

# Public Meeting Rules

1. A motion must have been submitted in writing prior to the meeting and are included in the meeting agenda.  
Motions covering similar topics have been merged, (at the discretion of the CEO of the Council).
2. The meeting will run for no longer than 2 hours.
3. Members of the public will be able to speak for a maximum of three minutes each within the allocated timeframe. In doing so, speakers are to announce their name and residential suburb before speaking which will be recorded in the minutes.
4. All speakers must not say anything that is inflammatory, abusive, defamatory, contain a personal attack or otherwise breach any rules of the meeting that have been explained by the facilitator.
5. If a person is addressing the meeting, other people present are not to converse aloud, interrupt the speaker or interject.
6. Any questions that are asked are to be directed through the facilitator and must not be inflammatory, abusive, defamatory, contain a personal attack or otherwise breach any rules and must be within the scope of the public meeting.
7. Comments, questions and motions are not to target an individual or be outside the scope of the public meeting.
8. Each motion will require a mover and a seconder. The mover of a motion will be able to speak to the motion for three minutes. The facilitator will then ask for one speaker to speak 'against' each motion. Speakers will have a maximum of three minutes each. The mover of the motion will have one minute to sum up.
9. The facilitator is to determine any vote on a motion by a "show of hands". If the matter is unable to be decided on a show of hands, a count will occur.
10. There are to be no motions from the floor.
11. Amendments to motions will not be allowed.
12. All decisions of the facilitator will be final and the facilitator is to ensure that minutes of the public meeting are prepared.

