
Objective

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

This procedure has been approved by the Mayor for Electors' Meetings, including the annual Electors' General Meeting.

An **elector** as per the *Local Government Act 1995* is a person who is eligible to vote in an election of the City of Stirling and for the purposes of meetings of electors, the definition of an elector include ratepayers.

Scope

Electors' General Meetings

In accordance with the *Local Government Act 1995*, an Elector's General Meeting is required to be held once every financial year.

In accordance with the Local Government (Administration) Regulations 1996, matters to be discussed at an Electors' General Meeting are the contents of the Annual Report for the previous financial year, followed by other general business.

INFORMATION AND FAQs

General Information

1. Electors' General Meetings provide an opportunity for constructive engagement between City of Stirling electors, Elected Members and City employees. Positive engagement that is respectful and courteous of all people in attendance is required during proceedings, including when questions are asked or motions raised.
2. Any offensive, defamatory and derogatory comments made towards any person during a meeting as determined by the Mayor will be ruled out of order. Questions or motions determined by the Mayor as offensive, defamatory or derogatory or reflecting adversely on any person, will not be published.
3. Only electors of the City of Stirling are entitled to speak and vote at an Electors' Meeting.
4. Online registration of an elector's attendance at the meeting is encouraged and registration can be completed on the City's website. Elector details will also be recorded on the day of the meeting and before the meeting commences, and proof of identity (such as Photo ID) may be required.
5. Submission of questions and motions in writing before the meeting is encouraged to enable responses to be prepared by the City's Administration, and any motions assessed for their suitability. Submission forms will be made available on the City's website.
6. Any questions or motions raised at an Electors' General Meeting must relate to a matter within the responsibility of the City of Stirling.
7. Questions and responses will be summarised and included in the minutes of the Electors' General Meeting.
8. Any procedures not defined are to be determined by the Mayor, as the person presiding over Electors' General Meetings.

Order of Business

1. The Order of Business at the Electors' General Meeting will be as follows:
 - Official Opening.
 - Apologies.
 - Approved Leave of Absence.
 - Mayor's Report.
 - Presentation of Annual Report incorporating Annual Financial Statements.
 - Auditor's Report.
 - Chief Executive Officer's Report.
 - Acceptance of the Annual Report incorporating Annual Financial Statements, including:
 - Questions submitted in writing prior to the meeting and response.
 - Questions asked verbally at the meeting and response.
 - General Business, including:
 - Questions and/or motions submitted in writing prior to the meeting;
 - Questions and/or motions asked or raised verbally at the meeting.
 - Closure.

Questions and Motions

1. Only City of Stirling electors are able to raise questions or submit motions at Electors' General Meetings.
2. Written questions or motions lodged by 10.00am on the business day immediately prior to the scheduled Electors' General Meeting will take priority over questions or motions raised at the meeting.
3. Following presentation of the Annual Report at an Electors' General Meeting, electors will be offered an opportunity to ask up to three questions related to the Annual Report. Each question is to be limited to two minutes and is to be succinct but may include simple background preamble or statement.
4. Where required, an elector may be offered another opportunity to ask further questions related to the Annual Report following other electors being provided an opportunity to raise their initial three questions.
5. During General Business at an Electors' General Meeting, electors will be offered an opportunity to ask up to three questions and/or three motions at any given time. Each question is to be limited to two minutes and is to be succinct but may include simple background preamble or statement.
6. Where required, an elector may be offered another opportunity to ask further questions or motions during General Business following other electors being provided an opportunity to raise their initial questions and/or motions.
7. All written questions submitted will be provided a response at the Electors' General Meeting. Verbal questions unable to be responded to during the Electors' General Meeting, will be taken on notice and a written response provided in the minutes for the Meeting.

Procedures for Motions

1. Any motion is to be moved and seconded before discussion on the motion occurs. The mover and seconder each have up to two minutes in which to speak on the motion.
2. Other electors will be invited to speak to the motion for up to two minutes, at the discretion of the Mayor. The mover of the motion subsequently has the right of reply, for up to two minutes.
3. All motions are determined by a simple majority vote of the electors present. Voting is to be conducted so that no voter's vote is secret. Each elector is entitled to one vote on each motion, but does not have to vote.
4. Motions carried at an Electors' General Meeting are not binding on the Council however will be presented for the Council's consideration at the next Ordinary Council Meeting where practicable, or the next available Council Meeting.