

Council meeting guide



Starting the meeting

- > Are there at least 3 (or 8) councillors present in the chamber?
- > Arrange to contact absent councillors to confirm their attendance
- > If after 15 minutes, still unlikely to get a quorum, the councillors present adjourn the meeting
- > “The meeting stands adjourned until [time] on [day].”



Opening the meeting

- > “I declare the meeting open.”
- > Cultural welcome (optional)
- > Prayer (optional)
- > Condolences (optional)



Granting leave of absence

Mover – “Council resolves to grant a leave of absence to Councillor [Name] because of [reason below].

- Illness, injury or other medical reason
- Parenting duties
- Sorry business
- Official council business
- Required by law to be elsewhere
- Natural disaster
- Other important event”

Secunder



Confirmation of minutes

Mover - “That the minutes of the meeting held on [day] be confirmed.”

That the minutes of the meeting held on [day] be amended by [details of minutes to be changed].”

Secunder.....



Conflicts of interest

Mayor

“Have any councillors identified conflicts of interests in the agenda items they would like to inform the meeting of?”

Ensure that each declaration of conflicts of interests is along the following lines:

Councillor reporting Conflict

“I have a conflict of interest in [Matter to be discussed] as a result of [Councillor’s, close associate or related persons, personal interest].”

Councillor reporting other’s conflict...

“Through the chair, I believe that Councillor....may have a conflict of interest as



Presentation of reports

Mayor/CEO or Councillor

“I table the [Month] financial report from the chief executive officer.”

“I table observation report from the Queensland Audit Office.”



Closing meeting

Mayor/Chair

“I move that that the meeting be closed to discuss [Matter to be discussed] because [Reason for closing the meeting] under section 254(3) [Relevant paragraph] of the Local Government Regulation”

Seconded

This meeting will now be closed and I ask all persons other than councillors and.....to leave the room.

Chair I declare the meeting to be reopened. The following resolution is proposed to council for consideration.

Mover.....

Secunder.....

NOTES
