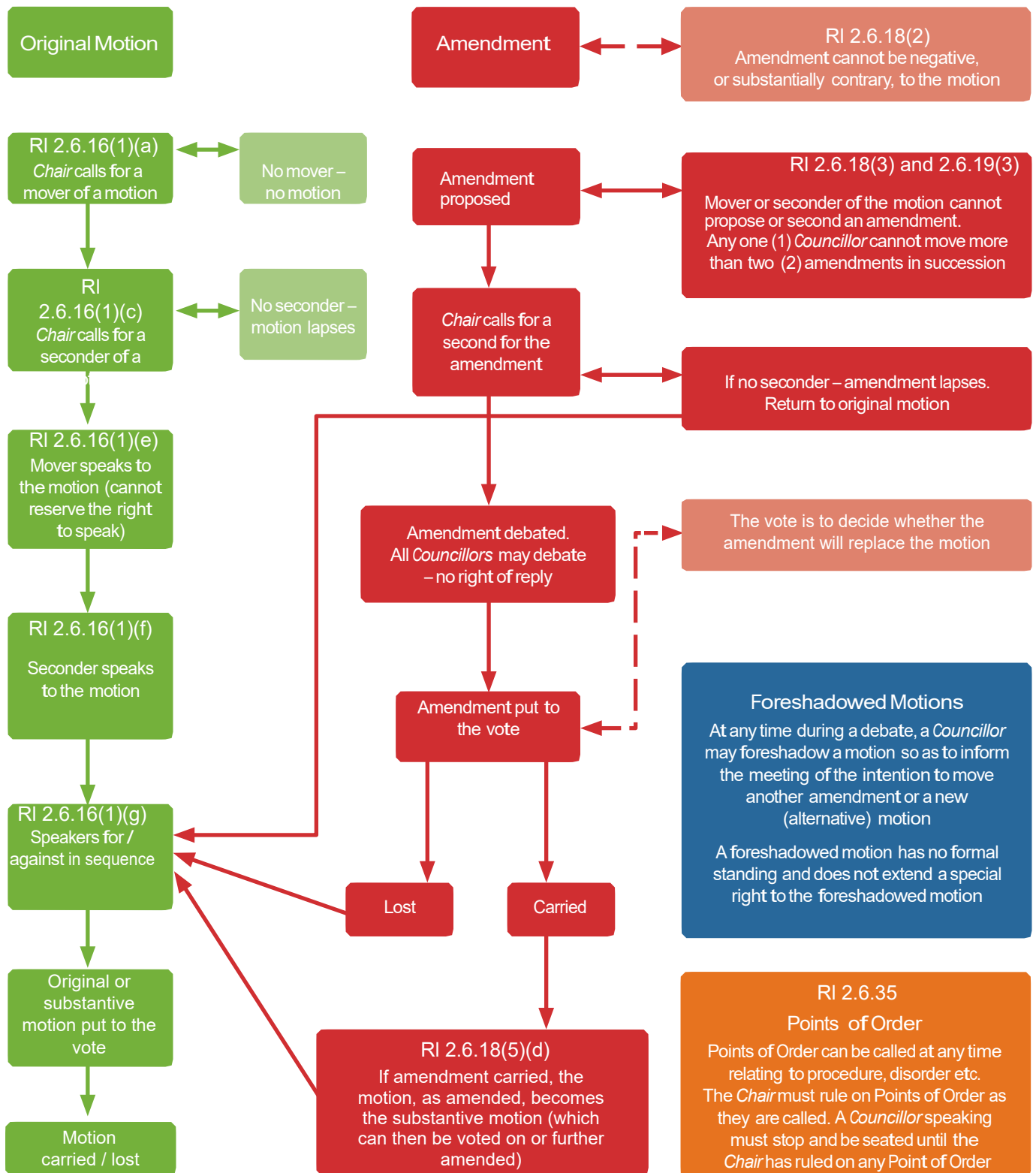




# GOVERNANCE RULES MEETING PROCEDURE QUICK REFERENCE GUIDE

# Appendix 1 - Procedure for Motions and Amendments



**PROCEDURAL MOTIONS** (refer 2.6.25 Governance Rules)

Motion	Form	Mover/ Seconder	When prohibited	Effect if Carried	Effect if Lost	Debate Permitted
<b>Notice of Motion</b>	Submitted within the required timeframe and in accordance with rule 2.4.10	Any Councillor	If not in accordance with rule 2.4.10	The CEO ensures the actions required are carried out.	No further action taken.	Yes
<b>Notice of Rescission</b>	Submitted within the required timeframe and in accordance with rule 2.4.11	Any Councillor, plus the written endorsement of at least two other Councillors	If not in accordance with rule 2.4.11	To set aside the previous decision of the Council, except for any aspects that had already been acted upon by the time the Notice was lodged.	The resolution Previous resolution	Yes, but confined to the grounds of the rescission; not the merits of the original motion
<b>Deferral of a matter (to a future meeting)</b>	‘That the debate on this matter be deferred until (insert meeting/date) to allow (purpose of deferral)...’	Any Councillor (other than the Chair) who has not moved or seconded the original motion or otherwise spoken to the original motion.	(a) During the election of the Mayor/Deputy Mayor; (b) During the election of a <i>Chair</i> ; or (c) When another Councillor is speaking.	Consideration/debate on the motion and/or amendment is postponed to the stated date and the item is re-listed for consideration at the resolved future meeting, when a fresh motion may be put and debated.	Debate continues unaffected.	Yes
<b>Closure (of debate)</b>	‘That the motion now be put’	Any Councillor (other than the Chair) who has not moved or seconded the original motion or spoken for/against the original motion.	During nominations for a Chair.	Motion or amendment is put to the vote immediately without further debate, subject to any Councillor exercising their right to ask any question concerning or arising out of the motion.	Debate continues unaffected.	No
<b>Laying a motion on the table (pausing debate)</b>	‘That the motion be laid on the table’	A Councillor (other than the Chair) who has not spoken for/against the motion.	During the election of the Mayor/Deputy Mayor.	Motion not further discussed or voted on until Council resolves to take the motion from the table at the same Council Meeting.	Debate continues unaffected.	No
<b>Take a motion from the table (resume debate on a matter)</b>	‘That the motion in relation to xx be taken from the table’	Any Councillor (other than the Chair) who has not spoken for/against the motion or an amendment.	When no motion is on the table.	Debate of the item resumes.	Debate of the item remains paused.	No
<b>Alter the order of business</b>	‘That the item listed at xx on the agenda be considered before/after the item listed as xy’	Any Councillor (other than the Chair).	(a) At a Meeting to elect the Mayor; or (b) During any debate.	Alters the order of business for the Council Meeting.	Items are considered in the order as listed in the agenda.	No

Motion	Form	Mover/ Second	When prohibited	Effect if Carried	Effect if Lost	Debate Permitted
<b>Suspension of Standing Orders</b>	'That Standing Orders be suspended to ...' (reason must be provided)	Any Councillor (other than the Chair).		The rules of the meeting are temporarily suspended for the specific reason given in the motion. No debate or decision on any matter, other than a decision to resume Standing Orders, is permitted.	The meeting continues unaffected.	No
<b>Resumption of Standing Orders</b>	'That Standing Orders be resumed'	Any Councillor (other than the Chair).	When Standing Orders have not been suspended.	The temporary suspension of the rules of the meeting is removed.	The meeting cannot continue.	No
<b>Consideration of confidential matter(s) (Close the meeting to members of the public)</b>	That, in accordance with section 66(2)(a) of the <i>Local Government Act 2020</i> the meeting be closed to members of the public for the consideration of item xx <i>is confidential as it relates to [insert reason]</i>	Any Councillor (other than the Chair).	During the election of the Mayor/Deputy Mayor.  When the item of business does not meet the definition of confidential as defined in the <i>Local Government Act 2020</i> .	The meeting is closed to members of the public.	The meeting continues to be open to the public.	Yes
<b>Close the meeting to members of the public for security reasons or to enable meeting to proceed in an orderly manner.</b>	That, in accordance with section 66(2)(a) of the <i>Local Government Act 2020</i> the meeting be closed to members of the public <i>[for security reasons or to enable the meeting to proceed in an orderly manner [insert reason]</i>	Any Councillor (other than the Chair).	During the election of the Mayor/Deputy Mayor.	The Council Meeting is closed to members of the public.	The Council Meeting continues to be open to the public.	Yes
<b>Reopen the meeting</b>	'That the meeting be reopened to members of the public'	Any Councillor (other than the Chair).		The Council Meeting is reopened to the public.	The Council Meeting remains closed to the public.	No
<b>Dissent in the Chair's ruling of a Point of Order</b>	'That a motion of dissent in the ruling of Chair now be put'	Any Councillor (other than the Chair).	On any motion other than a ruling on a Point of Order by the Chair.	The ruling of the Chair on the Point of Order is lost.	The ruling of the Chair on the Point of Order is upheld.	The Chair is given the opportunity to explain why s/he 'ruled' the way s/he did.