

Annual General Meeting – Meeting Procedures

September 2023



1. PURPOSE

The purpose is to provide clarity for the conduct of the Councils Annual General Meeting.

2. SCOPE

This policy applies to Annual General Meetings held by the Derwent Valley Council.

This policy has been drafted to accord with the Good Governance Principles under Council's Governance Framework.

3. LEGISLATION

This policy relates to Council's functions and powers under the:

- Local Government Act 1993
- Local Government (Meeting Procedures) Regulations 2015

4. DEFINITIONS

The definitions of terms used in this policy are set out below.

Term	Meaning.
Abstain	To abstain from voting at a meeting is to vote in the negative.
Elector	This means a person is entitled to vote in an election or by-election.
Tied Vote	A tied vote at an Annual General Meeting results in the motion being determined in the negative.

5. POLICY

5.1 MEETING REGISTRATION AND VOTING

The Annual General Meeting is, in essence, a Council Meeting and will therefore be conducted in accordance with the usual Council procedures for the conduct of its meetings.

All electors wishing to attend and participate in the Annual General Meeting are required to register. This is for attendance purposes and allows an accurate account of attendees for the minutes.

Upon registration of attendance to the Annual General Meeting, will receive voting cards. These cards are to be used by the elector when voting for or against a motion.

Card	Meaning.
Green	A positive vote
Red	A negative vote
Blue	Abstaining from the vote

5.2 MEETING PROCEDURES

The procedures which will apply to this meeting include:

1. A member of the public may only speak once.
2. No one is to be interrupted whilst they are speaking.
3. All discussions will be addressed through the Mayor as the Chairperson of the meeting.
4. For minute-taking purposes, speakers are asked to identify themselves in the meeting before speaking.
5. Questions and comments should be concise to allow as many people as possible to have their input.

No person may:

- a) Make any personal reflection on any Councillor, Council employee or member of the public.
- b) Disrupt the meeting; and
- c) In the opinion of the Chairperson, use any offensive expression.

5.3 MOTIONS

In relation to the moving of a motion, the following procedures apply:

1. Councillors or a member of the public who is an elector of the Derwent Valley Council municipal area may move or second a motion.
2. All motions must be seconded before any debate can commence on that motion.
3. Only one motion and one amendment may be before the Chairperson at any time.
4. Councillors and electors of the Derwent Valley Council municipal area may vote on motions and amendments.

5. In speaking to a motion, individuals may speak only once and for a maximum of 5 minutes; and
6. A resolution is passed by half plus one of the Councillors and electors present voting in favour of a motion or amendment.

A motion passed at the Annual General Meeting will be considered at the next ordinary meeting of the Council.

The General Manager is to keep minutes of the Annual General Meeting.

6. RELATED DOCUMENTS

- Nil