



## Western Australian Local Government Association Annual and Special General Meeting Standing Orders

### 1. DEFINITIONS

For the purposes of these Standing Orders, if not inconsistent with the context, the following words shall have the following meanings:

- 1.1 **"Absolute Majority"** means: a majority of Delegates whether present and voting or not.
- 1.2 **"Association"** means: the Western Australian Local Government Association.
- 1.3 **"Chief Executive Officer"** means: the Chief Executive Officer for the time being of the Association.
- 1.4 **"Constitution"** means: the Constitution of the Association.
- 1.5 **"Delegate or Deputy Delegate"** means: those persons duly nominated to represent a Member Local Government at a Meeting of the Association. In the construction of these Standing Orders unless the context requires otherwise, the word "Delegate" shall in the absence of the Delegate include a Deputy Delegate. A Deputy Delegate acting in the capacity of a Delegate unable to attend a meeting of the Association shall exercise all rights of that Delegate.
- 1.6 **"Deputy President"** means: the Deputy President for the time being of the Association.
- 1.7 **"Meeting"** means: an Annual or Special General Meeting of the Association.
- 1.8 **"Member Local Government"** means: a Local Government admitted to ordinary membership of the Association in accordance with the provisions of the Constitution.
- 1.9 **"President"** means: the President for the time being of the Association. In the construction of these Standing Orders unless the context requires otherwise, the word "President" shall in the absence of the President include the Deputy President or the Delegate chosen by resolution to preside at any Meeting of the Association.
- 1.10 **"Simple Majority"** means: a majority of Delegates that are present and voting.

### 2. CONDUCT OF MEETINGS

The proceedings and business of Meetings of the Association shall be conducted according to these Standing Orders.

### 3. NOTICE OF MEETING

#### 3.1 Annual General Meeting

The Chief Executive Officer shall give at least ninety (90) days notice of an Annual General Meeting to all Member Local Governments, advising of the closing date for submission of motions for inclusion on the agenda.

#### 3.2 Special General Meeting

A Special General Meeting of the Association is to be held if a request is received by the President, in accordance with the requirements of the Constitution. No business shall be transacted at a Special General Meeting other than that for which the Special General Meeting was called.

3.3 Notice of a Special General Meeting shall be given by the Chief Executive Officer to all Member Local Governments.

### 4. QUORUM

4.1 The Association shall not conduct business at a Meeting unless a quorum is present.

4.2 At any Meeting, greater than one half of the Delegates who are eligible to vote must be present to form a quorum.

4.3 The Association is not to transact business at a Meeting unless a quorum is present.

4.4 If a quorum has not been established within 30 minutes after a Meeting is due to begin then the Meeting can be adjourned –

- (a) by the President or if the President is not present at the meeting, by the Deputy President;
- (b) if neither the President nor Deputy President is present at the meeting, by a majority of Delegates present;
- (c) if only one Delegate is present, by that Delegate; or
- (d) if no Delegate is present, by the Chief Executive Officer or a person

authorised by the Chief Executive Officer.

- 4.5 If at any time during a Meeting a quorum is not present, the President shall thereupon suspend the proceedings of the Meeting for a period of five (5) minutes and if a quorum is not present at the expiration of that period, the Meeting shall be deemed to have been adjourned and the person presiding is to reschedule it for some future time.
- 4.6 Notice of a Meeting adjourned because of absence of a quorum is to be given to all Member Local Governments.

## 5. MEETINGS OPEN TO THE PUBLIC

The business of the Association conducted at a Meeting shall be open to the public except upon such occasions as the Association may by resolution otherwise decide.

## 6. ORDER OF BUSINESS

Unless the Association should decide otherwise, the order of business at Meetings shall be as follows:

- (a) Record of attendance and apologies;
- (b) Announcements;
- (c) Confirmation of minutes of previous Meetings;
- (d) President's report;
- (e) Financial report for the financial year; and
- (f) Consideration of Executive and Member Motions.

## 7. VOTING ENTITLEMENTS

- 7.1 Each Member Local Government shall be entitled to be represented at any Meeting by two (2) Delegates.
- 7.2 Only eligible and registered Delegates may vote.
- 7.3 A Delegate shall be entitled to exercise one vote on each matter to be decided. Votes are to be exercised in person.
- 7.4 If a Delegate is unable to attend any Meeting a duly eligible and registered Deputy Delegate may attend and exercise a vote.
- 7.5 A Deputy Delegate shall be nominated in writing and delivered to the Chief Executive Officer before the commencement of the Meeting. The nomination shall be signed by the Chief Executive Officer of the Member Local Government that nominated the Delegate.

## 8. SPECIAL URGENT BUSINESS

At any time during a Meeting a Delegate may, with the approval of an Absolute Majority, introduce a motion relating to special urgent business that calls for an expression of opinion from Delegates.

In presenting an item of special urgent business, a Delegate shall have sufficient copies of the motion in writing for distribution to all Delegates present at the Meeting and, where practicable, give prior notice to the President of such intention.

## 9. PRESIDENT TO PRESIDE

- 9.1 The President shall preside at all Meetings, but in the absence of the President, the Deputy President shall preside.
- 9.2 In the absence of the President and the Deputy President, the Delegates shall choose by resolution, a Delegate present to preside at the Meeting.

## 10. SPEAKING PROTOCOL

- 10.1 Only registered Delegates and members of the Association's State Council shall be entitled to speak at Meetings.
- 10.2 The first person who attracts the attention of the President shall have precedence in speaking.
- 10.3 If two or more Delegates wish to speak at the same time, the President shall decide who is entitled to priority.
- 10.4 Speakers are to use the microphones supplied.
- 10.5 When addressing a meeting, speakers are to:
- (a) rise and remain standing unless unable to do so by reason of sickness or disability;
  - (b) address the meeting through the President;
  - (c) state their name and Local Government before otherwise speaking;
  - (d) refrain from reading comment printed in the agenda paper in support of a motion, but may identify key points or make additional comment; and
  - (e) refrain from using provoking or discourteous expressions that are calculated to disturb the peaceful current of debate.

## 11. DEBATE PROCEDURES

- 11.1 A Delegate moving a substantive motion may speak for –
- (a) 5 minutes in their opening address; and
  - (b) 3 minutes in exercising the right of reply.
- 11.2 Other speeches for or against motions are to be limited to 3 minutes unless consent of the meeting is obtained which shall be signified without debate.

- 11.3 No Delegate, except the mover of a motion in reply, is to speak more than once on the same motion except by way of personal explanation.
- 11.4 As soon as the right of reply has been exercised, the motion is to be forthwith put to the vote without further comment.
- 11.5 No discussion shall take place on any motion unless it is moved and seconded.
- 11.6 Only one amendment on any one motion shall be received at a time, and such amendment shall be disposed of before any further amendment can be received. Any number of amendments may be proposed.
- 11.7 The provisions of these Standing Orders applicable to motions apply mutatis mutandis to amendments, except that the mover of an amendment shall have no right of reply.
- 11.8 When a motion has been moved and seconded, the person presiding shall at once proceed to take a vote thereon unless a Delegate opposes it or an amendment is proposed.
- 11.9 No more than two Delegates shall speak in succession on one side, either for or against the question before the meeting, and if at the conclusion of the second speaker's remarks, no Delegate speaks on the other side, the motion or amendment may be put to the vote.
- 11.10 Notwithstanding clause 11.8, where a composite motion is moved which embodies the core aspects of subsequent motions listed on the agenda, a Delegate whose motion has been superseded shall have the opportunity to speak on the question of the composite motion before it is put. Once a composite motion has been carried, no further debate shall be permitted in respect of the superseded motions.
- 11.11 At any time during a debate, but after the conclusion of a Delegate's comments, a Delegate who has not spoken during the debate may move, without discussion, "that the question be now put". If that motion is seconded and carried by a majority, the question shall be submitted at once to the meeting, after the mover has replied.

## 12. QUESTIONS

Any Delegate seeking to ask a question at a Meeting shall direct the question to the President.

## 13. POINT OF ORDER

A Delegate who is addressing the President shall not be interrupted except on a point of order, in which event the Delegate shall wait until the

Delegate raising the point of order has been heard and the question of order has been disposed of, whereupon the Delegate so interrupted may, if permitted, continue.

## 14. MOTION - SUBSTANCE TO BE STATED

A Delegate seeking to propose an original motion or amendment shall state its substance before addressing the meeting thereon and, if so required by the President, shall put the motion or amendment in writing.

## 15. PRESIDENT TO BE HEARD

Whenever the President signifies a desire to speak during a debate, any Delegate speaking or offering to speak is to be silent, so that the President may be heard without interruption.

## 16. WITHDRAWAL OF MOTION

A motion or amendment may be withdrawn by the mover with the consent of the meeting, which shall be signified without debate, and it shall not be competent for any Delegate to speak upon it after the mover has asked permission for its withdrawal, unless such permission has been refused.

## 17. PRESIDENT MAY CALL TO ORDER

The President shall preserve order and may call any Delegate to order when holding an opinion that there shall be cause for so doing.

## 18. RULING BY PRESIDENT

The President shall decide all questions of order or practice. The decision shall be final and be accepted by the meeting without argument or comment unless the meeting resolves that a different ruling shall be substituted for the ruling given by the President. Discussions shall be permitted on any such motion.

## 19. RESOLUTIONS

19.1 Except as otherwise provided in the Constitution and these Standing Orders, all motions concerning the affairs of the Association shall be passed by a Simple Majority.

19.2 Any matter considered at a Special Meeting shall not be passed unless having received an Absolute Majority.

## 20. NO DISCUSSION

Where there is no discussion on a motion, the President may deem the motion to be passed unless the meeting resolves otherwise.

**21. PERMISSIBLE MOTIONS DURING DEBATE**

21.1 When a motion is under debate, no further motion shall be moved except the following:

- (a) that the motion be amended;
- (b) that the meeting be adjourned;
- (c) that the debate be adjourned;
- (d) that the question be now put;
- (e) that the meeting proceed with the next item of business; or
- (f) that the meeting sits behind closed doors.

21.2 Any Delegate who has not already spoken on the subject of a motion at the close of the speech of any other Delegate, may move without notice any one of the motions listed in clause 21.1 (b)-(f) and, if the motion is seconded, it shall be put forthwith.

21.3 When a debate is adjourned, the Delegate who moves the adjournment shall be the first to speak on the motion when the debate is resumed unless the Delegate advises of no desire to speak on the motion. Where this occurs, the President shall then call for further speakers, with the exception of those Delegates who have previously spoken (unless the meeting otherwise agrees).

**22. RESCISSION OF RESOLUTION**

**22.1 At the same Meeting**

Unless a greater majority is required for a particular kind of decision under the Standing Orders or the Constitution (in which event that shall be the majority required), the meeting may, by Simple Majority at the same Meeting at which it is passed, rescind or alter a resolution if all Delegates who were present at the time when the original resolution was passed are present.

**22.2 At a future Meeting**

Unless a greater majority is required for a particular kind of decision under the Standing Orders or the Constitution (in which event that shall be the majority required), the meeting may rescind or alter a resolution made at an earlier meeting:

- (a) by Simple Majority, where the Delegate intending to move the motion has, through the Chief Executive Officer, given written notice of the intended motion to each Delegate at least seven (7) days prior to the Meeting; or
- (b) by Absolute Majority, in any other case.

**23. METHOD OF TAKING VOTES**

The President shall, in taking a vote on any motion or amendment, put the question first in the affirmative, and then in the negative and may do so as often as is necessary to enable formation and declaration of an opinion as to whether the affirmative or the negative has the majority on the voices or by a show of hands or by an electronic voting system.

**24. DIVISION**

Immediately upon a vote being taken and a declaration of the final result by the President, a Delegate may call for a division.

**25. ALL DELEGATES TO VOTE**

25.1 A Delegate present at the Meeting when a question is put shall vote on the question.

25.2 Each Delegate shall be entitled to exercise one deliberative vote on any matter considered.

**26. PRESIDENT'S RIGHT TO VOTE**

The President shall have a casting vote only.

**27. SUSPENSION OF STANDING ORDERS**

27.1 In cases of urgent necessity or whilst the meeting is sitting behind closed doors, any of these Standing Orders may be suspended on a motion duly made and seconded, but that motion shall not be declared carried unless a Simple Majority of Delegates have voted in favour of the motion.

27.2 Any Delegates moving the suspension of a Standing Order shall state the object of the motion, but discussion shall not otherwise take place.

**28. NO ADVERSE REFLECTION ON ASSOCIATION**

A Delegate shall not reflect adversely upon a resolution of the Association, except on a motion that the resolution be rescinded.

**29. NO ADVERSE REFLECTION ON DELEGATE**

A Delegate shall not reflect adversely upon the character or actions of another Delegate nor impute any motive to a Delegate unless the Association resolves, without debate, that the question then before the Association cannot otherwise be adequately considered.

**30. MINUTES**

- 30.1** The Chief Executive Officer is to cause minutes of the Meeting to be kept and preserved.
- 30.2** The minutes of a Meeting are to be submitted to the next Meeting for confirmation.
- 30.3** Copies of the previous Meeting minutes will be supplied to all Delegates prior to the Meeting.