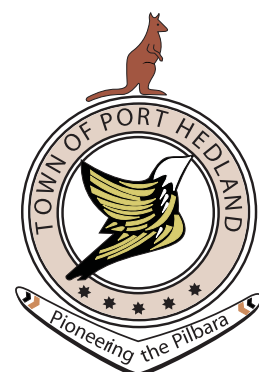




Rules for the Special Meeting of Electors

Wednesday 19 February, 2pm

1. **Elector Registration & Sign In:** Registration and check in from 1.30pm onwards in the foyer of the Council Chambers. Electors will be marked off the Town's current electoral roll as they enter the meeting. If you are not on the current electoral roll you must provide identification/proof of enrolment of being on the Federal and/or State Roll within the Town of Port Hedland. The burden of proof is the responsibility of the Elector in order to prove that they are an elector of the district.
2. **Participation:** Must be an elector of the Town of Port Hedland to ask a question, and/or to move a motion and/or second a motion and/or to vote. The meeting will be conducted in accordance with the requirements of the Local Government Act 1995 and Regulations, and the Town's Standing Orders local law, with the Mayor presiding and determining the meeting procedure to be followed. All Electors participation must be in accordance with the Act in terms of proper behaviour. Inappropriate language or behaviour will not be tolerated.
3. **Recording of the meeting:** The meeting will be recorded on audio tape as an additional record of the meeting and to assist with minute-taking purposes which may be released upon request to third parties. If you do not give permission for recording your participation please indicate this at the meeting.
4. **The public is also reminded** that in accordance with section 20.3 of the Town of Port Hedland Local Law on Standing Orders nobody shall use any visual or vocal electronic device or instrument to record the proceedings of any meeting unless that person has been given permission by the presiding member to do so.
5. **Format for the meeting and consideration of items of business:**
 - i. Given the number of items of business, the Electors present will be given the opportunity to select the first item to be dealt with, after which the remaining items will be considered in the order submitted on the petition.





Rules for the Special Meeting of Electors

Wednesday 19 February, 2pm

- ii. After the announcement of an item of business, the CEO will provide an information presentation addressing the item of business. After the presentation Electors will be permitted to ask questions, move/ second motions and put the motions up for vote. Once one item of business has been dealt with entirely, the meeting then goes on to consider the next item of business.
- iii. The Presiding Member will only accept questions and motions on those matters directly listed in the Agenda. This will be at the discretion of the Presiding Member.
- iv. (Each item will be allocated 5 minutes for questions from Electors to be raised. The Presiding Member will ask for show of hands of Electors wanting to ask questions. Each Elector will be permitted to ask 2 questions and the Presiding Member will then move onto next Elector. After asking all Electors for questions, if on completion of this there is still more time remaining for the question time, the Presiding Member will then go back to 1st Elector until the 5 minutes are expended or all questions have been asked. Electors asking questions are requested to state their name and address prior to asking a question.
- v. The Presiding Member will then accept motions from the floor. Motions will be required to be put and then seconded by Electors present. Following which the mover can speak (3minutes), seconder speak (3 minutes), then the standard meeting rules/protocol of debate with speaker(s) for and speaker(s) against. Then right of reply for the mover. Then a vote is taken. The mover and seconder of a motion must state their name and address prior to moving or seconding a motion.

Council Consideration of Motions Raised at The Special Electors Meeting

1. All resolutions from the Special Electors meeting will be presented for consideration at the next Council meeting. All Electors present at the Special Electors meeting will be notified when these items are to be considered formally by Council.

