Electronic Council Meetings
Preparing for, Facilitating, Leading and Minuting eMeetings

> **This Guide will assist Local Governments**
> **prepare for and implement electronic meeting (eMeeting) practices.**
>
> The Guide is a starting point only and Local Governments should consider this information in context with Meeting Procedures (Standing Orders) Local Laws and practices to facilitate a meeting on the eMeeting selected platform.
>
> *Regulations 14C, 14D, 14E of the Local Government (Administration) Regulations 1996*

1.   Preparing for an Electronic Meeting

1.1.   Selecting the Electronic Means – Admin. Regulation 14D

1.1.1.   Identify an eMeeting platform suitable to your Local Government's needs and capacity. Consider if the selected platform provides the Presiding Member and CEO with oversight of who is / is not connected to an eMeeting – this enables effective management of; departure and return to the meeting (i.e. conflicts of interest), identifying if a Council Member is disconnected during the meeting and closing the meeting to the public.

1.1.2.   Consider how the Local Government will comply with Admin. Regulation 14E(3) which prescribes that eMeetings will be considered as being open to the public if:

- o   The meeting is instantaneously publicly broadcast on a website; OR

- o   The meeting or a broadcast of the meeting is otherwise instantaneously accessible to the public; OR

- o   The unconfirmed Minutes are made publicly available in accordance with Admin. Regulation 13.

1.1.3.   The Mayor or President (in writing) or Council (by resolution) must determine the eMeeting method, and must do so in consultation with the CEO [Admin. Reg. 14D(3) & (4)].

1.1.4.   Before recommending a preferred eMeeting platform, it is recommended the CEO test the proposed eMeeting system, for example:

- o   Arrange to have a number of staff conduct a 'mock eMeeting', including debate / voting, to ensure the system is suitable and, if not, eliminated as a means. Any system limitations or nuisances can be included in guidance to Council Members on how to use the selected system and on requirements for conduct and participation in the meeting.

1.2.   Public Question Time for eMeetings – Admin. Regulation 14E(4)

1.2.1.   If the Council provides a means to submit a question prior to the meeting [Admin. Reg. 14E(4)(a)] Council can then determine at the meeting to respond to the question [Admin.Reg.14E(4)(b)(i)] or not respond to the question [Admin.Reg.14E(4)(b)(ii)].

1.2.2.   The adopted eMeeting Public Question Time Procedure should be publicised so as to inform the community of this opportunity.

1.2.3.   Key principles for determining public question time arrangements, may include:

- •   Facilitate public 'attendance' at eMeetings through:
  - o   live streaming the meeting; and / or
  - o   Publishing a recording of the meeting on the website; and / or
  - o   Enabling participation in public question time by instantaneous means.

- Where these options are not possible, extensively promote the opportunity and the detailed method for the public to submit questions to eMeetings, as this gives your community confidence that they can still engage with their Council. For example:
  - How and where questions can be submitted.
  - The deadline for receipt of questions prior to the eMeeting (if necessary).
  - How responses to questions will be read out at meetings and included in the minutes and provided in writing to the questioner.

- Some Local Governments have public question time 'rules' or protocol that require a questioner to be present for their question to be dealt with at the meeting. This requirement should be set aside for eMeetings as it is likely to be a barrier to genuine support of public participation in the eMeeting format.

1.3. Potential Suspension of Meeting Procedures (Standing Orders) Local Law

1.3.1. The CEO should identify if any clauses in the Local Government's Meeting Procedures (Standing Orders) Local Law cannot be complied with or require modification when conducting an eMeeting. For example; requirement for voting by show of hands or for Members to stand when speaking.

1.3.2. The CEO to provide an officer recommendation in the eMeeting Agenda, to suspended specified Local Law clauses that may limit eMeeting effectiveness or efficiency.

1.3.3. The Presiding Member may then determine how these matters are managed in the eMeeting.

Example Officer Recommendation:

That Council suspend the operation of clauses (<<insert clause numbers>>) of the (<<insert Local Government Name>>) Meeting Procedures Local Law for the duration of this electronic meeting and that these matters be determined at the discretion of the Presiding Member.

NOTE: Insert the officer recommendation into the eMeeting Agenda at a point after the 'Public Question Time' Agenda Item to comply with Administration Regulation 7(2).

1.4. Giving Notice of an eMeeting

1.4.1. Where a Local Government has insufficient time to provide Local Public Notice of changing a scheduled Ordinary Council Meeting to an eMeeting, then the Local Government should make its best attempt to ensure that the community is informed of the change, including:

- A prominent notice on the Local Government's website.
- A prominent statement in the Notice of Meeting [s.5.5] provided with the agenda.
- A prominent notice on the Local Government's noticeboards and at the entry to the Council Chamber.

1.4.2. Where subsequent meetings are required to continue as eMeetings, then in accordance with Administration Regulation 12(2), the Local Government is required to give Local Public Notice of the change to the meeting place i.e. that scheduled meetings (as listed) will be held as eMeetings.

1.4.3. The Notice of change to eMeetings should include information about how members of the public can participate in eMeeting public question time.

1.5. Preparing Council Members for eMeetings

1.5.1. Once Council has approved the eMeetings platform, the CEO may prepare a Council Member eMeeting Guide outlining practices for how eMeetings will be facilitated. Consider guidance on:

- o Establishing connection to an eMeeting and what to do if connection is lost (include screen shots for visual navigation to assist those who may not be 'tech savvy').

- o Consider what method Council Members will use to signal to the Presiding Member. For example, some Local Governments using video eMeeting platforms have issued Council Members with coloured signs that can be held up as a visible cue to the Presiding Member i.e. a yellow card printed with the word 'QUESTION held up indicates that the member wishes to ask a question during the debate, or a green card printed with "I vote FOR" and a red card printed with "I vote AGAINST' could be used to indicate each member's vote.

- o Council Member conduct and participation in an eMeeting, including the application of the Local Government's Meeting Procedures Local Law.

- o Disclosing interests and how to depart and re-join eMeetings.

- o Voting protocols – see also **Item 3.2**.

1.5.2. The Local Government may choose to conduct a 'mock eMeeting' with Council Members, CEO and the Minute Taker, to familiarise participants with eMeeting practices.

- o Use a previous Council agenda and encourage Council Members to debate items, call points of order, move amendments and alternative motions and generally practice in an eMeeting setting, circumstances that apply to any Council Meeting.

- o The 'mock eMeeting' will help to iron out any issues and could be used to update, if necessary, the Council Member eMeeting Guide (refer **Item 1.5.1**).

1.6. Assessment of 'suitable place' prior to eMeeting

1.6.1. Administration Regulation 14A specifically defines a 'suitable place' to be used by a Council Member, which must be approved before they can attend a meeting by telephone. The same principle applies to eMeetings too, as the suitability of the 'place' may impact the confidentiality of matters behind closed doors, and otherwise risk Council Members being interrupted during the meeting. Therefore, the following assessment should be applied to an eMeeting:

- o The Presiding Member and CEO should work collaboratively with Council Members to assist them to make suitable place arrangements.

- o Council Members should advise the Presiding Member by email (cc'd to the CEO for records capture), the place they will use to connect to an eMeeting and how this place controls the risk of a confidentiality breach and limits the potential for interruptions.

- o The Presiding Member should review each Council Member's 'place' arrangements and if considered a suitable place, the Presiding Member provides approval of the place by return email to the Council Member (cc'd to the CEO for evidence of compliance).

Additionally, the requirements of Administration Regulation14A for a suitable place to be within a 'townsite' or 'residential area' do not apply to an eMeeting.

Lastly, a Council Member cannot attend an eMeeting outside the State of Western Australia as it is outside the jurisdiction of the *Local Government Act 1995*.

2. Principles for Everyone Participating in eMeetings

2.1. Before an eMeeting (…well before the day of the eMeeting!)

2.1.1. Make sure you have taken time to prepare to participate in an eMeeting.

  o Familiarise yourself with your Local Government's eMeeting guidance and seek advice from the CEO to clarify matters you are unsure about.

  o Read the agenda and prepare notes to help you address key issues in debate. Participate in an Agenda Briefing if this practiced by your Local Government.

2.1.2. Asking complex questions during an eMeeting may reduce efficiency and effectiveness. Council Members should email questions to the CEO at the earliest opportunity before an eMeeting, so the CEO can provide advice and information before the Meeting commences.

2.1.3. **Disclose conflicts of interest** by email to the CEO before the meeting commences. Early disclosure will contribute to an efficient eMeeting, permit the Presiding Member to prepare for your departure from the meeting in the case of a pecuniary interest and, crucially, will ensure you do not commit a serious breach of the Local Government Act by failing to make an appropriate declaration or participate and vote on a matter in which you have an interest..

2.1.4. Submit Leave of Absence requests by email to the CEO before an eMeeting commences. The CEO may then collate requests and prepare an officer recommendation for inclusion in the Agenda or for tabling, further improving meeting efficiency.

2.2. Behaviour Protocols for eMeetings

2.2.1. Remember, it is the Presiding Member's responsibility to preserve order in the meeting and this can be more difficult in an eMeeting. Therefore, each Council Member must consistently and respectfully follow the Local Government's Meeting Procedures Local Law, any additional eMeeting guidance provided by the Local Government and support the Presiding Member in their conduct of the eMeeting.

2.2.2. The pace of an eMeeting should be slow and orderly. The following practices will help avoid confusion and support effective eMeetings:

  o Speak clearly and slowly, as connections may be distorted or delayed.

  o Always **state your name** to indicate to the Presiding Member that you wish to speak. Restate your name if the Presiding Member has not heard you at first.

  o In debate, only speak after the Presiding Member has acknowledged you. Then **state your name**, so that others know who is speaking.

  o Follow the Presiding Member's directions and rulings.

  o If you are unclear about what is happening in an eMeeting, immediately **state your name** to draw the Presiding Member's attention and enable you to then seek clarification from the Presiding Member.

  o Avoid looking for opportunities to call Points of Order; instead, politely and respectfully gain the Presiding Member's attention and explain any deviation from your Meeting Procedures, the Local Government Act or any other relevant matter.

2.3. Leaving and Returning to an eMeeting

2.3.1. If you have disclosed an interest or need to leave an eMeeting for any other reason, you MUST advise and be acknowledged by the Presiding Member <u>before you leave</u> *and* <u>when you return</u>. Admin. Regulation 11(b) prescribes this information must be recorded in the Minutes.

o **State your name** and wait until the Presiding Member acknowledges you. Restate your name if the Presiding Member has not heard you at first.

o When acknowledged by the Presiding Member, advise the meeting of the reason for leaving the meeting, for example:

▪ *I have disclosed an interest and am required to leave the meeting for discussion of this item.*

Dependent on the functionality of your electronic means, you may be disconnected from the meeting and then reconnected once the item in which you have an interest has been resolved. When you return, **state your name** so the Presiding Member can acknowledge the time you returned to the meeting for the Minutes.

<u>OR</u>

▪ *I wish to leave the meeting for a short period and I will advise the Presiding Member when I return.*

If you are leaving the place approved for connection to the eMeeting, make sure that no-one else is able to access or interfere with your eMeeting connection and when you return, **state your name** so the Presiding Member can acknowledge the time your returned to the meeting for the Minutes.

<u>OR</u>

▪ *I wish to leave the meeting and will not be returning.*

Ensure the Presiding Member acknowledges the time of your departure from the eMeeting for recording in the Minutes, before you disconnect from the eMeeting.

Example text for Minutes:

Insert before the relevant item:

6.35pm   Cr Brown had previously disclosed a financial interest in Item 9.3 'Lease of 23 Green Street' and was disconnected and left the electronic meeting.

Inserted after the resolution of the relevant item:

6.48pm   Cr Brown was reconnected and re-joined the electronic meeting.

3.   Additional Guiding Principles for Presiding Members

3.1.   Leading eMeetings

3.1.1. The Presiding Member role is to lead and facilitate the smooth transaction of the business of Council. It is recommended Presiding Members consider the following advice to ensure eMeetings are as effective and efficient as possible:

3.1.2. Slow the meeting down! Participating in an electronic meeting will be more difficult for Council Members to follow; this particularly so for the Minute Taker.

- o Introduce each agenda item, stating item number and title - this will help Council Members and the public (if the meeting is broadcast) to follow the eMeeting's progress.

- o After each Item, ask attendees to indicate if they are ready to move to the next item and allow a pause to enable time for attendees to respond (if required).

- o If not in visual contact, select junctures throughout the eMeeting to conduct a 'role call' to ensure Council Members have connectivity with the meeting.

3.2. Facilitating Motions and Voting

3.2.1. When calling for movers / seconders, there may be multiple Council Members speaking at once - try to be fair and ensure you are not always selecting the same Council Member/s.

3.2.2. The Meeting Procedures (Standing Orders) Local Law may specify how a vote must be taken i.e. show of hands. A Council resolution at the start of the meeting may be appropriate to suspend specific Local Law clauses for eMeetings – see **Item 1.3**

3.2.3. The method of calling for a vote may be specified in the Meeting Procedure Local Law, and may need modification for eMeetings. Consider if one of the following voting practices may be appropriate:

- o Voting by exception – Ask Council Members to indicate if they wish to vote **against** the motion. If no Council Member responds, the motion is declared **carried unanimously** and minuted accordingly.

  If one or more Council Members are against, the Presiding Member will obtain the names of each Council Member wishing to vote **against** the motion, and deduce whether this results in the vote being **carried** or **lost**. In this case, the number of votes for and against must be announced for minute-taking purposes.

- o Voting by all Council Members – Each Council Member is asked to advise the meeting of their vote. For example:

Presiding Member:	"*I will put the motion and ask Council Members to state their vote as either 'for' or 'against', when I call their name.*"

  The Presiding Member calls each Council Member by name and in turn, awaits each Member's response.

Cr Response:	"*I, Cr Fernandez, votes FOR the motion.*"
Presiding Member:	"*Thank you Cr Fernandez, your vote FOR the motion is noted.*"

  The Presiding Member then calls on the each remaining Council Member to vote, continuing this process until all votes have been recorded.

Presiding Member:	"*The motion is (CARRIED or LOST)*"

  with the number of votes for and against announced for minute-taking purposes.

4. Conducting the eMeeting

4.1. Immediately before an eMeeting commences

4.1.1. If recording or live streaming the eMeeting to the public, the CEO should ensure the relevant systems are tested off-line before Council Members connect to the eMeeting platform.

4.1.2. Ensure all Council Members and staff are connected to the eMeeting at least 10 minutes before the scheduled meeting time. Use this time to test each connection to ensure each person can be heard by, and can hear the Presiding Member, CEO and each other.

4.1.3. CEO to ensure that technical staff are available to assist in resolving issues that may occur during the meeting.

4.1.4. CEO to ensure that the Minute Taker is able to communicate with the Presiding Member, so the accuracy of Minutes can be facilitated.

4.1.5. Presiding Member to remind Council Members of the Local Government's agreed protocols for participating in an eMeeting (as outlined in the Local Government' eMeeting guide).

4.1.6. If all systems are go… await the meeting commencement time.

> ## Example text for Minutes:
> Prior to commencement of this electronic meeting Council Member and other attendee connections by electronic means were tested and confirmed.
>
> The Presiding Member declared the meeting open at 6.00pm.

4.2. During an eMeeting

4.2.1. **Welcome and Announcements** – If the eMeeting is live streamed broadcast, the Presiding Member should advise members of the public about how the eMeeting will be conducted.

> ## Example text for Minutes:
> **1. Declaration of Opening**
>
> The Presiding Member declared the meeting open at 6.00pm.
>
> **2. Announcements from the Presiding Member**
>
> The Presiding Member welcomed Council Members, staff and members of the public receiving the broadcast of this electronic meeting, which is conducted in accordance with the *Local Government (Administration) Regulations 1996*.
>
> The Presiding Member advised that the *[Shire's / Town's / City's]* meeting procedures will be modified to ensure Council Members and the public can follow and participate in the meeting as it progresses.
>
> *(other announcements can then be made and recorded in the Minutes i.e. Acknowledgement of Country)*

4.2.2. **Attendance** - The Presiding Member should confirm that each person expected to attend the meeting is connected to the eMeeting platform and therefore in attendance. For example:

Presiding Member: "*Council Members and staff please respond when your name is called to confirm that you are in attendance. …Cr Smith?*"

Cr Response: "*Cr Smith is here!*"

The Presiding Member calls on the next person to confirm their attendance and awaits their response, continuing until all persons expected to attend are confirmed.

Presiding Member: "*Is there anyone in attendance that has not yet been recorded?*"

> ## Example text for Minutes:
> **3. Attendance**
>
> The Presiding Member asked Council Members and staff to confirm that they are connected and in attendance, with the following attendees so confirmed:
>
> *(List attendees)*

4.2.3. **Public Question Time** – The Presiding Member should announce at the meeting the procedures for the public to submit questions to eMeetings and receive responses.

> ## Example text for Minutes:
> **4. Public Question Time**
>
> The Presiding Member advised that the *[Shire / Town / City]* had implemented the following procedures for members of the public to submit questions and receive responses:
>
> *(Insert the procedures in the Minutes for the public record)*
>
> *The Presiding Member then read aloud the questions received from members of the public and the [Shire's / Town's / City's] response.*
>
> *(Insert the public questions and responses as per the Local Government's usual minute practices)*

4.2.4. **Matters Behind Closed Doors** - Whether an eMeeting is live-streamed or not, the Council must pass a motion to go behind closed doors, so that the closure and re-opening of the meeting and the matters behind closed doors can be appropriately recorded in Minutes.

"*This meeting will now proceed behind closed doors, I ask the CEO to suspend the live streaming / recording of this meeting now and confirm when this has occurred… I note for the Minutes that the meeting was closed to the public at 0.00pm.*"

If live streaming, the normal process of coming out from behind closed doors, reconnecting with the public and informing them of the confidential resolutions will still apply.

4.3. Conflicts of Interests in an eMeeting

4.3.1. At the Declaration/Disclosure of Interest Item of Business, the Presiding Member will read aloud each disclosure of interest received before the meeting.

o The Presiding Member will then ask if there are any further disclosures to be made. Council Members should ensure they make any additional disclosures at this point so that the Minute Taker can record the relevant Agenda Items.

o Subsequently, the Presiding Member will announce disclosed interests just prior to the relevant Agenda Item.

4.3.2. Example process for disclosing interests in an eMeeting:

o **State your name** and wait for the Presiding Member to acknowledge you.

- Once acknowledged by the Presiding Member, **state the conflict of interest** being disclosed (financial / indirect financial / proximity / impartiality) and the relevant Agenda Item and Title.

- The Presiding Member will acknowledge the interest by repeating the Council Member's name and the details of the interest for recording in the Minutes.

- After the meeting, Council Members must provide the disclosure of interest in writing by email to the CEO.

Example text for Minutes:

The Presiding Member read aloud the following listed disclosures of interest received before the meeting:

> *(List disclosures as per usual practice)*

The Presiding Member asked if Council Members had any further conflicts of interest to disclose in regard to any item included in the agenda.

No further declarations were made by Council Members.

OR

The following additional declarations were provided by Council Members: *(List disclosures as per usual practice)*

4.4. Maintaining Attendee Connection to an eMeeting

4.4.1. Presiding Members will need to periodically evidence that eMeeting attendees (Council Members, CEO and the Minute Taker) remain connected and in attendance throughout an eMeeting. Checks may be required more frequently if there have been technical difficulties during the meeting. Regular checks ensure that the Minutes evidence a quorum has been maintained throughout the meeting. A check may take the form of a 'roll call' after every couple of agenda items, with the Minutes recording the outcome.

Example text for Minutes:

Attendance Check

6.35pm The Presiding Member checked with each attendee and confirmed that all attendees remained connected and in attendance at the electronic meeting.

4.4.2. If a Council Member loses connection to an eMeeting, the Presiding Member should advise the meeting the time the absence of the Member is noted for recording in the Minutes. The Presiding Member should ask the meeting to wait until the Council Member is reconnected.

4.4.3. **Dealing with Technical Difficulties** - It may be necessary for the Presiding Member to adjourn the meeting for a short period to allow technical difficulties to be resolved.

- Adjourn the meeting for a specified period of time estimated for the technical difficulties to be resolved (i.e. 15 Minutes), advising Members and the public of the time that the meeting will reconvene. Check your Meeting Procedures Local Law for relevant provisions.

- Before adjourning the meeting, the Presiding Member must take a 'roll call' so that the Minutes record each person in attendance at the point of adjournment.

o When the meeting is reconvened, the Presiding Member must announce the time the meeting is reconvened and again take a 'roll call' so the Minutes record each person in attendance at the meeting at the point the meeting is reconvened.

Example text for Minutes:

<u>Adjournment</u>

7.25pm The Presiding Member advised that the meeting is adjourned and will reconvene in 15 Minutes, to enable technical difficulties associated with the electronic meeting to be resolved, with the following in attendance at the time of the adjournment:

(List Attendees)

7.40pm The Presiding Member reconvened the electronic meeting, with the following in attendance:

(List Attendees)

4.4.4. **Closing the Meeting** – Before closing the meeting, the Presiding Member should undertake a final 'roll call' so the Minutes evidence continued attendance of Elected Members.

5. After the Meeting

5.1.1. Any document tabled at the meeting, including circulated by electronic means, must be made available for public inspection in accordance with Admin. Regulations 14 and 14E(5).

5.1.2 Unconfirmed Minutes of a Council Meeting, including an eMeeting, are to be available for public inspection within 10 business days of the meeting - Admin Regulation 13(a).

5.1.3 Unconfirmed Minutes of a Committee Meeting, including an eMeeting, are to be available for public inspection within 5 business days of the meeting – Admin Regulation 13(b).

Tip: **Good Governance Practice:**

If the office of Mayor or President is vacant, or the Mayor or President is not available or is unable or unwilling to perform the functions of the Mayor or President, then s.5.34 of the Act provides that the Deputy Mayor or Deputy President may perform the Mayor or President's functions.

Further, if the office of Deputy Mayor or Deputy President is vacant, or the Deputy Mayor or Deputy President is not available or is unable or unwilling to perform the Mayor or President's functions <u>for a time known to the Council</u>, then s.5.35 of the Act provides that the Council may appoint a Councillor to perform the functions of Mayor or President during that time.

If the CEO is unavailable or unable to perform the CEO's functions, then the Council may resolve to appoint a person as the Acting CEO if the Council believes the person to be suitably qualified and experienced to perform the CEO's functions [s.5.36(2)].

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6. Process of Motions for eMeetings (Voting by Exception)

Process of Motions	eMeeting Practices
INTRODUCE the Item	Presiding Member announces: "*(Item number and report title)*"
Call & Name MOVER and SECONDER	Presiding Member asks: "*Council Members, please indicate by stating your name, if you wish to MOVE the officer recommendation.* Council Members state their name and the Presiding Member select the Mover and states: "*The officer recommendation as stated in the agenda is moved by Cr XXXX.*" "*Council Members, please indicate by stating your name if you wish to second the motion.*" Council Members state their name and the Presiding Member select the Mover and states: "*The motion is seconded by Cr YYYY.*"
Invite MOVER to SPEAK	Presiding Member asks: "*Cr XXXX, as the Mover, would you like to open debate?*" Cr Response: "*(State your name), thank you Presiding Member, I wish to speak to the motion… (Proceed to speak on the motion).*"
Invite SECONDER to SPEAK	Presiding Member asks: "*Cr YYYY, as the Seconder, would you like speak in the debate?*" Cr Response: *(State your name), thank you Presiding Member, I wish to speak to the motion… (Proceed to speak on the motion).*
Identify COUNCIL MEMBERS to Participate in Debate	Presiding Member asks: "*Council Members, when I call your name please indicate if you wish to speak in this debate and if so, whether you wish to speak FOR or AGAINST the motion.*" Cr Response: *Council Members respond by stating their name and debating intention, i.e.* "*(State your name) I wish to speak FOR / AGAINST the motion.*" <u>OR</u> "*(State your name) I do not wish to speak on the motion.*" ***Stating names when responding may help to avoid confusion.***

Process of Motions	eMeeting Practices
Determine the ORDER of DEBATE	The Presiding Member (or CEO) records a list of speakers FOR and AGAINST the motion. The Presiding Member determines the "call / order of debate".
Call Members to Speak ALTERNATE between speakers AGAINST and FOR	The Presiding Member calls on the speakers listed, alternating between a speaker AGAINST the motion and a speaker FOR the motion, until all speakers have spoken.
Check for any further Speakers / Questions	After all previously recorded speakers have spoken, the Presiding Member may ask: *"Any other Council Member, who has not previously spoken, now wishes to speak, please state your name now."*
Ask the Mover to CLOSE DEBATE	Once all speakers have spoken the Presiding Member offers the Mover the Right of Reply: "*Cr XXXX, as the Mover of the motion, would you now like to take the 'Right of Reply' and close the debate?*" Cr Response: *"(States their name), thank you Presiding Member, I do (OR do not) wish to take my 'Right of Reply'…"*.
Read or Summarise the MOTION	Presiding Member states: "*The debate is now closed and I remind Council Members that this motion is to (re-state or summarise the motion).*"
Put the MOTION to the VOTE	Presiding Member states: "*I will put the motion. Is anyone against the motion?*"
DECLARE the RESULT BY EXCEPTION	If no-one is against, the Presiding Member states: "*I declare the motion **carried unanimously**"*
DECLARE the RESULT VOTERS FOR and AGAINST	If there are voters against the motion, the Presiding Member to acknowledge each vote by stating: *"Thank you Councillors XXX, YYY and ZZZ your votes Against the motion are noted."* Presiding Member states: *"I declare the motion (CARRIED/LOST including the number of votes) i.e. '6/3'.*