

7. ADOPTION OF STANDING ORDERS

(Report No GDC2007/478)

MOVED by His Worship the Mayor seconded by Councillor Burdett

THAT

1. The report be received.
2. In accordance with Standing Order **3.7.1:**

“The Order of Business is:

- (a) Apologies;
- (b) Deputations, Petitions, Public Forums and Representations from Tangata Whenua (in accordance with S.O. 3.19, S.O. 3.20, Appendix F and Appendix G respectively);
- (c) Confirmation of Minutes;
- (d) Matters Arising;
- (e) Notification of Late Items, Questions and General Business (to be dealt with later in the meeting);
- (f) Committee/Sub-Committee Reports;
- (g) Adjourned Business;
- (h) Chairperson’s and Elected Members’ Reports;
- (i) Officers’ Reports;
- (j) Late Items;
- (k) Written Questions;
- (l) General Business (no resolutions may be passed);
- (m) Matters to be considered with the Public Excluded.

2. **Standing Order 2.10.4 – Common Seal**

The Chief Executive, or any person duly acting in the capacity of Chief Executive, may affix the Common Seal to any document in the presence of the Presiding Member or any other Elected Representative and shall report to the Council at its next meeting as to the documents thus sealed.

During the interregnum (i.e. during an election period, before the Mayor and Councillors have been sworn in), the Seal will be affixed by the Chief Executive) and any other Senior Manager.

3. **Standing Order 3.14.2(b)** be removed, and replaced by

3.14.2(b) “In the case of equality of votes then the Chairperson does have a casting vote”.

4. **Standing Order 2.6.1** be made definitive by adopting System A, and deleting System B.

5. **Standing Order 3.14.7** be deleted, and replaced with the following:

“When a Division is called for the Committee Secretary shall take down the names of the persons voting “aye” or “nay” respectively and if required shall hand the list to the Chairperson who shall declare the result, including a statement as to the way each Councillor voted so that this may be verified. This result will then be included in the minutes.

A Division will be deemed to have been called for wherever an appointment of any persons (whether a Councillor or a member of the public) to a Committee of Council or to any outside body, occurs”.

6. **Standing Order 3.6.2** will be amended by deleting the last sentence and replacing it with the following:

“Acceptance of any apology for any meeting shall not be deemed to be the granting of leave of absence. Unless formal leave of absence is applied for the office of any member will, therefore, become vacant if that member is absent from four consecutive ordinary meetings of the Territorial Authority whether or not apologies in respect of those meetings have been accepted”.

7. **A new Standing Order 2.12.7** shall be created

Meetings at which no decisions will be made For meetings at which no decisions will be made at a Council Meeting or at a Committee Level

(a) No Standing Orders referring to Part VII (Sections 45 to 54) of the Local Government Official Information and Meetings Act shall apply except where the local authority has previously resolved to invite the public to such a meeting in which case Clauses 3.1.5 (*Qualified Privilege*) and 3.1.6 (*Maintenance of Public Order at Meetings*) shall apply.

(b) Standing Orders Clauses 3.6.1 & 3.5.2 (*as amended*) shall be by ruling of the

Chair.

- (c) Minutes in accordance with S.O. 2.12.6 shall be kept.
- (d) The Chairperson and the Chief Executive shall be responsible for confirming the correctness of the minutes.
- (e) The quorum shall be 50%.

8. **A new Standing Order 3.7.8** shall be created

Officers Speaking to Reports The Chairperson may permit an officer to speak to his/her report and recommendation prior to any motion or debate taking place.

9. **Model Standing Order NZS 9202 : 2003** (*Incorporating Amendment No. 1*), together with the above additions, deletions and amendments are adopted as the Standing Orders of the Gisborne District Council.

Carried