

Procedures for Electors' Meetings

In accordance with regulation 18 of the *Local Government (Administration) Regulations 1996*, the procedures to be followed at electors' meetings are to be determined by the person presiding over the meeting, being the Mayor.

The following procedures have been approved by the Mayor for electors' meetings (both for the Annual General Meeting of Electors and Special Electors Meetings):

1. Only electors of the City of Joondalup are entitled to speak and vote.
2. Electors wishing to make a statement have a maximum of two minutes in which to make their statement.
3. Electors will be offered another opportunity to make further statements of up to two minutes following all other electors being provided an opportunity to make statements.
4. Electors will be offered an opportunity to ask two questions at a time.
5. Electors will be offered another opportunity to ask further questions following all other electors being provided an opportunity to raise questions.
6. There will be no adverse reflection on elected members or City employees and should this occur, the statement or question will be ruled out of order and the elector will be asked to resume their seat.
7. Any motions are to be moved and seconded before any discussion is to occur.
8. A mover for a motion has two minutes in which to speak on the motion.
9. The seconder for a motion has two minutes in which to speak on the motion.
10. Debate may ensue.
11. The mover of a motion has the right of reply, for up to two minutes.
12. All motions are determined by a majority vote of electors present.
13. Each elector present at the meeting is entitled to one vote on each matter to be decided but does not have to vote.
14. All decisions are to be made by a simple majority vote.
15. Voting is to be conducted so that no voter's vote is secret.
16. Any other rules or procedures not defined are to be determined by the Mayor, as the person presiding over the meeting.

Questions from Electors in Writing

17. Only City of Joondalup electors may submit questions to the City in writing.
18. Questions asked at the Annual General Meeting of Electors must relate to a matter within the remit of the City of Joondalup.
19. The City will accept a maximum of five (5) written questions per City of Joondalup elector. To ensure equity and consistency, each part of a multi-part question will be treated as a question in its own right.
20. Written questions lodged by 9:00am on the Monday immediately prior to the scheduled Annual General Meeting of Electors will be responded to, where possible, at the Annual General Meeting of Electors. These questions, and their responses, will be distributed to elected members and made available to the public in written form at the meeting.
21. The Mayor shall decide to accept or reject any written question and the Mayor's decision is final. Where there is any concern about a question being offensive, defamatory or the like, the Mayor will make a determination in relation to the question. Questions determined as offensive, defamatory or the like will not be published.
22. Written questions unable to be responded to at the Annual General Meeting of Electors will be taken on notice. In this case, a written response will be provided as soon as possible and included on the agenda of the next Council meeting, or if that is not possible, the agenda for the following Council meeting.
23. An elector who submits written questions may also ask questions at the Annual General Meeting of Electors and questions asked verbally may be different to those submitted in writing.
24. Questions and any responses will be summarised and included in the minutes of the Annual General Meeting of Electors.
25. Written questions should be sent via email to council.questions@joondalup.wa.gov.au

Motions from Electors

26. Any motions to be moved at the Annual General Meeting of Electors should be received in writing by the City by 9:00am on the Monday immediately prior to the Annual General Meeting of Electors. Motions should be submitted via the online form on the City's website or sent via email to council.questions@joondalup.wa.gov.au
27. Preference will be given to those electors that submit motions in writing by the required time. Time permitting, the Mayor may consider further motions from the floor.
28. To give fair opportunity to all electors in attendance, an elector can only move one motion at a time.

Creation date: 2 January 2025 (approved by Mayor)

Review date: 2 January 2026

Related documentation:

- *Guidance on Writing Motions to Electors' Meetings*