
Code of Practice for Meeting Procedures

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1. INTRODUCTION

- 1.1 Pursuant to clause 6.3.10 of the Charter of the Gawler River Floodplain Management Authority (**GRFMA**), the Board of GRFMA must adopt a Code of Practice for Meeting Procedures to apply to the proceedings at and conduct of meetings of the Board.
- 1.2 This Code of Practice for Meeting Procedures sets out the procedures to be followed at all meetings of the Board.
- 1.3 This Code should be read in conjunction with the GRFMA Charter.
- 1.4 In the event of any inconsistency between the Charter and this Code, the Charter shall prevail.

2. SCOPE

This Code applies to all meetings of the Board of GRFMA.

3. PRINCIPLES

The following principles should be applied with respect to the procedures to be observed at Board meetings:

- 3.1 Procedures should facilitate open, transparent and informed decision-making;
- 3.2 Procedures should encourage appropriate community participation in the affairs of GRFMA;
- 3.3 Procedures should reflect levels of formality appropriate to the nature and scope of responsibilities exercised at a meeting; and
- 3.4 Procedures should be sufficiently certain to provide decision-makers with confidence in the deliberations undertaken at the meeting.

4. NOTICE OF MEETINGS

- 4.1 Meetings will be held every two months on the third Thursday of the month (excluding Januarys), or as otherwise agreed between the members of the Board.
- 4.2 At least three clear days before a Board meeting, the Executive Officer must give written notice to all Board Members and Constituent Councils:
 - 4.2.1 setting out the date, time and place of the meeting;
 - 4.2.2 the agenda for the meeting; and
 - 4.2.3 providing any relevant documents or reports to be discussed at the meeting, to allow Board members sufficient time to review.

5. THE ROLE OF THE CHAIR

- 5.1 The Chair is required to control the meeting procedures and has the task of:
 - 5.1.1 ensuring proper notice was given and an agenda provided;
 - 5.1.2 checking (and usually signing) the minutes of previous meetings;
 - 5.1.3 ensuring the meeting gets through its business in a timely fashion;
 - 5.1.4 dealing with the order of business;
 - 5.1.5 keeping order and facilitating discussion;
 - 5.1.6 receiving motions, putting them to the vote and declaring the result;
 - 5.1.7 making sure decisions are reached on issues discussed and that everyone understands what the decisions are; and
 - 5.1.8 declaring the meeting closed.
 - 5.1.9 The Chair has a deliberative vote but in the event of an equality of votes does not have a casting vote.

6. MEETING PROCEDURES

6.1 Convening meetings

- 6.1.1 All Board meetings must be properly convened in accordance with the Charter.
- 6.1.2 Ordinary meetings may be convened at such times and places as determined by the Board, except that there must be at least one ordinary meeting of the Board every two months.
- 6.1.3 Special meetings may be convened in accordance with clause 6.3.7 of the Charter.

6.2 Quorum

Before the Board meeting, a quorum must be established in accordance with the Charter. A quorum must then be maintained during the meeting. A valid resolution cannot be made unless a quorum is established.

6.3 Electronic meetings

- 6.3.1 At the discretion of the Board, a meeting may be held by telephone or audiovisual means (e.g. Zoom or Microsoft Teams) rather than in person.
- 6.3.2 Any electronic meeting is deemed to constitute a meeting of the Board provided that a quorum is present.
- 6.3.3 Each Board member taking part in the electronic meeting must at all times be able to hear and be heard by each of the other Board members present.
- 6.3.4 At the commencement of or upon entering an electronic meeting, each Board member must announce their presence to all other Board Members taking part in the meeting.
- 6.3.5 A Board member must not disconnect from an electronic meeting without first notifying the Chair of the meeting.
- 6.3.6 Public access should be provided to any electronic meeting in accordance with clause 6.4 of this Code.

6.4 Public access to meetings

- 6.4.1 The Charter provides that Chapter 6, Part 3 of the *Local Government Act 1999* (SA) (**LG Act**) extends to GRFMA as if it were a Council.
- 6.4.2 Accordingly, all Board meetings are open to the public, except to the extent that it is appropriate for the meeting to be closed to the public as set out in section 90 of the LG Act.

7. VOTING PROCEDURES

7.1 Putting forward and voting on a motion

- 7.1.1 All motions provided with notice must be included in the agenda and circulated to Board members for consideration before a meeting for discussion and a decision. If a motion is passed it becomes a resolution. Resolutions are binding and should be recorded in the minutes of the meeting.
- 7.1.2 A motion may be proposed and passed in accordance with the following procedure:
 - 7.1.2.1 a Board member puts forward a motion, being a clear and concise proposal for a decision or action, to the meeting via the Chair.

- 7.1.2.2 a second Board member agrees to 'second' the motion so it can be put before the meeting for consideration. A motion that is not seconded will lapse.
- 7.1.2.3 there is an opportunity for Board members to discuss and speak for or against the motion.
- 7.1.2.4 the motion is read aloud and voted on.
- 7.1.2.5 if the motion is passed, it becomes a resolution. A resolution passed by a simple majority of votes (more than half of the Board members who cast a vote) is known as an ordinary resolution.
- 7.1.2.6 the resolution is formally documented in the minutes along with the name of mover and seconder.
- 7.1.3 The Chair may refuse to accept a motion if the subject matter is, in their opinion, beyond the power of the Board.

7.2 Formal motions

- 7.2.1 A Board member who has not spoken in the debate on a question may move a formal motion.
- 7.2.2 A formal motion must be in the form of a motion set out in Clause 7.2.3 (inclusive) and no other formal motion to a different effect will be recognised.
- 7.2.3 If the formal motion is:
 - 7.2.3.1 that **the meeting proceed to the next business**, then the effect of the motion, if successful, is, in the case of an amendment, that the amendment lapses and the meeting proceeds with the consideration of the motion before the meeting without further reference to the amendment and, in the case of a motion, that the motion lapses and the meeting proceeds to the next item of business;
 - 7.2.3.2 that **the question be put**, then the effect of the motion, if successful, is that debate is terminated and the question put to the vote by the Chair without further debate;
 - 7.2.3.3 that **the question lie on the table**, then the effect of the motion, if successful, is that the meeting immediately moves to the next item of business and the question can then only be retrieved at a later time by resolution (and, if so retrieved, debate is then resumed at the point of interruption);
 - 7.2.3.4 that **the question be adjourned**, then the effect of the motion, if successful, is that the question is disposed of for the time being but debate can be resumed at the later time (at the point of interruption);

7.2.3.5 that **the meeting be adjourned**, then the effect of the motion, if successful, is that the meeting is brought to an end immediately without the consideration of further business.

7.2.4 If seconded, a formal motion takes precedence and will be put by the Chair without discussion unless the motion is for an adjournment (in which case discussion may occur (but only occur) on the details for resumption).

7.2.5 A formal motion does not constitute an amendment to a substantive motion.

7.2.6 If a formal motion is lost:

7.2.6.1 the meeting will be resumed at the point at which it was interrupted; and

7.2.6.2 if the formal motion was put during debate (and not at the end of debate) on a question, then a similar formal motion (ie a motion to the same effect) cannot be put until at least 1 Board member has spoken on the question.

7.2.7 A formal motion for adjournment must include the reason for the adjournment and the details for resumption.

7.3 **Motions without notice**

7.3.1 A Board member may bring forward any business by way of a motion without notice.

7.3.2 The Chair may refuse to accept a motion without notice if, after taking into account the principles (at Clause 3), they consider that the motion should be dealt with by way of a written notice of motion.

7.4 **Varying a motion or resolution**

7.4.1 The mover with the agreement of the meeting may vary a motion. Alternatively, a Board member may move an amendment to the original motion, which if successful will form part of the motion.

7.4.2 Any Board member may move an amendment to the original motion. Every proposed amendment must have a seconder.

7.4.3 A maximum of two (2) amendments can be made to any motion. However, there is no limit on the number of times the mover may vary the motion with the agreement of the meeting.

7.4.4 Resolutions can be withdrawn or cancelled at the same meeting by using the same procedure that applies for moving and adopting a resolution.

7.5 **Questions**

- 7.5.1 A Board member may ask a question on notice by giving the Chair written notice of the question at least five clear days before the date of the meeting at which the question is to be asked.
- 7.5.2 If notice of a question is given under Clause 7.5.1:
 - 7.5.2.1 the Chair must ensure that the question is placed on the agenda for the meeting at which the question is to be asked; and
 - 7.5.2.2 the question and the reply must be entered in the minutes of the relevant meeting.
- 7.5.3 A Board member may ask a question without notice at a meeting.
- 7.5.4 The Chair may allow the reply to a question without notice to be given at the next meeting.
- 7.5.5 A question without notice and the reply will not be entered in the minutes of the relevant meeting unless the Board members present at the meeting resolve that an entry should be made.
- 7.5.6 The Chair may rule that a question with or without notice not be answered if the Chair considers that the question is vague, irrelevant, insulting or improper.

7.6 Voting methods

- 7.6.1 The following methods of voting may be adopted at a meeting where the majority of Board members agree:
 - 7.6.1.1 show of hands: Board members vote by raising their hand when asked if they are in favour or against the motion and a count is taken.
 - 7.6.1.2 voice vote: a simple method by which Board members indicate their vote by saying 'yes' or 'no'. The decision is based on the volume of sound and there is no clear count of those in favour and against the motion;
 - 7.6.1.3 rising method: similar to show of hands but Board members exercise their vote by standing up;
 - 7.6.1.4 ballot: Board members cast their vote in writing;
 - 7.6.1.5 proxy and/or postal votes;
- 7.6.2 In the absence of specific agreement otherwise, any vote will be conducted by show of hands.

7.7 Points of order

- 7.7.1 When a Board member is speaking in a meeting, another Board member should not interrupt that Board member unless:
 - 7.7.1.1 the Chair interrupts in the interest of orderly conduct; or

- 7.7.1.2 there is a point of order.
- 7.7.2 A Board member may challenge a speaker's right to continue by raising a point of order. It may be that:
 - 7.7.2.1 the speaker is addressing issues outside the subject matter of the motion;
 - 7.7.2.2 fair rules of debate are not being followed;
 - 7.7.2.3 the speaker is taking an unreasonable amount of time;
 - 7.7.2.4 a quorum is not present; or
 - 7.7.2.5 the language is offensive or abusive.
- 7.7.3 The original debate is suspended while the Chair listens to the reasons why the point of order has been raised and may invite discussion about the issue. It is the task of the Chair to rule on the point of order and their decision is final.

8. **REVIEW**

- 8.1 This Policy shall be reviewed by GRFMA every three years.
- 8.2 Upon review, GRFMA will communicate the updated Policy to all relevant persons.