

Logan City Council Supplementary Council and Committee Meeting Code



Acknowledgement of Country

Logan City Council acknowledges the Traditional Custodians of the land, water and country we now call the City of Logan. We pay our respect to Elders past, present and emerging and extend that respect to all Aboriginal and Torres Strait Islander peoples across the city.

Local government principles

All Council and Committee meetings will be conducted in alignment with the local government principles^[1] of:

transparent and effective processes, and decision-making in the public interest

sustainable development and management of assets and infrastructure, and delivery of effective services

democratic representation, social inclusion and meaningful community engagement

good governance of, and by, local government

ethical and legal behaviour of councillors, local government employees and councillor advisors

^[1] Section 4 of the *Local Government Act 2009*.

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1. Short title

These standing orders may be cited as the Logan City Council Supplementary Council and Committee Meeting Code (Supplementary Meeting Code).

2. Purpose

The purpose of the Supplementary Meeting Code is to set out additional rules adopted by Council to enhance, clarify, or tailor the Meeting Code requirements, to ensure Council and Committee meetings are conducted in an efficient way to facilitate effective decision-making.

3. Definitions

The definitions of particular words and terms used in the Meeting Code apply to the Supplementary Meeting Code.

4. Chairperson for Committee meetings

If at any time the Chairperson of a Committee meeting needs to step down from chairing during a meeting, they may elect to stay in the meeting and continue to participate unless an order has been made precluding them from doing so.

5. Reasons for not voting or voting in the negative

- (a) This provision supplements section 7.1(b) of the Meeting Code.
- (b) If a councillor present and entitled to vote fails to vote, they are taken to have voted in the negative.
- (c) A councillor who votes in the negative or abstains from voting may provide a reason for their negative vote or abstention.
- (d) Reasons provided under subsection (c) must be relevant to the matter being decided, have been raised during debate on the matter, not be a continuation of debate, and be clear and succinct.
- (e) A councillor who provides reasons under subsection (c) may also request their reasons be recorded in the minutes.
- (f) If a councillor believes the reasons provided by another councillor do not comply with subsection (c), the councillor may raise a point of order in accordance with the Meeting Code.

6. Mayoral minute

- (a) The Mayor may, by a signed minute, at a Council meeting, introduce a matter within the jurisdiction of the local government which is not on the agenda.
- (b) Wherever practicable, the Mayor shall give written notice to each councillor and the chief executive officer of the nature of the business at least 3 days before the meeting.
- (c) A Mayoral minute shall take precedence over all business before the Council meeting, except confirmation of the minutes.
- (d) A Mayoral minute may be moved by the Mayor from the Chair without being seconded.
- (e) A motion proposed by Mayoral minute and adopted by the local government is a resolution of the local government.

7. Foreshadowed motions

- (a) A councillor may propose a foreshadowed motion in relation to the matter the subject of the original motion during debate on the original motion.
- (b) A foreshadowed motion does not require a seconder.

- (c) A foreshadowed motion is only to be considered if the original motion is lost or withdrawn and the foreshadowed motion is subsequently moved and seconded for debate and vote.
- (d) Should the original motion be carried, the foreshadowed motion cannot be and will not be recorded in the minutes.
- (e) A foreshadowed motion cannot be proposed as an amendment to a motion.

8. Meeting Conduct

After a Council or Committee meeting has been formally constituted and the business commenced:

- (a) a councillor shall not enter the room without first acknowledging the Chairperson;
- (b) a councillor who needs to leave a meeting for an extended period should wherever practicable notify the Chairperson in advance or respectfully interject.

9. Clarification in relation to a matter arising outside of meetings

- (a) During a Council or Committee meeting a councillor may seek to raise a clarification in relation to a matter that has arisen outside of a meeting that relates to Council or a councillor.
- (b) The request to raise a matter for clarification shall be directed through the Chairperson.
- (c) The councillor shall briefly state the nature of the matter, the reason for wanting to provide clarification, and any relevant background or context.
- (d) The Chairperson may:
 - i. Allow the councillor to address the matter and provide clarification to the meeting;
 - ii. Not allow the councillor to address the matter if the Chairperson reasonably believes the clarification will disrupt the meeting.
- (e) A matter raised for clarification cannot be subject to debate and will not constitute a notice of motion.