

HUTT CITY COUNCIL

STANDING ORDERS

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The following Standing Orders were adopted by Hutt City Council at a meeting held on 22 July 2003 and amended on 3 August 2004 to apply to all meetings of the authority, its committees and subcommittees; the Eastbourne, Petone and Wainuiomata Community Boards; and the Central West Community Committee and North East Community Committee. All previous Standing Orders are revoked accordingly.

THE COMMON SEAL of the HUTT CITY COUNCIL was hereunto affixed pursuant to a resolution of Council in the presence of:

.....Authorised Signatory

.....Authorised Signatory

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Note 2: Typographical errors may be amended by notice to members from time to time

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RELATED DOCUMENTS

New Zealand Legislation

Commissions of Inquiry Act 1908

Crimes Act 1961

Local Authorities (Members' Interests) Act 1968

Local Electoral Act 2001

Local Government Act 1974

Local Government Act 2002 (**LGA 2002**)

Local Government Act 2002 Amendment Act 2004

Local Government Official Information and Meetings Act 1987 (**LGOIMA**)

Local Government Official Information and Meetings Amendment Act 2004

Resource Management Act 1991 (RMA)

Secret Commissions Act 1910

Securities Act 1978

FOREWORD

These new Standing Orders are adopted following the commencement of the Local Government Act 2002 and the consequential repeal of relevant parts of the Local Government Act 1974 (as to the extent that these affect provisions of earlier Standing Orders for meetings of Council, committees and community boards).

These Standing Orders reflect legislative requirements relating to the conduct of local authority meetings, particularly the provisions of the Local Government Act 2002 and the Local Government Official Information and Meetings Act 1987, together with the amendments to these Acts that were passed in July 2004. This includes provisions relating to extraordinary meetings (replacing special and emergency meetings) and voting at meetings. There is also modernizing of language in line with that now used in legislation.

STANDING ORDERS FOR MEETINGS OF LOCAL AUTHORITIES AND COMMUNITY BOARDS

GENERAL

Scope and General	<p>This document covers standing orders for the conduct of proceedings at meetings of the Hutt City Council and its community boards. It incorporates amendments to the LGOIMA, LGA 2002 and the Resource Management Act 1991 as they affect the provisions of these Standing Orders.</p> <p>This document is presented in two parts. Part 1 covers constitutional and legislative matters, and Part 2 relates to meeting procedures.</p>
Interpretation	<p>Appendices are an integral part of these Standing Orders.</p> <p>Where direct quotations from the legislation are cited in these Standing Orders they are shown in italics.</p>
Definitions	<p>In these Standing Orders, unless inconsistent with the context:</p> <p>Agenda means the agenda listing items for consideration at a meeting together with reports and other attachments relating to those items.</p> <p>Chairperson means the Mayor or Chairperson of the local authority and also includes any person acting as the Chairperson of the local authority or the person elected or appointed as Chairperson of any committee or subcommittee or community board of the local authority. In the case of any committee for which there are Co-Chairs appointed, the duties and responsibilities and powers of the Chairperson set out in these Standing Orders may only be exercised by each Co-Chair in relation to the respective areas for which they are responsible (as agreed at the start of each triennium).</p> <p>Chief Executive means the principal administrative officer of the local authority as referred to in the LGA 2002, and includes for the purposes of these Standing Orders any other officer authorised by the local authority.</p> <p>Clear working days means:</p> <ol style="list-style-type: none"> (a) The number of working days prescribed in these Standing Orders for the giving of a notice; and (b) Excluding the date of service of that notice and the date of the meeting, the subject of that notice. <p>Committee includes, in relation to a local authority:</p> <ol style="list-style-type: none"> (a) A committee comprising all the members of that local authority; (b) A standing committee, community committee, or special committee appointed or working group appointed by that local authority;

- (c) A joint committee appointed under clause 30 of Schedule 7 to the LGA 2002; and
- (d) Any subcommittee of a committee described in paragraphs (a), (b) or (c) of this definition.

Deputation means a request from any person or interest group in the community to make a presentation to the local authority or any committee.

Extraordinary meeting has the same meaning as defined in clause 22 of Schedule 7 in the LGA 2002.

Local authority means the local authority (and includes any committee) and/or the community boards covered by these Standing Orders, being a local authority as defined in section 5 of the LGA 2002 or a community board. Local authority also includes for the purposes of the LGOIMA any special tribunals or any person given authority to conduct hearings under sections 33, 34, 117, 146 or 202 of the Resource Management Act 1991.

Meeting means any first, ordinary, or extraordinary meeting of a local authority; and any meeting of any committee, standing committee, special committee or subcommittee of the local authority; and any meeting of any community board. At any meeting of a local authority, or of any committee or subcommittee of a local authority, at which no resolutions or decisions are made, the provisions of these Standing Orders regarding public access and notification need not apply.

Member means any person elected or appointed to the local authority or to any committee or subcommittee or community board of the local authority, and includes the Chairperson of the local authority or of any committee or subcommittee or community board of the local authority and the Mayor of the local authority.

Minutes means any minutes or other record of the proceedings of any meeting of the local authority and its committees and subcommittees and community boards.

Order paper (see Agenda).

Ordinary meeting means any meeting publicly notified by the local authority in accordance with sections 46(1) and (2) of the LGOIMA.

Public excluded information includes:

- (a) Information, which is currently before a public excluded session, is proposed to be considered at a public excluded session, or had previously been considered at a public excluded session (other than information subsequently released by the local authority as publicly available information); and
- (b) Any minutes or portions of minutes of public excluded sessions (other than those subsequently released by the local authority as publicly available information).

Public excluded session refers to those meetings or parts of meetings from which the public is excluded by the local authority as provided for in the LGOIMA.

Publicly notified means published by notice in 1 or more daily newspapers circulating in the district of the local authority, or 1 or more other newspapers that have at least an equivalent circulation in the district to the daily newspaper, or where there is no such newspaper, by notice published on placards affixed to public places in the district to which the notice relates.

Tangata Whenua in the context of these Standing Orders refers to Te Runanganui 0 Taranaki Whanui Ki Te Upoko 0 Te Ika A Maui, Wellington Tenth's Trust and Te Tatau 0 Te Po.

Community committee is a committee of the Hutt City Council established to represent a ward within the boundaries of the city and to perform functions delegated to the committee by Council.

Working day means any day of the week other than—

- (a) *Saturday, Sunday, Good Friday, Easter Monday, Anzac Day, Labour Day, the Sovereign's Birthday, and Waitangi Day; and*
- (b) *A day in the period commencing with the 25th day of December in any year and ending with the 15th day of January in the following year. (s.2 LGOIMA)*

Working group means a standing committee of Council, which may meet less often than the major standing committees of Council, and consists of elected members of the local authority.

Youth Infusion means the youth forum which was established following a Council resolution on 29 October 1997 and which has since adopted the title 'Youth Infusion' and developed terms of reference for its operation.

PART 1: CONSTITUTIONAL AND LEGISLATIVE MATTERS

1. INTRODUCTION

Requirement for adoption of standing orders	<p>1.1 Every local authority must adopt a set of standing orders for the conduct of its meetings and those of its committees. The standing orders adopted must not contravene any provisions of the LGA, LGOIMA or any other Act.</p> <p>[clause 27, schedule 7, LGA 2002]</p>
Alteration of standing orders	<p>1.2 After the adoption of the first standing orders of the local authority, the adoption or amendment of standing orders requires in every case a vote of not less than 75% of the members present.</p> <p>[clause 27, schedule 7, LGA 2002]</p>

2. FIRST MEETING OF THE LOCAL AUTHORITY FOLLOWING ELECTION

Meeting called by Chief Executive	<p>2.1 The first meeting, of a local authority following a triennial general election of members must be called by the Chief Executive as soon as practicable after the results of the election are known. Not less than 7 days notice of the meeting must be given to the persons elected to the local authority (unless an emergency exists and then the Chief Executive may give notice of the meeting as soon as practicable). The meeting must be chaired by the Chief Executive or a nominee of that officer until the Mayor or Chairperson has made and attested the declaration required under clause 14, schedule 7, LGA 2002.</p> <p>[clause 21, schedule 7, LGA 2002]</p>
Business to be conducted	<p>2.2 The business to be conducted at the meeting, and the order in which that business is to be conducted, must be as follows:</p> <p>(a) The making and attesting of the declarations required of the Mayor, if any, and members under clause 14, schedule 7, LGA 2002;</p> <p>(b) The election of the Chairperson (if any) and the making and attesting of the declaration required of the Chairperson under clause 14, schedule 7, LGA 2002;</p> <p>(c) A general explanation, given or arranged by the Chief Executive of:</p> <p style="margin-left: 40px;">(i) The LGOIMA; and</p> <p style="margin-left: 40px;">(ii) Other laws affecting members, including the appropriate provisions of the Local Authorities (Members' Interests) Act 1968; sections 99, 105 and 105A of the Crimes Act 1961; the Secret Commissions Act 1910 and the Securities Act 1978;</p> <p>(d) The fixing of the date and time of the first meeting of the local</p>

- authority, or the adoption of a schedule of meetings; and
- (e) The election of the deputy Mayor or deputy Chairperson in accordance with clause 17, schedule 7 of the LGA 2002.

[clause 21, schedule 7, LGA 2002]

3. CHAIRPERSON TO PRESIDE AT MEETINGS

Chairperson to preside	<p>3.1</p> <p>The Mayor or Chairperson of the local authority (when present) must preside at each meeting of the local authority. When the Chairperson or Mayor is absent, meetings of the local authority are to be chaired by the Deputy Mayor or Deputy Chairperson or, if the Deputy Mayor or Deputy Chairperson is also absent, by a member of the local authority present (elected by those present) to chair that meeting.</p> <p>[clause 26, schedule 7, LGA 2002]</p>
Chairperson to preside	<p>3.2</p> <p>Every meeting of a committee or subcommittee (subsequently referred to as a committee) must be chaired by the Chairperson of that committee. When the Chairperson is absent, meetings are to be chaired by the Deputy Chairperson (if any) or, if the Deputy Chairperson is also absent, by a member of the committee present, (elected by those present) to chair that meeting.</p> <p>[clause 26, schedule 7, LGA 2002]</p>
Mode of address for Chairperson	<p>3.3</p> <p>The person in the chair is to be addressed in such terms as denotes the statutory office of that person, the choice of mode of address being as determined by that person.</p>

4. QUORUM AT MEETINGS

Requirement for a quorum	<p>4.1</p> <p><i>"A meeting is duly constituted if a quorum is present whether or not all of the members present are voting or entitled to vote."</i></p> <p>[clause 23(1), schedule 7, LGA 2002]</p>
Quorum to be present throughout meeting	<p>4.2</p> <p><i>"Business may not be transacted at any meeting unless at least a quorum of members is present during the whole of the time at which the business is transacted."</i></p> <p>[clause 23, schedule 7, LGA 2002]</p>

Definition of Quorum	<p>4.3 <i>“The quorum at a meeting of a local authority consists of half of the members if the number of members (including vacancies) is even, or a majority of members if the number of members (including vacancies) is odd.”</i></p> <p>[clause 23(3)(a), schedule 7, LGA 2002]</p>
Quorum at Committee Meetings	<p>4.4 <i>“The quorum at a meeting of a committee-</i></p> <p>(a) <i>Is not fewer than two members of the committee, (as determined by the local authority or committee that appoints the committee); and</i></p> <p>(b) <i>In the case of a committee other than a subcommittee, must include at least 1 member of the local authority.”</i></p> <p>[clause 23(3)(b), schedule 7, LGA 2002]</p> <p>(Order 9.3 refers to the quorum at meetings of joint committees, and Order 40.7 refers to the quorum at meetings with Tangata Whenua represented.)</p>

5. VOTING SYSTEMS FOR CERTAIN APPOINTMENTS

Provisions for appointment of Chairpersons or Deputy Chairperson of committees or representatives of the local authority	<p>5.1</p> <p>(1) This standing order applies to:</p> <p>(a) The election or appointment of the Chairperson and deputy Chairperson of a regional council; and</p> <p>(b) The election or appointment of the deputy Mayor; and</p> <p>(c) The election or appointment of the Chairperson and deputy Chairperson of a committee; and</p> <p>(d) The election or appointment of a representative of a local authority.</p> <p>(2) If standing order 5.1 applies, a local authority or a committee (if the local authority has so directed) must determine by resolution that a person be elected or appointed by using one of the following systems of voting:</p> <p>(a) the voting system in subclause (3) (system A);</p> <p>(b) the voting system in subclause (4) (system B).</p> <p>(3) System A-</p> <p>(a) requires that a person is elected or appointed if he or she receives the votes of a majority of the members of the local authority or committee present and voting; and</p> <p>(b) has the following characteristics:</p> <p>(i) there is a first round of voting for all candidates; and</p> <p>(ii) if no candidate is successful in that round there is a second round of voting from which the candidate with the fewest votes in the first round is excluded; and</p>
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	<ul style="list-style-type: none"> (iii) if no candidate is successful in the second round there is a third, and if necessary subsequent, round of voting from which, each time, the candidate with the fewest votes in the previous round is excluded; and (iv) in any round of voting, if 2 or more candidates tie for the lowest number of votes, the person excluded from the next round is resolved by lot. <p>(4) System B-</p> <ul style="list-style-type: none"> (a) requires that a person is elected or appointed if he or she receives more votes than any other candidate; and (b) has the following characteristics: <ul style="list-style-type: none"> (i) there is only 1 round of voting; and (ii) if 2 or more candidates tie for the most votes, the tie is resolved by lot. <p style="text-align: center;">-</p> <p>[clause 25, schedule 7, LGA 2002]</p>
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6. APPOINTMENT OF COMMITTEES

Appointment of Committees and Subcommittees	<p>6.1</p> <p>A local authority may appoint the committees, subcommittees and other subordinate decision – making bodies that it considers appropriate, and a committee may appoint the subcommittees it considers appropriate, unless prohibited from doing so by the local authority.</p> <p>[clause 30(1) and (2), schedule 7, LGA 2002]</p>
Discharge or reconstitution of Committees and Subcommittees	<p>6.2</p> <p>Unless expressly provided otherwise in an Act, a local authority, and a committee with respect to a subcommittee appointed by that committee, may at any time discharge or reconstitute any committee or subcommittee.</p> <p>[clause 30(5), schedule 7, LGA 2002]</p>
Committees subject to direction of local authority	<p>6.3</p> <p>Every committee is subject in all things to the control of the local authority and must carry out all directions of the local authority given in relation to the committee or its affairs. However, nothing in this standing order entitles a local authority or committee to rescind or amend a decision made by a committee, subcommittee or other subordinate decision-making body in accordance with a delegation authorising the making of the decision. Similarly, every subcommittee is subject in all things to the control of the committee that appointed it and is required to carry out all directions of the committee given in relation to the subcommittee or its affairs.</p>

[clauses 30(3), (4), (6), schedule 7, LGA 2002]

7. POWERS OF DELEGATION

Delegations of Committees	<p>7.1 Unless expressly provided otherwise in the LGA 2002 or any other Act, a local authority may delegate to a committee any of its responsibilities, duties, or powers for the purposes of efficiency and effectiveness in the conduct of the local authority's business, except:</p> <ul style="list-style-type: none"> (a) the power to make a rate; or (b) the power to make a bylaw; or (c) the power to borrow money, or purchase or dispose of assets, other than in accordance with the long-term council community plan; or (d) the power to adopt a long-term council community plan, annual plan, or annual report; or (e) the power to appoint a Chief Executive; or (f) the power to adopt policies required to be adopted and consulted on under this Act in association with the long-term council community plan or developed for the purpose of the local governance statement. <p>[clause 32, schedule 7, LGA 2002]</p>
Committee use of delegated powers	<p>7.2 Every committee to which any powers or duties are delegated may, without confirmation by the local authority, exercise or perform them in like manner and with the same effect as the local authority could itself have exercised or performed them.</p> <p>[clause 30(4), schedule 7, LGA 2002]</p>
Delegation to Subcommittees	<p>7.3 Any committee may delegate any of the responsibilities, duties or powers of the committee to any subcommittee appointed by the committee subject to any conditions, limitations or prohibitions imposed by the local authority or by the committee that makes the delegation.</p> <p>[clause 30(3), schedule 7, LGA 2002]</p>

8. MEMBERS OF COMMITTEES AND SUBCOMMITTEES

Appointment or discharge of Committee members and Subcommittee members	<p>8.1 A local authority may appoint or discharge any member of a committee or a subcommittee. Unless directed otherwise by the local authority, a committee may appoint or discharge any member of a subcommittee appointed by the committee.</p> <p>[clause 31(1) and (2), schedule 7, LGA 2002]</p>
Elected members on	<p>8.2</p>

Committees and Subcommittees	<p>A local authority or committee may appoint to any committee or subcommittee any person who is not an elected member of the local authority if, in the opinion of the local authority, that person has knowledge, skills or attributes that will assist the work of the committee or subcommittee. However, no employee of a local authority acting in the course of his or her employment may act as a member of any committee unless that committee is a subcommittee. At least one member of every committee must be an elected member of the local authority.</p> <p>[clause 31(3) and (4), schedule 7, LGA 2002]</p>
Minimum numbers on Committees and Subcommittees	<p>8.3</p> <p>The minimum number of members is 3 for a committee, and is 2 for a subcommittee.</p> <p>[clause 31(6), schedule 7, LGA 2002]</p>
Tenure of Committees	<p>8.4</p> <p>A committee, subcommittee, or other subordinate decision-making body is, unless the local authority resolves otherwise, deemed to be discharged on the coming into office of the members of the local authority elected or appointed at, or following, the triennial general election of members next after the appointment of the committee, subcommittee, or other subordinate decision-making body.</p> <p>If a local authority resolves that a committee, subcommittee, or other decision-making body is not to be discharged under section 30(7), the local authority may replace the members of that committee, subcommittee, or other subordinate decision-making body after the next triennial general election of members.</p> <p>[clause 30(7) and 31(5), schedule 7, LGA 2002]</p>
Chairperson of local authority an ex-officio member	<p>8.5</p> <p>The Chairperson or any member of the local authority may be appointed an ex-officio member of any committee but is not entitled to ex-officio membership of a community board or a quasi-judicial committee.</p>

9. JOINT COMMITTEES

Appointment of Joint Committees	<p>9.1</p> <p>Any local authority may appoint a joint committee with another local authority or other public body.</p> <p>[clause 30(1)(b), schedule 7, LGA 2002]</p>
Status of Joint Committees	<p>9.2</p> <p>Any committee appointed under this standing order is deemed to be both a committee of the local authority and a committee of the other local authority or public body.</p> <p>[clause 30(8), schedule 7, LGA 2002]</p>
Membership of Joint Committees	<p>9.3</p> <p>The powers to discharge any individual member and appoint another in his or her stead must be exercised by the local authority or public body that</p>

Standing Orders at Joint Committee meetings	<p>made the appointment, and the quorum at a meeting consists of-</p> <ul style="list-style-type: none"> (i) half of the members if the number of members (including vacancies) is even; or (ii) a majority or members if the number of members (including vacancies) is odd. <p>The committee may appoint and remove its own Chairperson or Deputy Chairperson.</p> <p>For the purposes of a public body that is not a local authority, these provisions apply to the extent that they are not inconsistent with the law applicable to committees of the public body.</p> <p>[clause 30(9) and (10), schedule 7, LGA 2002]</p> <p>9.4 At meetings of joint committees, in the case of a conflict of standing orders between local authorities, the New Zealand Standard Standing Orders NZS9202:2003 (or any superseding version) will apply.</p>
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10. PROCEEDINGS NOT INVALIDATED BY VACANCIES OR IRREGULARITIES

Proceedings not invalidated by vacancies or irregularities	<p>10.1 No act or proceedings of a local authority or committee or of any person acting as a member of the local authority or committee are invalidated by any vacancy in the membership of the local authority or committee at the time of that act or proceeding, or the subsequent discovery of some defect in the election or appointment of the person acting, or that he or she was or is incapable of being a member.</p> <p>[clause 29, schedule 7, LGA 2002]</p>
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11. GENERAL PROVISIONS AS TO MEETINGS

Meetings to be held	<p>11.1 The local authority must hold the meetings that are necessary for the good government of its district.</p> <p>[clause 19(1), schedule 7, LGA 2002]</p>
Calling, public notification, and conduct of meetings	<p>11.2 Every meeting of the local authority is to be called, publicly notified, and conducted in accordance with schedule 7 of the LGA 2002, Part VII of LGOIMA and the standing orders adopted by the authority.</p> <p>[clause 19(3), schedule 7 LGA 2002]</p>
Right to attend meetings	<p>11.3 Every member of a local authority or of any committee of a local authority, unless lawfully excluded, has the right to attend any meeting of the local authority or committee.</p> <p>[clause 19(2), schedule 7, LGA 2002]</p>
Notices to member of	<p>11.4</p>

meetings	<p>The Chief Executive shall give notice in writing to each of the members of the time and place appointed from time to time for the holding of each ordinary meeting already scheduled and any extraordinary meetings. The fact that the meeting has been publicly notified is not deemed to be notice to members.</p> <p>[clause 19, schedule 7, LGA 2002]</p>
Order paper to be sent to members	<p>11.5 In the case of each meeting to which standing order 11.1 applies, an order paper detailing the business to be brought before that meeting together with relevant attachments shall be sent to every member not less than two clear working days before the day appointed for the meeting.</p>
Meetings not invalid because notice not received	<p>11.6 No meeting of a local authority is invalid because:</p> <p>(a) Notice of that meeting was not received; or</p> <p>(b) Was not received in due time,</p> <p>by any member of the local authority unless it is proved that the person responsible for giving notice of the meeting acted in bad faith or without reasonable care and the member concerned did not attend the meeting. Any member of a local authority may waive any requirement regarding the giving of notice of a meeting to that member.</p> <p>[clause 20, schedule 7, LGA 2002]</p>

12. NOTIFICATION OF MEETINGS TO MEMBERS

Period for notice in writing	<p>12.1 The Chief Executive must give notice in writing to each member of the time and place of a meeting:</p> <p>(a) not less than 14 days before the meeting; or</p> <p>(b) if the local authority has adopted a schedule of meetings, not less than 14 days before the first meeting on the schedule.</p> <p>[clause 19(5), schedule 7, LGA 2002]</p>
Schedule of Meetings	<p>12.2 If a local authority adopts a schedule of meetings:</p> <p>(a) the schedule:</p> <p>(i) may cover any future period that the local authority considers appropriate; and</p> <p>(ii) may be amended; and</p> <p>(b) notification of the schedule or of any amendment to that schedule constitutes a notification of every meeting on the schedule or amendment.</p> <p>[clause 19(6), schedule 7, LGA 2002]</p>
Cancellation of scheduled meetings	<p>12.3 If it is necessary to cancel a scheduled meeting, all reasonable effort will be taken to notify elected members and the public as soon as is practicable.</p>

13. EXTRAORDINARY MEETINGS

<p>Calling Extraordinary meetings</p>	<p>13.1</p> <p>(1) Despite clause 19(4) to (6) of schedule 7 of the LGA 2002 (general provisions for meetings), if a resolution or requisition specifies the time and place at which the meeting is to be held and the general nature of the business is to be brought before the meeting, a meeting may be called by:</p> <p>(a) A resolution of the local authority; or</p> <p>(b) A requisition in writing delivered to the Chief Executive and signed by:</p> <p>(i) The Mayor or Chairperson; or</p> <p>(ii) Not less than one-third of the total membership of the local authority (including vacancies).</p> <p>(2) Despite clause 19(4) to (6) of Schedule 7 of the LGA 2002 (general provisions for meetings), if the business to be dealt with requires a meeting to be held at a time earlier than is allowed by the notice requirements specified in subclause (3), a meeting may be called by:</p> <p>(a) The Mayor or Chairperson; or</p> <p>(b) If the Mayor or Chairperson are unavailable, the Chief Executive.</p> <p>[clause 22(1) and (2), schedule 7, LGA 2002]</p>
<p>Notification of Extraordinary meetings to members</p>	<p>13.2</p> <p>In terms of a meeting called under standing order 13.1(1), the Chief Executive shall give notice in writing of the time and place of the meeting to each member of the local authority at least three working days before the day appointed for the meeting, or if the meeting is called by resolution, within a lesser period of notice that is specified in the resolution, being not less than 24 hours.</p> <p>[clause 22(1), schedule 7, LGA 2002]</p> <p>13.3</p> <p>In terms of a meeting called under standing order 13.1(2), notice of the time and place of the meeting and of the matters in respect of which the meeting is being called must be given by the person calling the meeting or by another person on that person's behalf, by whatever means is reasonable in the circumstance to each member of the local authority and to the Chief Executive at least 24 hours before the time appointed for the meeting.</p>

Public notification of resolutions at Extraordinary Meetings

13.4

- (1) *A local authority must, as soon as practicable, publicly notify any resolution passed at an extraordinary meeting of the local authority unless-*
- (a) *the resolution was passed at a meeting or part of a meeting from which the public was excluded; or*
 - (b) *the extraordinary meeting was publicly notified at least 5 working days before the day on which the meeting was held.*
- (2) *For the purposes of this section, resolution means the resolution on the matter or matters for which the extraordinary meeting was held.*

[s. 51A, LGOIMA]

14. PUBLIC AT MEETINGS, ACCESS TO ORDER PAPERS, ETC.

Meetings normally to be open

14.1

All meetings of the local authority and its committees shall be open to the public and news media except where otherwise provided by Part VII of LGOIMA.

[s. 47 & 49, LGOIMA]

Information to be available to public

14.2

All information provided to members at local authority and committee meetings shall be available to the public and news media unless any item included in the agenda refers to any matter to be considered by the local authority when the meeting is not likely to be open to the public.

[s. 5 & 49, LGOIMA]

Public notification about meetings

14.3

All meetings scheduled for the following month shall be publicly notified not more than 14 days and not less than five days before the end of every month, together with the dates on which and the times and places at which those meetings are to be held. Where any meeting is to be held on or after the 21st day of the month, such meetings may instead be publicly notified not more than 10 nor less than five working days before the day on which the meeting is to be held.

[s. 46, LGOIMA]

Public notification about extraordinary meetings

14.4

Where any extraordinary meeting of a local authority is called and notice of that meeting cannot be given in the manner required or permitted by this section, the local authority shall cause that meeting and the general nature of business to be transacted at that meeting to be publicly notified or otherwise advertised as soon as practicable before the meeting is to be held.

[s46(3) LGOIMA]

14.5

Where any extraordinary meeting of a local authority is called pursuant to a resolution of the local authority, the local authority must cause the

**Public notification
additional requirements**

agenda and any associated reports to be made available as soon as reasonable in the circumstances.

[s. 46(4), LGOIMA]

**Meetings not invalid
because not publicly
notified****14.6**

The Chief Executive is to make any other arrangement for the notification of meetings including extraordinary meetings as the local authority may from time to time determine.

14.7

No meeting of any local authority is invalid merely because that meeting was not publicly notified in accordance with standing orders 14.3 to 14.5.

[s. 46(5), LGOIMA]

**Public notice of meetings
not notified****14.8**

Where a local authority becomes aware that any meeting has not been publicly notified in accordance with standing orders 14.3 to 14.5, the local authority shall, as soon as practicable, give public notice that the meeting was not so notified, and shall in that notice state the general nature of the business transacted at that meeting and give the reasons why that meeting was not so notified.

[s. 46(6), LGOIMA]

**Availability of agendas
and reports****14.9**

“(1) ... any member of the public may, without payment of a fee, inspect, during normal office hours, within a period of at least two working days before every meeting, all agendas and associated reports circulated to members of the local authority and relating to that meeting.

(2) ... the agendas:

(a) Shall be available for inspection ... at the public offices of the local authority, (including service delivery centres) and public libraries under the authority's control; and

(b) Shall be accompanied by either:

(i) The associated reports; or

(ii) A notice specifying the places at which the associated reports may be inspected ...

(3) ... the associated reports shall be available for inspection ... at the public offices of the local authority.

(4) Any member of the public may take notes from any agenda or report inspected by that member of the public ...

(5) Every member of the public who inspects an agenda or report made available and who requests a copy of any part of any such agenda or report and tenders the prescribed amount (if any) shall be given such a copy as soon as practicable.

(6) Where a meeting is an extraordinary meeting called pursuant to a resolution of the local authority, the local authority must cause the

<p>Exclusion from reports to be discussed with public excluded</p>	<p><i>agenda and any associated reports to be made available as soon as is reasonable in the circumstances.</i>"</p> <p>[s. 46A, LGOIMA]</p> <p>14.10 The Chief Executive may exclude from the reports made available, reports or items from reports that are reasonably expected to be discussed with the public excluded. These items are to be indicated on each agenda.</p> <p>[s46A(8) LGOIMA]</p>
<p>Availability of agendas and reports for meetings of Community Boards</p>	<p>14.11 Where agendas and associated reports are for meetings of community boards, it shall be sufficient for the purposes of this section that they be available for public viewing at the main office of the local authority and those service delivery centres and public libraries, if any, under the control of the local authority situated within the community.</p> <p>[s46A(9) LGOIMA]</p>
<p>Agenda to be made available to public who are at meetings</p>	<p>14.12 Additional copies of the agenda and further particulars indicating the nature of the items to be discussed shall be available at meetings in sufficient numbers to enable any spare copies to be provided for members of the public to take away with them on payment of the prescribed amount (if any).</p> <p>[s. 49, LGOIMA]</p>
<p>List of committee members publicly available</p>	<p>14.13 The members of each committee are to be named on the relevant order paper.</p>
<p>Public entitled to inspect minutes</p>	<p>14.14 The public are entitled without charge to inspect, take notes from, or receive copies of, minutes of any meeting or part of any meeting from which the public was not excluded.</p> <p>[s. 51, LGOIMA]</p>
<p>Request for minutes of meetings in closed session</p>	<p>14.15 The Chief Executive shall consider any request for the minutes of a meeting or part thereof from which the public was excluded as a request for official information in terms of LGOIMA.</p> <p>[s. 51, LGOIMA]</p>

15. REASONS TO EXCLUDE PUBLIC

<p>Lawful reasons to exclude public</p>	<p>15.1 A local authority may by resolution exclude the public from the whole or any part of the proceedings of any meeting only on one or more of the grounds specified in section 48 of the LGOIMA (see Appendix 1.A).</p> <p>[Part VII, s. 48, LGOIMA]</p>
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Form of resolutions to exclude public	<p>15.2 Any resolution to exclude the public shall be in the form set out in Schedule 2A to the LGOIMA and state the general subject of each matter to be considered while the public is excluded, the reason for passing that resolution in relation to that matter, and the grounds on which the resolution is based.</p> <p>[s48(3) LGOIMA]</p>
Motion to exclude public to be put with the public present	<p>15.3 Every resolution to exclude the public shall be put at a time when the meeting is open to the public, and copies of the text of that resolution shall be available to any member of the public who is present. The resolution then forms part of the minutes of the local authority.</p> <p>[s. 48(4), LGOIMA]</p>
Provision for persons to remain after public excluded	<p>15.4 A resolution in accordance with standing order 15.3 may provide for one or more specified persons to remain after the public has been excluded if those persons have, in the opinion of the local authority, knowledge that will assist the authority. Any such resolution is required to state the knowledge possessed by those persons which will be of assistance in relation to the matter to be discussed and how it is relevant to the matter. No such resolution is necessary in respect of the attendance of the Chief Executive and relevant staff during a public excluded session.</p> <p>[s48(5) and (6) LGOIMA]</p>
Release of public excluded information	<p>15.5 A local authority may provide for the release to the public of information which has been considered during the public excluded part of a meeting.</p>

16. APPLICATION OF STANDING ORDERS TO PUBLIC EXCLUDED SESSION

Standing Orders to apply	<p>16.1 Standing orders apply to meetings or parts of meetings from which the public has been excluded.</p>
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17. USE OF PUBLIC EXCLUDED INFORMATION

Public excluded business not to be disclosed	<p>17.1 Subject to the provisions of the LGOIMA, no member or officer is permitted to disclose to any person, other than a member or officer, any information that has been or is to be presented to any meeting from which the public is properly excluded, or where it is proposed that the public be properly excluded. Information is not to be divulged except by way of release of information by the local authority.</p> <p>(See standing order 15.5)</p>
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18. USE OF COMMON SEAL

Holding and applying common seal	18.1 The Chief Executive is to hold the common seal of the local authority and be responsible for its use. Any document required to be executed under the Common Seal is to be applied to any such document in the presence of any two of the following: the Chief Executive, the General Legal Counsel, a General Manager, the Mayor or a councillor.
Seal to be fixed by resolution	18.2 Subject to standing order 18.3, the Common Seal may be applied where Council, a committee or an officer acting pursuant to delegated authority has previously approved the transaction. The application of the Seal must be reported to Council at its next ordinary meeting.
Local authority to set procedure	18.3 The Seal may only be applied to warrants for enforcement officers under LGA 2002, after the warrants have been approved by Council in the sealing list. [Clause 32 of Schedule 7 LGA 2002]

APPENDIX 1.A - GROUNDS TO EXCLUDE THE PUBLIC FROM MEETINGS IN TERMS OF THE LGOIMA

A local authority may by resolution exclude the public from the whole or any part of the proceedings of any meeting only on one or more of the following grounds:

- 1.A1 That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information where such disclosure would be likely:
 - (a) To prejudice the maintenance of the law, including the prevention, investigation, and detection of offences, and the right to a fair trial; or
 - (b) To endanger the safety of any person.

- 1.A2 That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information where the withholding of the information is necessary to:
 - (a) Protect the privacy of natural persons, including that of deceased natural persons; or
 - (b) Protect information where the making available of the information:
 - (i) Would disclose a trade secret; or
 - (ii) Would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information; or
 - (c) In the case only of an application for a resource consent, or water conservation order, or a requirement for a designation or heritage order, under the Resource Management Act 1991, to avoid serious offence to tikanga Maori, or to avoid the disclosure of the location of waahi tapu; or
 - (d) Protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information:
 - (i) Would be likely to prejudice the supply of similar information, or information from the same source, and it is in the public interest that such information should continue to be supplied; or
 - (ii) Would be likely otherwise to damage the public interest; or
 - (e) Avoid prejudice to measures protecting the health or safety of members of the public; or
 - (f) Avoid prejudice to measures that prevent or mitigate material loss to members of the public; or
 - (g) Maintain the effective conduct of public affairs through:
 - (i) (not applicable)
 - (ii) The protection of members, officers, employees, and persons to whom section 2(5) of the Local Government Official Information and Meetings Act 1987 applies from improper pressure or harassment; or
 - (h) Maintain legal professional privilege; or
 - (i) Enable the local authority holding the information to carry out, without prejudice or disadvantage, commercial activities; or

- (j) Enable the local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations); or
- (k) Prevent the disclosure or use of official information for improper gain or improper advantage.

Provided that where paragraph 2 of this Appendix applies the public may be excluded, unless, in the circumstances of the particular case, the exclusion of the public is outweighed by other considerations which render it desirable, in the public interest, that the public not be excluded.

- 1.A3 That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information, the public disclosure of which would:
 - (a) Be contrary to the provisions of a specified enactment; or
 - (b) Constitute contempt of Court or of the House of Representatives.
- 1.A4 That the purpose of the whole or the relevant part of the proceedings of the meeting is to consider a recommendation made to the local authority by an Ombudsman under section 30(1) or section 38(3) of the LGOIMA (in the case of a local authority named or specified in the First Schedule to this Act).
- 1.A5 That the exclusion of the public from the whole or the relevant part of the proceedings of the meeting is necessary to enable the local authority to deliberate in private on its decision or recommendation in:
 - (a) Any proceedings before a local authority where:
 - (i) A right of appeal lies to any Court or Tribunal against the final decision of the local authority in those proceedings; or
 - (ii) The local authority is required, by any enactment, to make a recommendation in respect of the matter that is the subject of those proceedings; and
 - (b) Any proceedings of a local authority in relation to any application or objection under the Marine Farming Act 1971.

PART 2: MEETING PROCEDURES

19. APPLICATION OF STANDING ORDERS

<p>All members to abide by Standing Orders</p>	<p>19.1 These standing orders shall, so far as applicable, extend to the proceedings of all local authority meetings including all committee and subcommittee meetings, meetings at which the Tangata Whenua are represented in accordance with standing order 40.4, and public excluded sessions.</p> <p>[clause 14 and clause 16, schedule 7, LGA 2002]</p>
<p>Additional to or substitution of Standing Orders</p>	<p>19.2 Notwithstanding the generality of standing order 19.1, for any quasi-judicial proceedings, the local authority may adopt meeting procedures and practices additional to or in substitution of these Standing Orders for the conduct of the business to be transacted.</p> <p>[NOTE - Committees appointed to hear applications under the Resource Management Act have powers under the Commissions of Inquiry Act 1908.]</p> <p>[s. 4, RMA]</p>
<p>Exclusions for meetings at which no resolutions or decisions are made</p>	<p>19.3 For the avoidance of doubt, any provision of these Standing Orders relating to the making of decisions and the passing of resolutions shall not apply to any meeting of the Council or of any committee or subcommittee of the Council which has been properly constituted as a meeting at which no resolutions or decisions are to be made under the LGA 2002 or the LGOIMA.</p>

20. SUSPENSION OF STANDING ORDERS

<p>Temporary suspension</p>	<p>20.1 A local authority or committee may temporarily suspend one or more standing orders during a meeting by a vote of not less than 75% of the members present and voting. The reason for the suspension must be stated in the resolution of suspension.</p> <p>[clause 27(4), schedule 7, LGA 2002]</p>
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21. CONDUCT OF MEETINGS

<p>Chairperson to decide</p>	<p>21.1 The Chairperson is to decide:</p> <ul style="list-style-type: none"> (a) Questions where these Standing Orders make no provision or insufficient provision; (b) Questions relating to the interpretation and application of these Standing Orders at any meeting; and
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	<p>(c) Points of order; and any member who refuses to obey any order or ruling of the Chairperson will be held guilty of contempt.</p> <p>(See Appendix 2.C)</p>
Chairperson may provide written decision	<p>21.2 The Chairperson may elect to provide written clarification on any matter on which the Chairperson decides under standing order 21.1.</p>
Chairperson rising	<p>21.3 Whenever the Chairperson rises during a debate any member then speaking or offering to speak is to be seated, and members are to be silent so that the Chairperson may be heard without interruption.</p>
Members to speak in places and address the chair	<p>21.4 Members granted the right to speak at meetings are to address the Chairperson, and may not leave their place while speaking without the leave of the Chairperson. Members may remain seated when speaking at extraordinary meetings of the Council and at committee meetings.</p>
Priority of speakers	<p>21.5 When two or more members seek the right to speak, the Chairperson is to name the member who has the right to speak first, provided that the following members shall have precedence, where in order, when they state their intention to:</p> <ul style="list-style-type: none"> (a) Raise a point of order (see standing order 31.1), including any request to obtain a time extension for the previous speaker; (b) Move a motion to terminate or adjourn the debate (see standing order 31.1); or (c) Make a point of explanation or request an indulgence of the Chairperson (see standing order 26.16).
Speeches in English or Maori	<p>21.6 A member may address the Chairperson in English or Maori. The Chairperson may order that a speech be translated and printed in another language. A member must give prior notice, not less than two working days before the meeting, to the Chairperson if he or she intends to address the Chairperson in Maori, when the normal business of the Committee is conducted in English, or in English when the normal business of the Committee is conducted in Maori.</p>
Duration of meetings and time limits	<p>21.7 All ordinary or extraordinary meetings shall continue until the completion of business on the order paper for the meeting. However, where any meeting has continued for more than six hours or beyond 10.30pm, any business on the order paper not dealt with shall be adjourned to the next ordinary meeting or extraordinary meeting, unless a motion is passed to extend the meeting.</p>
Reporting of meetings	<p>21.8 When a meeting of a local authority is open to the public the following provisions shall apply:</p>

	<p>(a) Bona fide members of the news media (including newspaper, radio and television) shall be entitled to attend any meeting or any part of a meeting for the purpose of reporting the proceedings for any news media. [s. 49(a), LGOIMA]</p> <p>(b) Any member of the public who is not a bona fide member of the news media shall obtain the consent of the meeting to the use of visual recording devices.</p> <p>(c) Any recording of meetings shall be carried out in an unobtrusive manner, and shall not be distracting to members.</p> <p>(d) Any recording of meetings, whether by the news media or otherwise, shall be notified to the Chairperson prior to the commencement of the meeting.</p>
Disorderly members to withdraw	<p>21.9 Members called to order by the Chairperson are to resume their seats and/or stop speaking, as the case may be. Should any member refuse to obey, such member may be directed by the Chairperson to withdraw from the meeting. Upon such direction, any such member is to withdraw and shall not be permitted to return during the meeting, or any period of that meeting that the Chairperson may determine (see Appendix 2.C).</p>
Members not to be disrespectful	<p>21.10 No member of the local authority at any meeting may be disrespectful in speech or use offensive or malicious language, including in reference to the local authority, any other member, or any officer or employee of the local authority. In addition, no member may impute improper motives or make offensive remarks about the private affairs of any other member of the local authority or its staff.</p>
Retraction of, or apology for, offensive or malicious language	<p>21.11 The Chairperson may call upon any member or speaker to withdraw any offensive or malicious expression and may require the member to apologise for the expression.</p>
Withdrawal from meeting	<p>21.12 Any member who refuses to withdraw the expression or apologise, if required by the Chairperson, can be directed to withdraw from the meeting for a time specified by the Chairperson.</p>
Disorder in meeting	<p>21.13 The Chairperson may require any member whose conduct is disorderly or who is creating a disturbance to withdraw immediately from the meeting for a time specified by the Chairperson.</p>
Adjournment of meeting following disorder	<p>21.14 Should the disorder continue, the Chairperson shall have the right to adjourn the meeting for a time specified by the Chairperson. At the end of that period the meeting shall resume and decide without debate the question as to whether the meeting shall proceed or be adjourned. The Chairperson may also take such action in relation to disorder from other sources or in the event of an emergency.</p>

Contempt to be recorded in minutes	<p>21.15 Where the meeting resolves to find the member in contempt that resolution shall be recorded in the minutes.</p>
Removal from meeting	<p>21.16 If any member who is required in accordance with a Chairperson's requirement to leave the meeting refuses or fails to do so, or having left the meeting attempts to re-enter without the permission of the Chairperson, any Police Officer or employee of the Council may, at the Chairperson's request, remove or exclude the member from the meeting.</p>

22. QUORUM AT MEETINGS

Requirement for a quorum	<p>22.1 <i>"A meeting is duly constituted if a quorum is present whether or not all of the members present are voting or entitled to vote."</i></p> <p>[clause 23(1), schedule 7, LGA 2002]</p>
Quorum to be present throughout meeting	<p>22.2 <i>"Business may not be transacted at any meeting unless at least a quorum of members is present during the whole of the time at which the business is transacted."</i></p> <p>[clause 23(2), schedule 7, LGA 2002]</p>
Definition of quorum	<p>22.3 <i>"The quorum at any meeting of a local authority consists of half the members if the number of members (including vacancies) is even, or a majority of members if the number is odd."</i></p> <p>[clause 23(3)(a), schedule 7, LGA 2002] (Standing order 40.7 refers to quorum at meetings with Tangata Whenua represented.)</p>
Quorum at Committee meetings	<p>22.4 "The quorum at a meeting of a Committee:</p> <p>(a) Is not fewer than 2 members of the Committee (as determined by the local authority or committee that appoints the committee); and</p> <p>(b) In the case of a committee (other than a subcommittee), shall include at least 1 member of the local authority."</p> <p>[clause 23(3)(b), schedule 7, LGA 2002] (Standing order 9.3 refers to quorum at meetings of joint committees.)</p>

23. FAILURE OF A QUORUM

Meeting lapses if no quorum	<p>23.1 If a meeting is short of a quorum at its commencement, or falls short of a quorum, the business is to stand suspended and, if no quorum is present within 15 minutes, the Chairperson is to vacate the chair and the meeting shall lapse.</p>
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Lapsed business	<p>23.2 The business remaining to be disposed of following the lapsing of a meeting is to stand adjourned until the next ordinary meeting unless an earlier meeting is fixed by the Chairperson and notified by the Chief Executive.</p>
Minutes to record failure of quorum	<p>23.3 If a meeting lapses by reason of failure of a quorum, the names of the members then in attendance, and the fact of the lapse, are to be recorded by the Chief Executive.</p>

24. LEAVE OF ABSENCE AND APOLOGIES

Granting leave of absence	<p>24.1 The local authority may grant leave of absence to a member from an ordinary meeting or other meetings of the local authority or its committees upon application by the member.</p>
Apologies at meetings	<p>24.2 If a member has not obtained leave of absence an apology may be tendered on behalf of the member and the apology may be accepted or declined by the local authority. Acceptance of the apology shall be deemed to be a granting of leave of absence for that meeting.</p>
Recording of apologies	<p>24.3 The Chairperson of each meeting will invite apologies at the beginning of each meeting, including apologies for lateness and early departure, and these and subsequent apologies during the meeting will be recorded in the minutes, including whether they were accepted or declined, and the time of arrival and departure of all members.</p>
Absence without leave	<p>24.4 An extraordinary vacancy shall be created where any member of a local authority is absent without leave of the local authority, from four consecutive ordinary meetings of the local authority.</p> <p>[clause 5, schedule 7, LGA 2002]</p>

25. ORDER OF BUSINESS

Adoption of order of business	<p>25.1 The local authority is required to adopt an order of business, which shall normally apply at ordinary meetings, and may vary it from time to time.</p>
Order of business for meetings of Council	<p>25.2 The order of business at every ordinary meeting of the Council will be as follows, or as near to it as circumstances permit, with the proviso that, wherever there is a Chairperson's Recommendation, the Chairperson has the right to move their recommendation as the first item of business under that heading, except where a notice of motion relates to the same item, in which case that will take precedence:</p> <ul style="list-style-type: none"> (a) Apologies; (b) Special announcements;

Order of business for meetings of all Committees and Subcommittees except Community Committees

- (c) Public Comment;
- (d) Deputations;
- (e) Presentations (if not dealt with in conjunction with another relevant item);
- (f) Petitions;
- (g) Matters raised by Tangata Whenua or Taura Here;
- (h) Confirmation of minutes;
- (i) Precedence of any items;
- (j) Mayoral statement;
- (k) Adjourned business (to be taken in the class of business to which it belongs);
- (l) Minutes of committees (in chronological order);
- (m) Miscellaneous reports from officers;
- (n) Notices of motion (if not dealt with in conjunction with another relevant item);
- (o) Minor items not on the agenda;
- (p) Questions;
- (q) Advice on upcoming Briefings and Question & Answer sessions;
- (r) Sealing authority and Warrant Approvals; and
- (s) Public excluded business.

25.3

The order of business at every ordinary meeting of a committee (excluding committees and Community committees) will be as follows, or as near to it as circumstances permit, with the proviso that, wherever there is a Chairperson's Recommendation, the Chairperson has the right to move their recommendation as the first item of business under that heading, except where a notice of motion relates to the same item, in which case that will take precedence:

- (a) Apologies;
- (b) Special announcements;
- (c) Statutory hearings;
- (d) Public comment;
- (e) Deputations;
- (f) Presentations (if not dealt with in conjunction with another relevant item);
- (g) Petitions;
- (h) Matters raised by Tangata Whenua or Taura Here;
- (i) Precedence of any items;
- (j) Chairperson's report;
- (k) Adjourned business (to be taken in the class of business to which it belongs);

Order of business for meetings of community boards and community committees

- (l) Subcommittee minutes (in chronological order);
- (m) Miscellaneous reports from officers (including matters referred from Council);
- (n) Notices of motion (if not dealt with in conjunction with another relevant item);
- (o) Minor items not on the agenda;
- (p) Questions;
- (q) Sealing authority;
- (r) Public excluded business.

25.4

The order of business at every ordinary meeting of a community board and Community committee will be as follows, or as near to it as circumstances permit:

- (a) Apologies;
- (b) Special announcements;
- (c) Public comment;
- (d) Presentations or deputations (if any);
- (e) Precedence of any item;
- (f) Mayoral address;
- (g) Adjourned business (to be taken in the class of business to which it belongs);
- (h) Confirmation of minutes in chronological order;
- (i) Committee Advisor's report;
- (j) Miscellaneous reports from officers (including matters referred from Council);
- (k) Notices of motion (if not dealt with in conjunction with another relevant item);
- (l) Chairperson's report, if any;
- (m) Reports from representatives on local organisations;
- (n) Minor items not on the agenda;
- (o) Questions;
- (p) Public excluded business.

[Note: The order of proceedings may be varied. See standing orders 25.1 and 25.5.]

[Amendment from Eastbourne Community Board – 25/3/08

That Public Comment on items on the order paper be heard either at the commencement of the meeting or in conjunction with the relevant order paper item at the request of the speaker and at the discretion of the Chair.]

[Amendment from Eastbourne Community Board – 6/5/08

That Eastbourne Community Board will allow for the Chairs Report to

	<p>be taken following the mayor's Address and the Committee Advisor's report to be taken following the miscellaneous reports from officers.]</p> <p>[Amendment from Petone Community Board – 25/8/08 That the Mayor's Address be taken prior to Presentations or Deputations (if any.)</p> <p>[Amendment from Eastbourne Community Board – 26/8/08 That the Mayor's Address be taken prior to Presentations or Deputations (if any.)</p> <p>[Amendment from Wainuiomata Community Board – 27/8/08 That the Mayor's Address be taken prior to Presentations or Deputations (if any.)</p>
Precedence of business	<p>25.5 Notwithstanding anything to the contrary contained in these Standing Orders, and after the confirmation of the minutes of the previous meeting, the Chairperson as a matter of urgency, or the local authority on a motion duly passed without debate, may accord precedence to any business set down on the order paper for consideration.</p>
Requests for items to be placed on the agenda	<p>25.6 Any person may write to the Chief Executive and ask for an item to be placed on the agenda for a Council, committee or community board meeting. These items will be discussed with the Chairperson and officers when the agenda is being compiled and any necessary decisions will be made regarding inclusion of the item.</p>
Order paper	<p>25.7 The Chief Executive is to prepare for each meeting an order paper listing and attaching information on the items of business to be brought before the meeting so far as is known. At the meeting the business is to be dealt with in the order in which it stands on the order paper unless the meeting or the Chairperson accord precedence to any business set down on the order paper for consideration.</p>
Confidential items	<p>25.8 The Chief Executive shall place on a confidential agenda any matters for which he/she considers the local authority or committee of the local authority is likely in his/her opinion to wish to exclude the public in terms of the LGOIMA, provided that an indication of the subject matter likely to be considered in exclusion of the public shall be placed on the order paper available to the public.</p>
Chairperson's report	<p>25.9 The Chairperson shall, by report, have the right to direct the attention of the local authority to any matter or subject within the role or function of the local authority.</p>
Dealing with major items not on the agenda	<p>25.10 " An item that is not on the agenda for a meeting may be dealt with at the meeting if:</p> <ul style="list-style-type: none"> (a) The local authority by resolution so decides; and (b) The presiding member explains at the meeting at a time when it is open to the public;

Minor items not on the agenda may be discussed	<p>(i) <i>The reason why the item is not on the agenda; and</i></p> <p>(ii) <i>The reason why the discussion of the item cannot be delayed until a subsequent meeting."</i></p> <p>[s. 46A(7), LGOIMA]</p>
Chairperson's recommendation	<p>25.11 <i>"Where an item is not on the agenda for a meeting:</i></p> <p>(a) <i>That item may be discussed at that meeting if:</i></p> <p>(i) <i>That item is a minor matter relating to the general business of the local authority; and</i></p> <p>(ii) <i>The presiding member explains at the beginning of the meeting, at a time when it is open to the public, that the item will be discussed at the meeting; but</i></p> <p>(b) <i>No resolution, decision, or recommendation may be made in respect of that item except to refer that item to a subsequent meeting of the local authority for further discussion. "</i></p> <p>[s. 46A(7A), LGOIMA]</p>
	<p>25.12 The Chairperson of any meeting may include on the order paper for that meeting a Chairperson's recommendation regarding any item brought before the meeting.</p>

26. RULES OF DEBATE

Reserving speech	<p>26.1 A member may second a motion or amendment without speaking to it, reserving the right to speak later in the debate.</p>
Irrelevant matter and needless repetition	<p>26.2 In speaking to any motion or amendment, members are to confine their remarks strictly to such motion or amendment, and shall not introduce irrelevant matters or indulge in needless repetition. In this matter, the Chairperson's ruling is final and not open to challenge.</p>
Limitation on speakers	<p>26.3 If three speakers have spoken consecutively in support of, or in opposition to a motion, the Chairperson may call for a speaker to the contrary. If no such speaker is forthcoming and after the mover has had the right of reply, the motion shall be put. Members speaking shall, if so called upon by the Chairperson, announce whether they are speaking in support of or against the motion or amendment being debated.</p>
Taking down words	<p>26.4 When any member objects to words used and desires them to be recorded in the minutes, the Chairperson may so order them to be recorded, provided such objection be made at the time the words were used and not after any other members have spoken (see standing order 31.4).</p>
Reading of speeches	<p>26.5 Members shall not read their speeches, except with the permission of the Chairperson, but may refresh their memory by reference to notes.</p>

Time limits on speakers	<p>26.6</p> <p>The following time limits apply to members speaking at local authority meetings, unless extended by a majority vote of members present:</p> <ul style="list-style-type: none">(a) Movers of motions when speaking to the motion, ten minutes;(b) Movers of motions, when exercising their right of reply, five minutes;(c) Other members, not more than five minutes.
Time limits on speakers at Committee meetings	<p>26.7</p> <p>Unless the Chairperson has ruled at any committee meeting that standing orders shall apply in strict form as set out in standing order 26.13, then at meetings of any committee of the Council (excluding Community committees) any member may speak a maximum of three times during debate on an issue, but standing orders 26.2 and 26.6 shall apply.</p> <p>[Note: "Strict form" requires strict adherence to speaking rights provided in standing orders. See also standing order 26.13]</p>
Member speaking more than once	<p>26.8</p> <p>A member may not speak more than once to a motion, save that this order shall not apply to meetings of committees or subcommittees.</p>
Restating of motion	<p>26.9</p> <p>Members may request the Chairperson to restate the motion for their information at any time during the debate, but not so as to interrupt.</p>
Right of reply	<p>26.10</p> <p>The mover of an original motion (not an amendment) has a right of reply. After the mover has commenced such reply, or has intimated the wish to forego this right, or having spoken to an amendment to the motion and the Chairperson has intimated his/her intention to put the motion, no other member of the local authority may speak on the motion. Movers in reply are not to introduce any new matter and shall confine themselves strictly to answering previous speakers.</p>
When right of reply may be exercised	<p>26.11</p> <p>The right of reply is governed as follows:</p> <ul style="list-style-type: none">(a) Where no amendment has been moved, the mover may reply at the conclusion of the discussion on the motion;(b) If there is an amendment, the mover of the original motion may make such reply at the conclusion of the debate on such amendment, and this reply exhausts their rights as mover of the original motion (see standing order 26.10), provided that the mover may reserve such right of reply. The mover may, however, take part in the discussion upon subsequent amendments. <p>[NOTE - A right of reply can be exercised at either the end of the debate on an original motion or at the end of the debate on an amendment. Only the mover of an original motion has a right of reply and that right can only be used once. In addition to a right of reply, the mover of an original motion may reserve a right of reply and speak once to an original motion and once to each amendment without losing that right of reply.]</p>

Speaking only to relevant matters	<p>26.12 Members may speak to any matter before the meeting or upon a motion or amendment to be proposed by them, or upon a point of order arising out of debate, but not otherwise.</p>
Conduct of debate in strict form	<p>26.13 Any motion by the Chairperson for the debate to be conducted under standing orders in strict form does not need to be seconded and will apply to the remainder of the meeting unless questioned by any member at the time of the Chairperson's motion, in which case the motion shall be put to the vote immediately.</p>
Community Committee, Community Board, Youth Infusion participation in meetings of Council and Standing Committees	<p>26.14 The Chairperson of a community committee, community board or Youth Infusion (or their respective representatives as advised by the Chairperson prior to the meeting) may participate in discussion on any matters which are of interest to a particular ward or community area, or of interest to youth (as applicable), at meetings of the standing committees of Council, but shall not have voting rights or rights to move or second motions. The rules of debate applicable to members of the Council shall apply to the community committee, community board and Youth Infusion representatives. Notification of the intention to exercise speaking rights and identification of the relevant agenda item shall be provided to the Chairperson prior to the meeting. In exceptional circumstances community committee, community board or Youth Infusion representatives may be invited to participate on specific subjects at meetings of the full Council, at the discretion of the Council Chairperson.</p>
Personal explanation	<p>26.15 Notwithstanding standing order 26.8, members may make a personal explanation with the permission of the Chairperson, but such matters may not be debated.</p>
Explanation of previous speech	<p>26.16 With the permission of the Chairperson, explanation of some material part of a previous speech in the same debate may be given by a member who has already spoken, but new matter may not be introduced.</p>

27. MOTIONS AND AMENDMENTS

Requirement for a seconder	<p>27.1 All motions and amendments moved in debate (including notices of motion) must be seconded, and thereupon the Chairperson shall state the matter raised and propose it for discussion.</p>
Withdrawal of motions and amendments	<p>27.2 Once motions or amendments have been seconded and put to the meeting by the Chairperson they cannot be withdrawn without the consent of the majority of the members present and voting. A motion to which an amendment has been moved and seconded cannot be withdrawn until the amendment is withdrawn or lost.</p>
Substituted motion by amendment	<p>27.3 The meeting may allow a motion, which is subject to an amendment, to be withdrawn and replaced by the amendment as the substituted</p>

	<p>motion, provided the mover and seconder of the original motion agree to the withdrawal of the original motion. In such circumstances, members who have spoken to the original motion may speak again to the substituted motion.</p>
Motions in writing	<p>27.4 The Chairperson may require movers of motions or amendments to provide them in writing signed by the mover.</p>
Motions expressed in parts	<p>27.5 The Chairperson or any member may require a motion expressed in parts to be decided part by part.</p>
Alteration once moved	<p>27.6 When a motion has been moved and seconded, then proposed by the Chairperson for discussion, an amendment may be moved or seconded by any member who has not spoken to the motion, whether an original motion or a substituted motion. The mover or seconder of a motion for the adoption of the report of a committee who desires to amend any item in the report may also propose or second an amendment.</p>
Amendments and motions not seconded	<p>27.7 Amendments and motions that are proposed but not seconded are not in order and are not entered in the minutes.</p>
Further amendments	<p>27.8 No further amendment shall be allowed until the first amendment is disposed of, although members may give notice to the Chairperson of their intention to move further amendments and the tenor of their content.</p>
Where amendment lost	<p>27.9 Where an amendment is lost, another may be moved and seconded by any members who have not spoken to the motion, whether an original motion or substituted motion. Movers of previous amendments which were lost are regarded as having spoken to the motion only and are entitled to speak to the new amendment, but are not entitled to move or second the new amendment.</p>
Where amendment carried	<p>27.10 Where an amendment is carried, the motion as amended becomes the substantive motion, and any member, other than previous movers or seconders in the debate, may then propose a further amendment.</p>
Amendments relevant	<p>27.11 Every proposed amendment must be relevant to the motion under discussion and not be in similar terms to an amendment that has been lost.</p>
Direct negatives not allowed	<p>27.12 No amendment which amounts to a direct negative is to be allowed which, if carried, would have the same effect as negating the motion.</p>
Procedure until resolution	<p>27.13 The procedures in standing orders 27.6 and 27.8 shall be repeated until a resolution is adopted.</p>
Flow chart of motions and amendments	<p>27.14 A flow chart illustrating the process regarding motions and amendments</p>

Revocation or alteration of resolutions	<p>is included as Appendix 2.A.</p> <p>27.15 A notice of motion for the revocation or alteration of all or part of a previous resolution of the local authority is to be given to the Chief Executive by the member intending to move such a motion.</p> <p>(a) Such notice is to set out:</p> <ul style="list-style-type: none"> (i) The resolution or part thereof which it is proposed to revoke or alter; (ii) The meeting date when it was passed; and (iii) The motion, if any, that is intended to be moved in substitution thereof. <p>(b) Such notice is to be given to the Chief Executive at least 5 clear working days before the meeting at which it is proposed to consider such a motion and is to be signed by not less than one third of the members of the local authority, including vacancies.</p> <p>(c) The Chief Executive shall then give members at least 2 clear working days notice in writing of the intended motion and of the meeting at which it is proposed to be moved.</p>
Restriction on action to be taken on previous resolution	<p>27.16 Where a notice of motion has been given in terms of standing order 27.15 no action which is irreversible shall be taken under the resolution which is proposed for revocation or alteration until the proposed notice of motion has been dealt with by the local authority, provided that if, in the opinion of the Chairperson:</p> <ul style="list-style-type: none"> (a) The practical effect of the delay would be equivalent to a revocation of the resolution, or if; (b) By reason of repetitive notices the effect of the notice is an attempt by a minority to frustrate the will of the local authority; <p>then, in either case, action may be taken as though no such notice to the Chief Executive had been given or signed.</p>
Revocation or alteration of resolution at same meeting	<p>27.17 If, during the course of a meeting of the local authority, fresh facts or information are received concerning a matter already resolved at the meeting, the previous resolution may be revoked or altered by the consent of 75% of the members then present and voting.</p>
Local authority may revoke or alter any previous resolution	<p>27.18 A local authority meeting may, on a recommendation contained in a report by the Chairperson or Chief Executive, or the report of any committee, revoke or alter all or part of resolutions previously passed at meetings. At least 2 clear working days notice of any meeting to consider such a proposal shall be given to members, accompanied by details of the proposal to be considered.</p>
Restating the motion	<p>27.19 The Chairperson may, immediately prior to any division being taken, request the Chief Executive to restate the motion upon which the division is to be taken.</p>

No speakers after reply or question put**27.20**

Members shall not speak on any motion once the mover has commenced replying or where the Chairperson has commenced putting the question.

Reflections on resolutions**27.21**

In speaking in any debate no member shall unduly criticise the validity of any resolution of the local authority except by a notice of motion to amend or revoke the same.

28. NOTICES OF MOTION**Notices of motion to be in writing****28.1**

Notices of motion shall be in writing signed by the mover, stating the meeting at which it is proposed that the notice of motion be considered, and shall be delivered to the Chief Executive at least 5 clear working days before such meeting.

Refusal of notice of motion**28.2**

The Chairperson may direct the Chief Executive to refuse to accept any notice of motion which:

- (a) Is disrespectful or which contains offensive language or statements made with malice; or
- (b) Is not related to the role or functions of the local authority; or
- (c) Contains an ambiguity or a statement of fact or opinion which cannot properly form part of an effective resolution, and where the mover has declined to comply with such requirements as the Chief Executive may make; or
- (d) Is concerned with matters that are already subject of reports or recommendations from a committee to the meeting concerned.

Mover of notice of motion**28.3**

Notices of motion shall not proceed in the absence of the mover, unless moved by another member authorised in writing by the mover to do so.

Alteration of notice of motion**28.4**

A notice of motion may be altered only by the mover with the consent of the meeting. No member other than the mover of the notice of motion can move an amended motion.

When notices of motion lapse**28.5**

Notices of motion not moved on being called for by the Chairperson shall lapse.

Referral of notices of motion to Committees**28.6**

Any notice of motion referring to any matter ordinarily dealt with by a committee of the local authority may be referred to that committee by the Chief Executive. Where such notices are so referred, the mover of the motion shall, if not a member of that committee, have the right to move that motion, and of reply, as if a committee member.

29. REPEAT NOTICES OF MOTION

First repeat where notice of motion rejected	<p>29.1 When a motion which is the subject of a notice of motion has been rejected considered and rejected by the local authority, no similar notice of motion which, in the opinion of the Chairperson, is substantially the same in purport and effect shall be accepted within the next six months unless signed by not less than one third of all members, including vacancies.</p>
Second repeat where notice of motion rejected	<p>29.2 If such a repeat notice of motion as provided for in standing order 29.1 is also rejected by the local authority, any further notice prior to the expiration of the original period of six months needs to be signed by a majority of all members, including vacancies.</p>
No repeats where notice of motion agreed	<p>29.3 Where a notice of motion has been considered and agreed by the local authority, no notice of any other motion which is, in the opinion of the Chairperson, to the same effect may be put again whilst such original motion stands.</p>

30. PROCEDURAL MOTIONS TO TERMINATE OR ADJOURN DEBATE

Members may move procedural motions to terminate or adjourn debate	<p>30.1 Any member who has not spoken on the matter under debate may move any one of the following procedural motions to terminate or adjourn debate, but not so as to interrupt a member speaking:</p> <ul style="list-style-type: none"> (a) That the meeting be adjourned to the next ordinary meeting, unless an alternative time and place is stated; or (b) That the item of business being discussed be adjourned to a time and place to be stated; or (c) That the motion under debate be now put (a "closure motion"); or (d) That the meeting move directly to the next business, superseding the item under discussion; or (e) That the item of business being discussed does lie on the table, and not be further discussed at that meeting; or (f) That the item of business being discussed be referred (or referred back) to the relevant committee of the local authority.
Chairperson may accept closure motions	<p>30.2 The Chairperson may accept a closure motion if there have been not less than two speakers for and two speakers against the motion, or, if there are no such speakers, in the Chairperson's opinion, it is reasonable to do so.</p>
Procedural motions to terminate or adjourn debate to take precedence	<p>30.3 Procedural motions to terminate or adjourn debate take precedence over other business, other than points of order, and will, if seconded, be put to the vote immediately without discussion or debate.</p>
Voting on procedural motions to terminate or	<p>30.4 All procedural motions to terminate or adjourn debate shall be</p>

adjourn debate	determined by a majority of those members present and voting. If lost, a further procedural motion to terminate or adjourn debate may not be moved by any member within the next 15 minutes.
Closure motion to be put if no further speaker	30.5 Notwithstanding standing order 30.4, a closure motion shall be put if there is no further speaker in the debate.
Closure motion on amendment	30.6 When an amendment to a motion is under debate, a closure motion relates to the amendment and not to the motion.
Right of reply following closure	30.7 If a closure motion is carried, the mover of the motion then under debate is entitled to the right of reply, and the motion or amendment under debate is then to be put.
Debate on items previously adjourned	30.8 The debate on adjourned items of business is to be resumed with the mover of such adjournment being entitled to speak first in the debate. Members who have already spoken in the debate may not speak again.
Adjourned items taken first	30.9 Adjourned items of business are to be taken first at the subsequent meeting in the class of business to which they belong.
Other business not superseded	30.10 The carrying of any motion to adjourn a meeting will not supersede other business before the meeting remaining to be disposed of, and such other business is to be considered at the next meeting.
Referral or referred back to Committee	30.11 Business referred, or referred back, to a specified committee is to be considered at the next ordinary meeting of that committee, unless otherwise specified.
Table of procedural motions	30.12 A table of procedural motions is included as Appendix 2.B.

31. POINTS OF ORDER

Members rising to points of order	31.1 Any member may rise to speak to a point of order upon any breach of these Standing Orders and the member previously speaking is to be seated and stop speaking.
Stating subject matter of point of order	31.2 The member rising is to state without explanation precisely the subject matter of the point of order.
Points of order during division	31.3 No point of order shall be raised during a division except by the permission of the Chairperson.

Types of points of order	<p>31.4 The following are recognised as substance for points of order:</p> <ul style="list-style-type: none"> (a) Where disorder is drawn to the attention of the Chairperson; or (b) Use of disrespectful, offensive or malicious language; or (c) Maligning of a member, officer or member of the public; or (d) Discussion of a question not before the local authority; or (e) Misrepresentation of any statement made by a member or by an officer or employee of the local authority; or (f) The breach of any standing order; or (g) Request that words objected to be recorded in the minutes.
Contradiction not point of order	<p>31.5 Rising to express a difference of opinion or to contradict a statement of a previous speaker does not constitute a point of order.</p>
Decision of Chairperson final	<p>31.6 The Chairperson may decide on any point of order immediately after it has been raised by any member, or may first hear further argument before deciding. The ruling of the Chairperson upon any point of order is not open to any discussion and shall be final.</p>

32. VOTING

Decisions to be decided by majority votes	<p>32.1 <i>(1) The acts of a local authority must be done, and the questions before the local authority must be decided, at a meeting by-</i></p> <ul style="list-style-type: none"> <i>(a) vote; and</i> <i>(b) the majority of members that are present and voting</i> <p>[Note: The contextual meaning of “member” applies in relation to voting, e.g., in the case of a committee, it should be a member of that committee.]</p> <p><i>(2) For the purposes of subsection (1), the mayor or chairperson or other person presiding at the meeting-</i></p> <ul style="list-style-type: none"> <i>(a) has a deliberative vote; and</i> <i>(b) in the case of an equality of votes, does not have a casting vote (and therefore the act or question is defeated and the status quo is preserved).</i> <p><i>(4) Subsections (1) and (2) apply unless-</i></p> <ul style="list-style-type: none"> <i>(a) this Act provides otherwise; or</i> <i>(b) the standing orders of the local authority expressly provide otherwise.</i> <p>[clause 24, schedule 7, LGA 2002]</p>
Chairperson has casting vote	<p>32.2 In addition to the deliberative vote provided for, the Chairperson at any</p>

	<p>meeting has a casting vote in the case of an equality of votes. A casting vote may be exercised either for or against the motion at the Chairperson's discretion.</p> <p>(See standing order 40.8)</p>
Open voting	<p>32.3 An act or question coming before the local authority must be done or decided by open voting.</p>
Straw votes	<p>[clause 24, schedule 7, LGA 2002]</p> <p>32.4 On occasion it may be helpful for straw votes to be taken during debate on issues involving several options, in order to facilitate input from members who may otherwise be unable to participate in terms of standing order 27.6 in case they may want to move an amendment. This process would involve requesting the members to indicate their preferred position by inviting a show of hands on each of the alternatives put to the meeting consecutively, with each member indicating a preference for one of the alternatives. If this produces an indication of strong preference for one alternative, then a formal motion can be framed accordingly.</p>
Members may abstain	<p>32.5 Any member may abstain from voting, and have their abstention recorded in the minutes if so requested by the member.</p>
Method of voting	<p>32.6 The method of voting shall be as follows:</p> <ul style="list-style-type: none">(a) The Chairperson in putting the motion shall call for an expression of opinion on the voices or take a show of hands, the result of either of which, as announced by the Chairperson, shall be conclusive unless such announcement is questioned immediately by any member, in which event the Chairperson shall call a division.(b) The Chairperson or any member may call for a division instead of or after receiving opinion on the voices and taking a show of hands.
Division	<p>32.7 When a division is called, the Chief Executive shall take down the names of the members voting for and against the motion and abstentions and is to hand the list to the Chairperson who shall declare the result.</p>
Second division	<p>32.8 The Chairperson may call a second division where there is confusion or error in the original division, unless the same can be otherwise corrected.</p>
Pecuniary interest	<p>32.9 No members shall vote or take part in the discussion on any matter at any meeting where they, directly or indirectly, have any pecuniary interest as defined in law, other than an interest in common with the public.</p> <p>[s. 6(1), Local Authorities (Members' Interests) Act]</p>
Declaration of pecuniary interest	<p>32.10 Every member present when any matter is raised on which they directly or indirectly have a pecuniary interest, apart from any interest in common with</p>

Pecuniary interest a reason for leaving room	<p>the public, is under a duty to fully declare any such interest to the meeting. This disclosure and the subsequent abstention of such member from both discussion and voting on the item are to be recorded in the minutes.</p> <p>[s. 6(1), Local Authorities (Members' Interests) Act]</p> <p>32.11 Members who have declared a pecuniary interest in matters to be discussed under standing order 32.10 should consider leaving the meeting room for the full duration of discussion on such matters.</p>
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33. QUALIFIED PRIVILEGE

Qualified privilege relating to agenda and minutes	<p>33.1 Where a meeting of any local authority is open to the public during the proceedings or any part thereof, and a member of the public is supplied with a copy of the agenda or order paper for the meeting or any part of the minutes of that meeting are provided, the publication of any defamatory matter included in the agenda or order paper or in the minutes shall be privileged unless the publication is proved to be made with ill will or taking advantage of the occasion of publication.</p> <p>[s. 52, LGOIMA]</p>
Qualified privilege relating to oral statements	<p>33.2 Any oral statement made at any meeting of a local authority in accordance with the rules that have been adopted by that local authority for the guidance and order of its proceedings shall be privileged, unless the statement is proved to be made with ill will or taking advantage of the occasion of publication.</p> <p>[s. 53, LGOIMA]</p>
Qualified privilege additional to any other provisions	<p>33.3 The privilege conferred by standing orders 33.1 and 33.2 is in addition to, and not in substitution for or derogation of, any other privilege, whether absolute or qualified, that applies, by virtue of any other enactment or rule of law, to the proceedings of any local authority.</p>

34. MAINTENANCE OF PUBLIC ORDER AT MEETINGS

Chairperson may require members of the public to leave meeting	<p>34.1 The Chairperson presiding at any meeting of the local authority may require any member of the public to leave the meeting if it is believed on reasonable grounds that the behaviour of any member of the public is likely to prejudice the orderly conduct of the meeting if that person is permitted to remain.</p> <p>[s. 50(1), LGOIMA]</p>
Removal of members of public	<p>34.2 If any member of the public who is required in accordance with standing order 34.1 to leave a meeting refuses or fails to leave the meeting or, having left the meeting, attempts to re-enter the meeting without the permission of the Chairperson, any Police Officer or employee of the Council may, at</p>

the request of the Chairperson, remove or exclude that member of the public from the meeting.

[s50(2) LGOIMA]

35. MINUTES OF PROCEEDINGS

Minutes to be evidence of proceedings	<p>35.1 Every local authority must keep minutes of its proceedings, and minutes of proceedings duly entered and authenticated as prescribed by the local authority are prima facie evidence of those proceedings.</p> <p>[clause 28, schedule 7, LGA 2002]</p>
Keeping of minutes	<p>35.2 The Chief Executive or his/her designated representative shall keep the minutes of meetings. The minutes shall record the date, time and venue of the meeting; the names of those members and officers present; identification of the Chairperson; apologies tendered; arrival and departure times; any failure of a quorum; a list of speakers under public comment and the topics they cover; a list of items considered; resolutions pertaining to those items; any objections to words used; all divisions taken; names of any members abstaining from voting when requested; declarations of pecuniary interest; contempt, censure and removal of any members; resolutions to exclude members of the public; and the time that the meeting concludes or adjourns (see standing orders 15, 21.15, 23.3, 24.3, 26.4, 32.5, and 32.10).</p>
Approval of Council and Community Board/Community Committee minutes	<p>35.3 The minutes and proceedings of every Council, community board and community committee meeting are to be circulated to members and considered at the next meeting succeeding, and, if approved by that meeting, or when amended as directed by that meeting, are to be signed by the Chairperson of such succeeding meeting.</p>
Approval of minutes	<p>35.4 The minutes and proceedings of every committee meeting (excluding community committees) are to be circulated to members with the Council order paper and considered at the next appropriate Council meeting. Consideration at that meeting is to include amendments to any matters recorded, receipt of the minutes (which represent a report to Council), and consideration of any recommended matters requiring Council approval. Receipt by Council of the minutes of committees will, unless stated otherwise, be interpreted as confirmation of the accuracy of the minutes. If received by that meeting, or when amended as directed by that meeting, the minutes are to be signed by the Chairperson of the committee.</p>
No discussion on minutes	<p>35.5 No discussion shall arise on the substance of minutes at the succeeding meeting, except as to their correctness.</p>

36. MINUTE BOOKS

Inspection of minute books	<p>36.1 The minute books of the local authority shall be kept by the Chief Executive and be open to inspection in accordance with the LGOIMA and the LGA 2002</p> <p>(See standing order 14.14). [s. 51, LGOIMA]</p>
Minutes of last meeting before election	<p>36.2 The Chairperson and the Chief Executive shall be responsible for confirming the correctness of the minutes of the last meeting of a local authority prior to the next election of members.</p>

37. DEPUTATIONS AND PRESENTATIONS

Deputations where heard	<p>37.1 Deputations may be received by the local authority or any of its committees provided an application for admission setting forth the subject has been lodged with the Chief Executive at least three clear working days before the date of the meeting concerned and has been subsequently approved by the Chairperson. The Chairperson may refuse requests for deputations that are repetitious or offensive.</p>
Presentations commissioned by Chairperson or Committee	<p>37.2 Presentations from Council officers, consultants, other local authorities or any other individual or organisation may be commissioned by any committee, and are to be listed on the order paper for the meeting in question. Time limits for presentations will be agreed in discussion with the Chairperson of the meeting prior to distribution of the order paper.</p>
Urgency or major public interest	<p>37.3 Notwithstanding standing order 37.1, where in the opinion of the Chairperson the matter which is the subject of a deputation is one of urgency or major public interest, the Chairperson may determine that the deputation be received by the local authority.</p>
Deputations and presentations in English or Maori	<p>37.4 A deputation or presentation to a local authority or any of its committees may be made in English or Maori. Prior arrangement with the Chairperson should be sought at least two working days before the meeting if the address is not in English. The Chairperson may order that any speech or document presented be translated and/or printed in another language.</p>
Procedures for deputations	<p>37.5 Except with the approval of the local authority or committee, not more than two members of a deputation may address the meeting. After a presentation is received members may put to the deputation any question pertinent to the subject heard, but no member shall express an opinion upon or discuss the subject until the deputation has completed making its submissions and answering questions (see standing order 33.2 regarding qualified privilege).</p>

Termination of presentation if disrespectful and right of reply

37.6

The Chairperson may terminate a presentation in progress which is disrespectful or offensive, or where the Chairperson has reason to believe that statements have been made with malice (see standing order 33.2 regarding qualified privilege). If a speaker's comments under deputations or presentations are about any person or organisation represented at the meeting, the Chairperson has the discretion to grant a right of reply at the time the comments are made.

Time limit on presentation

37.7

Unless the meeting determines otherwise in any particular case, a limit of 10 minutes is placed on a speaker making a presentation, or 5 minutes each if there are 2 members of the deputation addressing the meeting.

38. PUBLIC COMMENT

Public comment

38.1

A period of up to 30 minutes is to be set aside for public comment at the commencement of all meetings that are open to the public. Each speaker during the public comment section of a meeting is permitted to speak for a maximum of three minutes. This standing order may be suspended on a vote of not less than 75% of those present to extend (as applicable):

- (a) In respect of Council and its committees (excluding community committees) the period allowed for public comment up to a maximum of an additional 15 minutes or, in exceptional circumstances, for a specified longer period as is resolved;
- (b) In respect of community board and community committee meetings, the period allowed for public comment up to a maximum of such specified longer period as is resolved; and
- (c) The maximum allowable period for which each speaker during the public comment section of a meeting is permitted to speak, provided that the further time allowed does not exceed the maximum period set aside (or resolved to be set aside) for public comment at the meeting.

[Note: It is not advisable from the point of view of good order of meetings to depart from the time limits specified in the standing orders. It may be more appropriate, where further dialogue with a member of the public is required, to invite them to make a presentation at a subsequent meeting or to make use of standing order 37.3.]

[Amendment from Eastbourne Community Board – 25/3/08

That Public Comment on items on the order paper be heard either at the commencement of the meeting or in conjunction with the relevant order paper item at the request of the speaker and at the discretion of the Chair.]

Subjects of public comment

38.2

Public comment is to be confined to those items appearing on the agenda for the particular meeting concerned, excluding items already resolved, and if time permits, any other matter falling within the Terms of Reference of that meeting provided the matter is not sub judice. In respect of community board and community committee meetings standing orders may be suspended on a vote of not less than 75% of those

Questions of speakers during public comment	<p>present to enable speakers to speak to any matter. A record of the topics covered during the public comment section of any meeting is to be recorded in the minutes of that meeting.</p>
Termination of presentation if disrespectful and right of reply	<p>[Note: The public comment procedure does not apply in respect of any resource consent issue or any hearing including hearing of submissions where the Council, a hearings committee, a Hearings Commissioner or a community board or a community committee sits in a quasi-judicial capacity.]</p> <p>38.3 With the permission of the Chairperson, members may ask questions of speakers during the period reserved for public comment. If permitted by the Chairperson, questions by members are to be confined to obtaining information or clarification on matters raised by the speaker.</p> <p>38.4 The Chairperson may terminate comment or response to questions on comment in progress which is disrespectful or offensive, or where the Chairperson has reason to believe that statements have been made with malice (see standing order 33.2 regarding qualified privilege). If a speaker's comments under public comment are about any person or organisation represented at the meeting, the Chairperson has the discretion to grant a right of reply at the time the comments are made.</p>

39. ADDITIONAL PROVISIONS FOR COMMUNITY BOARDS, COMMUNITY COMMITTEES AND YOUTH INFUSION

Community Committee, Community Board and Youth Infusion participation in meetings	<p>39.1 The Chairperson of a community committee, community board or Youth Infusion may participate in discussion on any matters which are of interest to a particular community or community area, or of interest to youth (as applicable), at meetings of the standing committees of Council, but shall not have voting rights or rights to move or second motions. Notification of the intention to exercise speaking rights and identification of the relevant agenda item shall be provided to the Chairperson prior to the meeting. In exceptional circumstances community committee, community board or Youth Infusion representatives may be invited to participate on specific subjects at meetings of the full Council at the discretion of the Council Chairperson.</p> <p>39.2 Where the Chairperson of a community committee, community board or Youth Infusion is participating in discussion on matters of interest, in accordance with standing order 39.1:</p> <p>(a) The rules of debate applicable to members of the Council shall apply to the community committee, community board and Youth Infusion representatives; and</p> <p>(b) In the case of Youth Infusion, participation may also include the same speaking rights as members for the purposes of standing order 38.3.</p>
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Presentation to Standing Committees	<p>39.3</p> <p>When a community board, community committee or Youth Infusion so resolves a presentation may be made by or on behalf of the community board/community committee/Youth Infusion to any standing committee meeting in respect of a matter within the Terms of Reference of that committee.</p>
Procedure for presentation	<p>39.4</p> <p>The intention to make a presentation to a standing committee is to be by resolution of the community board/community committee/Youth Infusion and written advice of such intention is to be conveyed to the Chief Executive at least three clear working days before the date of the standing committee meeting concerned.</p>
Procedure for matter of urgency or major public interest	<p>39.5</p> <p>Notwithstanding standing order 39.4 where in the opinion of the Chairperson of the standing committee the matter, which is the subject of a presentation, is one of urgency or major public interest, the Chairperson may determine that a presentation be made to the standing committee by the community board, community committee or Youth Infusion.</p>
Form of presentation	<p>39.6</p> <p>Not more than two members of the community board, community committee or Youth Infusion may address the standing committee meeting in making the presentation and the following time limits shall apply:</p> <p>(a) If there is only one member present and speaking, 10 minutes; and</p> <p>(b) If there are two members present and speaking, 10 minutes for the first member and five minutes for the second member.</p>
Question during presentations	<p>39.7</p> <p>Standing committee members may put questions to community board, community committee or Youth Infusion members but no motion may be moved until those members have completed their presentation and answered questions.</p>

40. ADDITIONAL PROVISIONS FOR TANGATA WHENUA

Application of term Tangata Whenua	<p>40.1</p> <p>Tangata Whenua in the context of these Standing Orders refers to Te Runanganui O Taranaki Whanui Ki Te Upoko O Te Ika A Maui, Wellington Tenth Trust and Te Tatau O Te Po.</p>
Tangata Whenua representation at meetings	<p>40.2</p> <p>Where representatives of the Tangata Whenua identify any item appearing on the agenda for a meeting of any Council committee or subcommittee, or any matter or issue arising from any such item, which the Tangata Whenua wish to discuss, the Tangata Whenua are entitled to representation at that meeting for that purpose. These provisions do not extend to any meeting of a committee or subcommittee which is sitting in a quasi-judicial capacity in respect of any matter to be heard under the Resource Management Act 1991, Sale of Liquor Act 1989, Reserves Act 1977 or Dog Control Act 1996, or exercising the powers, duties or discretions of a District Licensing Agency under the Sale of Liquor Act 1989.</p> <p>(See standing order 40.4)</p>

Tangata Whenua requests for items to be placed on agenda

40.3

Representatives of the Tangata Whenua on their own initiative may request that any item which they wish to discuss be placed on the agenda for a meeting of the committee or subcommittee whose Terms of Reference cover that item. Any such request is to be in writing, signed on behalf of the Tangata Whenua, stating the meeting at which it is proposed that the item be considered, and is to be delivered to the Chief Executive at least 10 clear working days before the date of such meeting.

Tangata Whenua representations on Committees and Subcommittees

40.4

Where any item appears on the agenda for a meeting of a committee or subcommittee of Council which representatives of the Tangata Whenua have, in accordance with standing order 40.2, identified as an item they wish to discuss at that meeting, or wish to discuss a matter or issue arising from such item, or there is on that agenda any item which has been included at the request of the Tangata Whenua in accordance with standing order 40.3, the Tangata Whenua may be represented at that meeting by such number of representatives as is equal to the number of permanent members of that committee or subcommittee who are present at that meeting.

Tangata Whenua speaking and voting rights at meeting

40.5

Representatives of the Tangata Whenua present at any meeting of a committee or subcommittee for the consideration of any item in accordance with standing order 40.4 have the same speaking and voting rights as the permanent members of that committee or subcommittee

Status of resolutions passed with Tangata Whenua represented

40.6

Any resolution passed by a meeting of a committee or subcommittee at which the Tangata Whenua are represented in accordance with standing order 40.4, which relates to an item identified by or included on the agenda at the request of the Tangata Whenua, is to be only a recommendation to either the Council or the appropriate standing committee as the case may be, unless a majority of the permanent members of the committee or subcommittee present and voting at that meeting vote in favour of that resolution, in which case that resolution is a final decision if it is within the Terms of Reference of that committee or subcommittee.

Quorum at meetings with Tangata Whenua representation

40.7

The quorum at any meeting of any committee or subcommittee at which the Tangata Whenua are represented in accordance with standing order 40.4 consists of one half the elected members (including vacancies) of that committee or subcommittee if that number is even or a majority of those elected members if that number of members is odd, plus in either case an equivalent number of representatives of the Tangata Whenua.

Chairperson at meetings with Tangata Whenua represented

40.8

The appointed Chairperson of a committee or subcommittee is to preside at all meetings of that committee or subcommittee at which the Tangata Whenua are represented in accordance with standing order 40.4, and in accordance with standing order 32.2, in the case of an equality of votes, also has a casting vote.

Application of standing orders to meetings with

40.9

These standing orders, so far as applicable, extend to the proceedings of all

Tangata Whenua represented	meetings of Council committees and subcommittees at which the Tangata Whenua are represented in accordance with standing order 40.4.
Tangata Whenua speaking rights at Council meetings	<p>40.10</p> <p>Representatives of the Tangata Whenua have the right to address any meeting of the Council for a maximum period of 15 minutes on any items, matters or issues which have been identified or initiated by the Tangata Whenua and considered at a meeting of a Council committee or subcommittee. This right is in addition to and separate from those rights of public comment also available to the Tangata Whenua in terms of standing orders 38.1 and 38.2.</p>

41. ADDITIONAL PROVISIONS FOR TE TAURA HERE O TE AWAKAIRANGI

Taura Here requests for items to be placed on agenda	<p>41.1</p> <p>Representatives of the Taura Here may on their own initiative request that any item which they wish to discuss be placed on the agenda for a meeting of the committee or subcommittee whose Terms of Reference cover that item. Any such request is to be in writing, signed on behalf of the Taura Here, stating the meeting at which it is proposed that the item be considered, and is to be delivered to the Chief Executive at least 10 clear working days before the date of such meeting.</p>
Taura Here speaking rights at Council meetings	<p>41.2</p> <p>Representatives of the Taura Here have the right to address any meeting of the Council for a maximum period of 15 minutes on any items, matters, or issues which have been identified or initiated by the Taura Here and considered at a meeting of a Council committee or subcommittee. This right is in addition to, and separate from, those rights of public comment available to the Taura Here in terms of standing orders 38.1 and 38.2.</p>

42. PETITIONS

Form of petitions	<p>42.1</p> <p>Every petition presented to the local authority or to any of its committees must comprise less than 500 words and not be disrespectful, nor use offensive language or make statements made with malice (see standing orders 33.1 and 33.2 regarding qualified privilege).</p>
Petition where presented by members	<p>42.2</p> <p>Any member of the local authority who presents a petition on behalf of the petitioners is to confine himself/herself to reading the petition and the statement of the parties from which it comes, and the number of signatures attached to it.</p>
Petition in English or Maori	<p>42.3</p> <p>A petition presented to a local authority or any of its committees may be in English or Maori. Prior arrangement with the Chairperson should be sought at least 2 working days before the meeting if the petition is not in English. The Chairperson may order that any petition be translated and/or printed in another language.</p>

Petition where presented by petitioner**42.4**

Where a petition is presented by a petitioner, unless the local authority determines otherwise, a limit of 5 minutes is placed on that person (see standing orders 33.1 and 33.2 regarding qualified privilege). If the Chairperson has reason to believe that the petitioner is disrespectful or offensive, or has made statements with malice, the Chairperson will terminate presentation of the petition.

43. QUESTIONS**Question time at meetings****43.1**

Any member of the local authority may, at any ordinary meeting of the local authority at the appointed time, put a question to the Chairperson, or through the Chairperson of the local authority to the Chairperson of any standing or special committee, or to any officer of the local authority, concerning any matter relevant to the role of functions of the local authority concerning any matter that does not appear on the order paper, nor arises from any committee report or recommendation submitted to that meeting.

Members to try and obtain information prior to meetings**43.2**

Before putting a question, a member shall, in the first instance, endeavour to obtain the relevant information from the appropriate local authority officer or the Chairperson of the committee concerned prior to the meeting commencing. In the event of the information sought not being forthcoming, or the member not being satisfied with the answer, the member then has the right to raise the matter by way of a question at an ordinary meeting of the local authority, provided that the Chairperson may refer a question to an appropriate committee.

Questions to be in writing**43.3**

Wherever applicable, such questions are to be in writing and handed to the Chairperson prior to the commencement of the meeting at which they are to be asked.

Questions may be deferred**43.4**

If an answer to the question cannot be given at that meeting, it will, at the discretion of the Chairperson, be placed on the order paper for the next local authority meeting.

Questions to be concise**43.5**

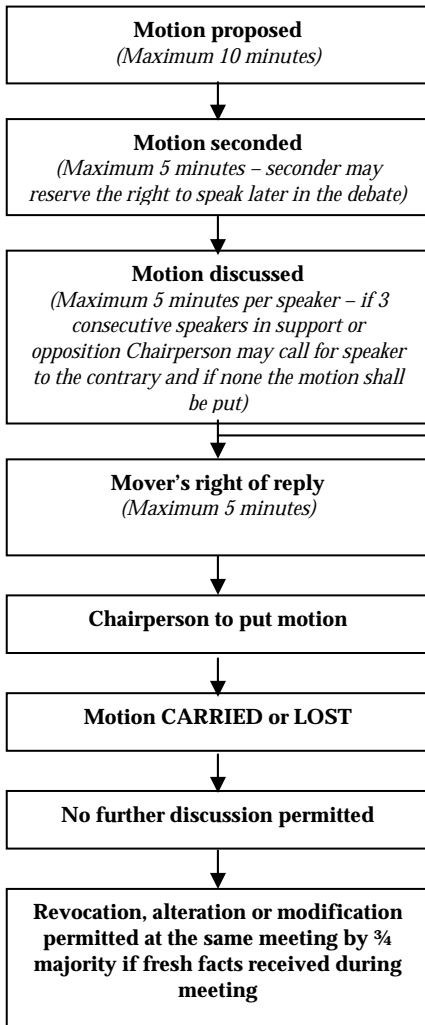
Questions and answers are to be submitted as briefly and concisely as possible. No discussion is allowed upon any question or upon the answer.

Questions to officers during debate**43.6**

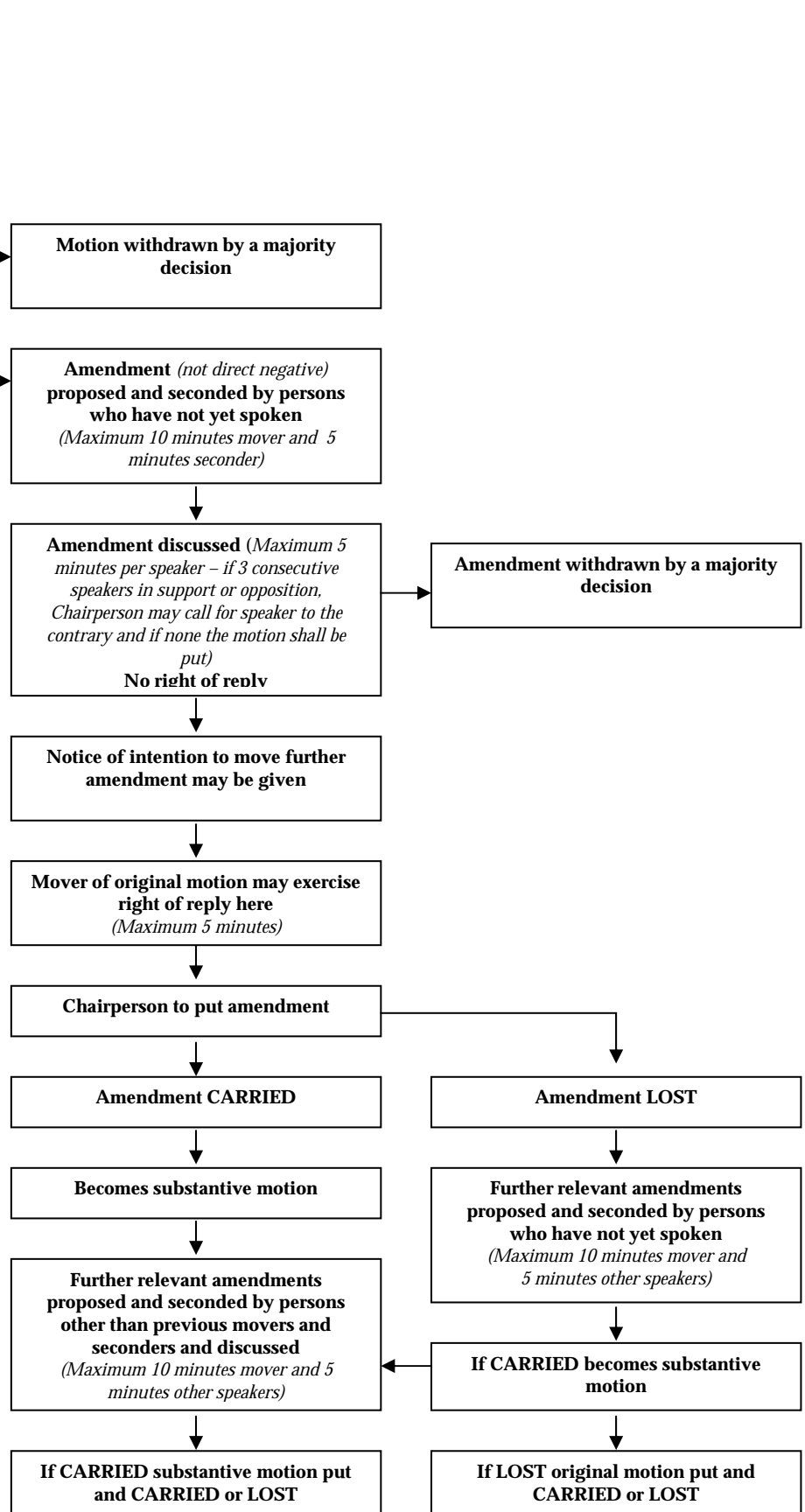
In the course of any debate at any local authority meeting, any members may, at the Chairperson's discretion, ask any question of the relevant officer on any matter under debate. Such questions are to be directed through the chair.

APPENDIX 2.A - MOTIONS AND AMENDMENTS

MOTIONS WITHOUT AMENDMENTS



MOTIONS WITH AMENDMENTS



APPENDIX 2.B - TABLE OF PROCEDURAL MOTIONS

(See standing orders 30.1, 30.12 and 31.1 and 31.6)

	Motion	Has the Chair discretion to refuse this motion	Is seconder required?	Is discussion in order?	Are amendments in order?	Is mover of procedural motion entitled to reply?	Are previous participants in debate entitled to move this motion?	Can a speaker be interrupted by the mover of this motion?	If lost, can motion be moved after an interval	Position if an amendment is already before the Chair	Position if a procedural motion is already before the Chair	Remarks
(a)	“That the meeting be adjourned to the next ordinary meeting, or to a stated time and place.”	No	Yes	No	As to time and date only.	No	No	No	Yes – 15 minutes	If carried, debate on the original motion and amendment are adjourned.	If carried, debate on the original motion and procedural motion are adjourned.	On resumption of debate, the mover of the adjournment speaks first. Members who have already spoken in the debate may not speak again.
(b)	“That the item of business being discussed be adjourned to a stated time and place.”	No	Yes	No	As to time and date only.	No	No	No	Yes – 15 minutes.	If carried, debate on the original motion and amendment are adjourned.	If carried, debate on the original motion and procedural motion are adjourned.	
(c)	“That the motion under debate be now put (closure motion).”	No	Yes	No	No	No	No	No	Yes – 15 minutes.	If carried, only the amendment is put.	If carried, only the procedural motion is put.	The mover of the motion under debate is entitled to exercise a right of reply before the motion or amendment under debate is put.

	Motion	Has the Chair discretion to refuse this motion	Is seconder required?	Is discussion in order?	Are amendments in order?	Is mover of procedural motion entitled to reply?	Are previous participants in debate entitled to move this motion?	Can a speaker be interrupted by the mover of this motion?	If lost, can motion be moved after an interval	Position if an amendment is already before the Chair	Position if a procedural motion is already before the Chair	Remarks
(d)	“That the meeting move directly to the next business, superseding the item under discussion.”	No	Yes	No	No	No	No	No	Yes – 15 minutes	If carried, debate on the original motion and amendment are adjourned.	If carried, debate on the original motion and procedural motion are adjourned.	
(e)	“That the item of business being discussed does lie on the table and not be further discussed at this meeting.”	No	Yes	No	No	No	No	No	Yes – 15 minutes.	If carried, the original motion and amendment are both laid on the table.	Motion not in order.	
(f)	“That the item of business being discussed be referred to the relevant committee.”	No	Yes	No	As to committee, time for reporting back, etc., only.	No	No	No	Yes – 15 minutes	If carried, the original motion and all amendments are referred to the committee.	If carried, the procedural motion is deemed disposed of.	
(g)	“Points of order.”	No – but may rule against.	No	Yes – at discretion of Chairperson.	No	No	Yes	Yes	No	Point of order takes precedence.	Point of order takes precedence.	See standing orders 31.1 to 31.6.

APPENDIX 2.C - POWERS OF THE CHAIRPERSON

This Appendix is intended to separately set out the Chairperson's powers that are contained in various parts of the standing orders.

The provisions in the Standing Orders shall be authoritative. The relevant standing orders are referred to in brackets.

2.C1 CHAIRPERSON TO DECIDE

The Chairperson is to decide questions where these Standing Orders make no provision or insufficient provision, questions relating to the interpretation and application of these Standing Orders at any meeting, and points of order, and any member who refuses to obey any order or ruling of the Chairperson will be held guilty of contempt. The Chairperson may elect to provide written clarification on any matter on which the Chairperson decides.

(See standing orders 21.1 and 21.2)

2.C2 CHAIRPERSON TO DECIDE POINTS OF ORDER

The Chairperson is to decide any point of order and may do so immediately after it has been raised or may first hear further argument before deciding. The ruling of the Chairperson upon any point of order is not open to any discussion and shall be final. No point of order shall be raised during a division except by the permission of the Chairperson.

(See standing orders 21.1, 31.3 and 31.6)

2.C3 ITEMS NOT ON THE AGENDA MAY BE DISCUSSED

Major items not on the agenda may be dealt with at that meeting if so resolved by the local authority and the Chairperson explains at the meeting at a time when it is open to the public the reason why the item was not listed on the agenda and the reason why discussion of the item cannot be delayed until a subsequent meeting. Items not on the agenda may also be discussed if the item is a minor matter relating to the general business of the local authority and the Chairperson explains at the beginning of the meeting, at a time when it is open to the public, that the item will be discussed at the meeting, but no resolution, decision or recommendation may be made in respect of that item except to refer it to a subsequent meeting of the local authority for further discussion.

(See standing orders 25.10 and 25.11)

2.C4 CHAIRPERSON'S REPORT

The Chairperson, by report, has the right to direct the attention of the local authority to any matter or subject within the role or function of the local authority.

(See standing order 25.9)

2.C5 CHAIRPERSON'S RECOMMENDATION

The Chairperson of any meeting may include on the order paper for that meeting a Chairperson's recommendation regarding any item brought before the meeting. The purpose of such a recommendation is to focus debate on a suggested motion.

(See standing order 25.12)

2.C6 CHAIRPERSON'S VOTING

The Chairperson at any meeting has a deliberative vote and, in the case of equality of votes, also has a casting vote. A casting vote may be exercised either for or against the motion at the Chairperson's discretion.

(See standing orders 32.1 and 32.2)

2.C7 MOTION IN WRITING

The Chairperson may require movers of motions or amendments to provide them in writing signed by the mover.

(See standing order 27.4)

2.C8 MOTIONS IN PARTS

The Chairperson may require a motion expressed in parts to be decided part by part.

(See standing order 27.5)

2.C9 NOTICE OF MOTION

The Chairperson may direct the Chief Executive to refuse to accept any notice of motion which:

- (a) Is disrespectful or which contains offensive language or statements made with malice; or
- (b) Is not related to the role or functions of the local authority; or
- (c) Contains an ambiguity or statement of fact or opinion which cannot properly form part of an effective resolution, and where the mover has declined to comply with such requirements as the Chief Executive may make; or
- (d) Is concerned with matters that are already the subject of reports or recommendations from a committee to the meeting concerned.

Where a notice of motion has been considered and agreed by the local authority, no notice of any other motion that is, in the opinion of the Chairperson, to the same effect may be put again whilst such original motion stands.

(See standing orders 28.2 and 29.3)

2.C10 ACTION ON PREVIOUS RESOLUTIONS

If, in the opinion of the Chairperson, the practical effect of a delay in taking action on a resolution which is subject to a notice of motion, until the proposed notice of motion has been dealt with by the local authority, would be equivalent to revocation of the resolution, or if repetitive notices of motion are considered by the Chairperson to be an attempt by a minority to frustrate the will of the local authority, action may be taken as though no such notice had been given.

(See standing order 27.16)

2.C11 REPEAT NOTICE OF MOTION

If, in the opinion of the Chairperson, a notice of motion is substantially the same in purport and effect to any previous notice of motion which has been considered and rejected by the local authority, no such notice of motion may be accepted within six months of consideration of the first notice of motion unless signed by not less than one third of the members of the local authority, including vacancies.

(See standing order 29.1)

2.C12 REVOCATION OR ALTERATION OF PREVIOUS RESOLUTION

A Chairperson may recommend in a report to the local authority the revocation or alteration of all or part of any resolution previously passed, and the local authority meeting may act on such recommendation.

(See standing order 27.18)

2.C13 CHAIRPERSON MAY CALL A MEETING

The Chairperson:

- (a) May call a meeting to dispose of the business to be transacted following the lapsing of a meeting due to failure of a quorum if such business cannot be delayed until the next ordinary meeting;
- (b) May requisition an extraordinary meeting to be held at a specified time and place in order to conduct specified business;
- (c) Or Chief Executive may also call an extraordinary meeting to deal with matters that require a meeting to be held at shorter notice than can be given to enable an extraordinary meeting to be held.

(See standing orders 23.2 and 13)

2.C14 IRRELEVANT MATTER AND NEEDLESS REPETITION

The Chairperson's ruling preventing members when speaking to any motion or amendment from introducing irrelevant matters or indulging in needless repetition is final and not open to challenge.

(See standing order 26.2)

2.C15 TAKING DOWN WORDS

The Chairperson may order words used and objected to by any member to be recorded in the minutes, provided such objection is made at the time the words are used and not after any other members have spoken.

(See standing order 26.4)

2.C16 READING OF SPEECHES

The Chairperson may permit members who request permission to do so to read their speeches.

(See standing order 26.5)

2.C17 EXPLANATIONS

The Chairperson may permit members to make a personal explanation in addition to speaking to a motion, and members who have already spoken to explain some material part of a previous speech in the same debate.

(See standing orders 26.15 and 26.16)

2.C18 CHAIRPERSON RISING

Whenever the Chairperson rises during a debate any member then speaking or offering to speak is to be seated, and members are to be silent so that the Chairperson may be heard without interruption.

(See standing order 21.3)

2.C19 MEMBERS MAY LEAVE PLACES

The Chairperson may permit members to leave their place while speaking.

(See standing order 21.4)

2.C20 PRIORITY OF SPEAKERS

The Chairperson will determine the order in which members may speak when two or more members seek the right to speak.
(See standing order 21.5)

2.C21 MINUTES

The Chairperson is to sign the minutes and proceedings of every meeting once confirmed. The Chairperson and Chief Executive are responsible for confirming the correctness of the minutes of the last meeting of a local authority prior to the next election of members.
(See standing orders 35.3 and 36.2)

2.C22 QUESTIONS OF SPEAKERS

The Chairperson may permit members to ask questions of speakers under public comment for the purpose of obtaining information or clarification on matters raised by the speaker.
(See standing order 38.3)

2.C23 WITHDRAWAL OF OFFENSIVE OR MALICIOUS EXPRESSIONS

- (a) The Chairperson may call upon any member or speaker to withdraw any offensive or malicious expression and may require the member to apologise for the expression.
- (b) Any member who refuses to withdraw the expression or apologise, if required by the Chairperson, can be directed to withdraw from the meeting for a time specified by the Chairperson.
(See standing order 21.10 to 21.13)

2.C24 CHAIRPERSON'S RULINGS

Any member who refuses to accept a ruling of the Chairperson may be required by the Chairperson to withdraw from the meeting for a specified time.
(See standing order 21.9)

2.C25 DISORDERLY BEHAVIOUR

The Chairperson may:

- (a) Require any member or member of the public whose conduct is disorderly or who is creating a disturbance to withdraw immediately from the meeting for a time specified by the Chairperson.
(See standing order 21.13 and 34.1)
- (b) Ask the meeting to hold in contempt any member whose conduct is grossly disorderly and where the meeting resolves to find the member in contempt, that resolution shall be recorded in the minutes.
(See standing order 21.15)

2.C26 FAILURE TO LEAVE MEETING

If a member or member of the public who is required in accordance with a Chairperson's requirement to leave the meeting refuses or fails to do so, or having left the meeting attempts to re-enter without the permission of the Chairperson, any Police Officer or employee of the Council may, at the Chairperson's request, remove or exclude the member from the meeting.
(See standing orders 21.16 and 34.2)

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2. First meeting following election	Issue No. 1 July 2003	Issue No. 2 August 2004			
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