



TIPS ON MANAGING MEETINGS





Be prepared!

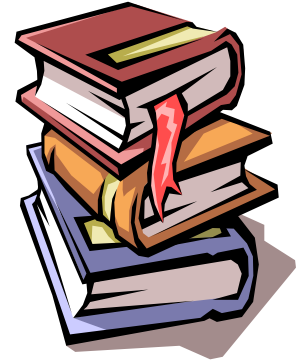
- ✓ Read the papers
- ✓ Understand the procedure rules
- ✓ Know your members
- ✓ Carry spare agenda
- ✓ Arrive early
- ✓ Look after the public
- ✓ Check the venue, and the security arrangements
- ✓ Check all domestic arrangements
- ✓ Sit next to the chair





Procedural rules

- Appointment of chair
- Quorum
- Approval and signing of minutes
- Urgent items of business
- Motions and amendments
- Adjourned meetings
- Public speaking at meetings
- Voting
- Chair's casting vote





Political balance rules

- S.15 of Local Government & Housing Act 1989
- Where a council's membership is divided into groups.....
-seats on committees and sub-committees must be allocated in the same proportion as the council is divided
- A group is at least 2 members





Political balance rules

Questions may arise

- ❖ How do you handle a vacancy which may arise where a member dies, resigns from office, or crosses the floor?
- ❖ What entitlement does a single 'unaligned' member have to places on a council committee?





Rules of debate

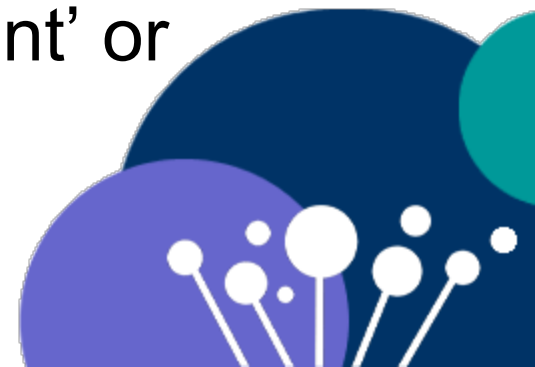
- How and when questions may be put
- How motions and amendments may be moved
- How to deal with procedural motions
- Avoiding problems with resolutions and voting



SEE Motions and amendments

Formal rules of debate apply in the council chamber

- ❖ There are ‘original motions’ and procedural motions
- ❖ Motions ‘with notice’ and ‘without notice’
- ❖ Motions must be moved and seconded
- ❖ Motions may be altered by one or more ‘valid’ amendments
- ❖ Watch out for amendments which are ‘irrelevant’, ‘redundant’, ‘inconsistent’ or ‘vexatious’



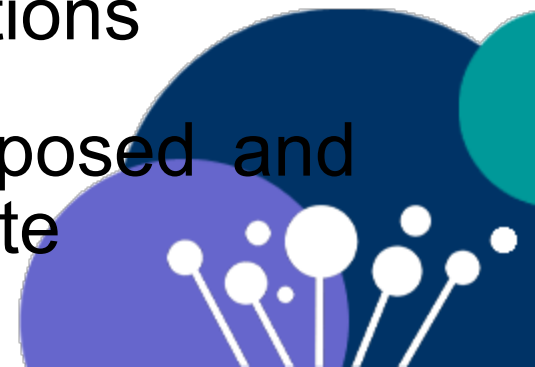


Motions and amendments

A motion is a proposition formally proposed and seconded. Motions may be classified as:

- ❖ Original motions, notice of which will be given in advance and set out in the agenda for the meeting
- ❖ Amending motions which modify the original motion, known as amendments
- ❖ Formal motions governing matters of procedure, known as procedural motions

A resolution is a motion properly proposed and adopted by the meeting following debate



Voting

- ❑ LGA 1972 – all decisions taken by a majority of those present and voting
- ❑ Decisions taken by simple majority vote
- ❑ Chair puts the motion and asks for those in favour
- ❑ Chair then asks for those against
- ❑ Chair announces result ie. motion carried or lost





Voting

- Any Member may require that his/her vote be recorded in the minutes
- Recorded vote (or roll call). Officer reads names of members alphabetically – each in turn responding “for” or “against”
- The result must be recorded name by name in the minutes
- Chair may vote twice – an original vote plus a second or “casting” vote



Decision-making

- ❑ General power of competence
- ❑ Reasonableness of decisions
 - written reports
 - reasons for decisions
 - rules of natural justice
- ❑ Results of illegality
- ❑ Ultra Vires

