



Dear Council Member

The General Meeting of Electors will be held on Thursday 30 November 2017 from 6pm in the Council Chambers, 71 Stirling Highway Nedlands.

Greg Trevaskis  
Chief Executive Officer

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In accordance with Section 5.27 of the *Local Government Act 1995* and the Local Government (Administration) Regulations 1996, the Order of Business will be as follows:

1. Opening and Welcome

His Worship the Mayor will declare the meeting open at 6pm.

*(The advertisement calling the meeting was published in the POST newspaper together with notices displayed at the Administration Centre and Libraries.)*

2. Introduction of Elected Members and Staff

3. Procedural Matters

His Worship the Mayor will outline the procedures of the meeting.

4. Apologies from Electors

5. Contents of the Annual Report for the 2016/2017 Financial Year to be considered.

- Questions Submitted on the Annual Report by Electors Prior to the Meeting.

The Chief Executive Officer will respond to questions that were submitted in writing prior to 5pm on Monday 27 November 2017.

- Other Questions on the Annual Report.

Any other questions on the Annual Report may be asked here.

6. General Business

- Questions Submitted by Electors Prior to the Meeting.

The Chief Executive Officer will respond to questions that were submitted in writing prior to 5pm on Monday 27 November 2017.

- His Worship the Mayor will call for any items of general business from the floor.



## 7. Closure

### Declaration of Closure

There being no further business, His Worship the Mayor will declare the meeting closed.



## Meeting procedures

1. Electors only may speak except with approval of the person presiding.
2. Only an elector may vote.
3. An elector does not have to vote.
4. When addressing the meeting, a person is to:
  - a) rise and remain standing unless unable to do so by reason of sickness or disability;
  - b) use the public microphone and state his or her name for recording in the minutes;
  - c) address the meeting through the person presiding; and
  - d) remain respectful and not reflect adversely upon elected members or employees.
5. No motion or amendment is open to debate until it has been seconded. Only one amendment on any one motion shall be received at a time and such amendment shall be disposed of before any further amendment can be received; but any number of amendments may be proposed.
6. The mover of a motion (but not the mover of an amendment) has the right of reply, and this closes the debate.
7. An elector may rise and move without discussion, “that the question be now put”, which, on being duly seconded and carried by a majority, will result in submission of the motion at once to the meeting, after the mover has replied.
8. Each elector has one vote.
9. Voting is determined by show of hands or other form of open voting determined by the person presiding.
10. A simple majority carries the vote.
11. The person presiding is to determine questions of order and procedure not stated above but an elector may move a motion of dissent from a ruling of the person presiding, which if seconded, shall be put without discussion.
12. Minutes of this meeting will be available for inspection by members of the public as from Thursday 7 December 2017 and any actions will be considered by the Council at its first meeting in 2018 to be held on Tuesday 20 February 2016.
13. The decisions of this meeting are not binding on the Council, but as required by the *Local Government Act*, the reasons for any Council decision on a resolution of this meeting are to be recorded in the minutes of the council meeting.

## Definition of Elector

An elector is defined in the Local Government Act 1995. An elector is a person who is eligible to vote in an election of the City of Nedlands.