



## **ANNUAL GENERAL MEETING PROCEDURAL INFORMATION**

1. Normal Council procedures that apply to the conduct of Council meetings will apply to the Annual General Meeting.
2. At the conclusion of the presentation, any submissions which have been lodged in respect to the Annual Report will be discussed.
3. A member of the public may only speak once and for no longer than five minutes.
4. No-one is to be interrupted whilst they are speaking.
5. You are asked, as a matter of courtesy and for the Minutes, to identify yourself before speaking.
6. All discussion will be addressed through the Chair.
7. No person may:
  - Make any personal reflection on any Councillor, Council employee or member of the public.
  - Disrupt the meeting; or
  - in the opinion of the Chairman, use any offensive expression.
8. If you intend to move a motion, the following procedures apply:
  - Please stand and identify yourself.
  - The motion must be moved and seconded before debate is permitted.
  - Only one motion may be before the Chair at a time.
  - Voting is by show of hands and only electors in the Glamorgan Spring Bay Municipal Area are entitled to vote.
  - A resolution is passed by half plus one of the electors present voting in favour of it.
  - In speaking to a motion, you may speak only once and for no longer than five minutes.
  - The mover of the motion has a final right of reply.
9. Any resolution passed at the Annual General Meeting will be considered at the January Council meeting.