

**GEORGE MUNICIPALITY**

**RULES OF ORDER FOR COUNCIL AND ITS  
COMMITTEES**

**INDEX****RULES OF ORDER REGULATING THE CONDUCT OF MEETINGS OF THE MUNICIPAL COUNCIL OF THE GEORGE MUNICIPALITY.****RULE PAGE NO.**

1.	APPLICATION OF RULES	3
2.	DEFINITIONS	3
3.	CONDUCT AT MEETINGS	4
4.	INTERPRETATION OF RULES	4
5.	CHAIRING OF MEETINGS	5
6.	NOTICE OF MEETINGS	5
7.	QUORUMS	6
8.	AGENDA	6
9.	ORDER OF BUSINESS OF ORDINARY MEETINGS	6-7
10.	LEAVE OF ABSENCE	7
11.	MAYORAL ADDRESS	7-8
12.	REPORTS	8
13.	REPORTS OF THE MAYOR	8
14.	LEGAL AND FINANCIAL CONSTRAINTS	8
15.	DECISIONS AND VOTING	8
16.	DEBATE MANAGEMENT	9
17.	MINUTES	10
18.	MOTIONS	10-11
19.	URGENT MATTERS	11
20.	DISALLOWED MOTIONS AND PROPOSALS	11
21.	QUESTIONS	12
22.	RECONSIDERATION OF RESOLUTIONS	12
23.	AMENDMENT TO RECOMMENDATIONS	12-13
24.	PRECEDENT OF SPEAKER	13
25.	COUNCILLOR TO SPEAK ONCE ONLY	13
26.	RELEVANCE	13
27.	IRRELEVANCE, TEDIOUS REPETITION, UNBECOMING LANGUAGE AND BREACH OF ORDER	14
28.	REMOVAL OR EXCLUSION OF COUNCILLOR	14
29.	MAINTENANCE OF ORDER	14
30.	POINTS OF ORDER AND PERSONAL EXPLANATION	14-15
31.	PROCEDURAL MOTIONS	15
32.	MOTION OF EXIGENCY	15
33.	MEETINGS OPEN TO THE PUBLIC AND PRESS	16
34.	INVITATION TO ADDRESS MUNICIPAL COUNCIL	16

## **RULES OF ORDER REGULATING THE CONDUCT OF MEETINGS OF THE MUNICIPAL COUNCIL OF THE GEORGE MUNICIPALITY**

### **1. APPLICATION OF RULES**

- 1.1 These Rules of Order apply to all meetings of the Municipal Council and its Committees of the Municipality of George established in terms of Section 12 of the Municipal Act, 117 of 1998.
- 1.2 These Rules shall not apply to Ward Committees.
- 1.3 These Rules of Order are aimed to allow for a free and constructive debate during Council's meetings to promote freedom of expression in such a manner as to allow for orderly debate by as large a number of Members as is possible within reasonable time constraints.

### **2. DEFINITIONS**

In these Rules, unless inconsistent with the context:

“Act” means Local Government Municipal Structures Act, 1998 (Act 117 of 1998);

“Committee” means a Committee of the Municipal Council of George Municipality established in terms of Section 79 or 80 of the Act;

“Mayor” means the Executive Mayor of the Council;

“Mayoral Committee” means the Mayoral Committee of the Municipality;

“Member” means a Councillor of the Municipal Council of the George

“MMC” means a member of the Mayoral Committee;

“Motion” means a matter submitted by a member in terms of Rule 18;

“Municipal Manager” means the person appointed in terms of Section 82 of the Act’

“Ordinary Meeting” means a meeting in terms of Section 6.1;

“Political Party” means a political party registered in terms of the Electoral Act, 1998;

“Speaker” means the member elected in terms of Section 36 of the Act;

“Special Meeting” means a meeting in terms of Rule 6.2, 6.4 or 6.6;

“Systems Act” means the Local Government Municipal Systems Act, 2000;

“Whip” means, for the purposes of these Rules, a Member of Council appointed by each political party to perform the functions referred to in Rule 16.

### 3. **CONDUCT AT MEETINGS**

The Speaker must:

- 3.1 maintain order during meetings;
- 3.2 ensure compliance with the Code of Conduct for Councillors at meetings;
- 3.3 ensure that meetings are conducted in accordance with these Rules of Order;
- 3.4 ensure that any person refusing to comply with his / her ruling leaves the meeting place immediately;
- 3.5 ensure that members conduct themselves in a dignified and orderly manner;
- 3.6 ensure that members of the public are seated during meetings of the Municipal Council in areas designated for that purpose by the Municipal Manager;
- 3.7 ensure that members of the public attending any meetings of the Municipal Council conduct themselves in an orderly manner and obey any ruling made by the Speaker;
- 3.8 ensure that each Whip of Council, where a party has more than one (1) Whip, is responsible for maintaining discipline of his / her party’s members during the meeting. Failure by any such Whip to take appropriate action may be dealt with in terms of Rule 29 of this Rules.

### 4. **INTERPRETATION OF RULES**

The ruling of the Speaker in regard to the application or interpretation of these Rules and other procedural matters not dealt with in the Rules of Order is, once he/she has given his/her reasons, final and binding.

## 5. **CHAIRING OF MEETINGS**

- 5.1 The Speaker is the Chairperson of meetings of the Municipal Council, and in the case of a Committee the Chairperson or Deputy Chairperson chairs the meeting.
- 5.2 Should the Speaker not be present at a meeting, an Acting Speaker must be elected for that meeting from the members present.

## 6. **NOTICE OF MEETINGS**

- 6.1 The Speaker must determine the date, time and venue of meetings of the Municipal Council, and must ensure that such meetings take place at least quarterly.
- 6.2 A separate Special Meeting of Council shall be called to approve the Annual Budget.
- 6.3 The Municipal Manager must give at least 72 hours notice of the meetings referred to above, to enable members to prepare adequately.
- 6.4 When the Municipal Council meets as a legislative body to consider By-Laws, the Municipal Manager must give seven (7) working days' notice of this meeting to all members of the Municipal Council.
- 6.5 The fact that any member(s) has/have not received notice of a meeting in accordance with these Rules will not affect the validity of any proceedings of that meeting.
- 6.6 In the case of any urgent meeting, the notice period must be at least 24 hours.
- 6.7 The Speaker, or in his/her absence, the Mayor, determines whether any meeting is urgent or not.
- 6.8 The Speaker, or in his/her absence, the Mayor, must, after receiving a written request signed by a majority of the members of the Municipal Council, call a meeting of that Council.
- 6.9 Whenever a meeting of the Municipal Council is called, the Municipal Manager must give notice of the meeting stipulating the time, date and venue of the meeting by placing a notice to this effect on a notice board situated at the main administrative office of the Municipality, and by placing an advertisement in Afrikaans, English and Xhosa in one (1) newspaper circulating in George. The obligation to place an advertisement in the newspapers may be dispensed with at the discretion of the Municipal Manager in cases where time constraints do not allow these advertisements to be placed.
- 6.10 Every member of the Municipal Council must specify in writing an electronic mail address and/or a physical address within the municipal area of George, where he/she will receive notice of meetings and other official correspondence. Delivery to this address will constitute proper notice of meetings of the Municipal Council.

## 7. **QUORUMS**

- 7.1 The quorum for a meeting of the Municipal Council or Committee is a majority of its members.
- 7.2 Whenever there is no quorum, the meeting must be adjourned for no more than 30 minutes, and if at the end of that period there is still no quorum, the Speaker or Chairperson may further adjourn the meeting for a period he/she deems fit after which he/she may adjourn the meeting to another time, date and venue at his/her discretion.
- 7.3 In the absence of the Speaker or Chairperson of a committee the Acting Speaker or Deputy Chairperson of a committee must perform the functions referred to in Rule 7.2. If, after the initial adjournment of 30 minutes neither the Speaker nor the Acting Speaker, the Chairperson, or Deputy Chairperson of a committee is present, the meeting must be adjourned.

## 8. **AGENDA**

- 8.1 Subject to Rules 8.2 and 9.2, all meetings must be conducted according to the order in which the matters appear on the agenda before the Council, and only matters, which are on the agenda, may be debated.
- 8.2 The Speaker may, after considering suitable motivation, change the order of matters appearing on the agenda.
- 8.3 The Municipal Manager in consultation with the Speaker, may direct that any matter be entered into the confidential part of the Council's agenda. Such matter must not be disclosed to any person other than those who receive it in their official capacity, and such matter must be debated in a closed meeting of the Council.
- 8.4 The Speaker may, after considering suitable motivation, direct that a matter be moved between the confidential and open agendas.

## 9. **ORDER OF BUSINESS OF AN ORDINARY MEETING.**

- 9.1 The order of business of an ordinary meeting convened in terms of Rule 6.1 shall be as follows:
  - 9.1.1 opening;
  - 9.1.2 Mayoral address
  - 9.1.3 applications for leave of absence;
  - 9.1.4 official notices;
  - 9.1.5 minutes of the previous meeting(s);
  - 9.1.6 questions of which notice has been given;
  - 9.1.7 report of the mayor which includes:
    - 9.1.7.1 recommendations to the Council,
    - 9.1.7.2 decisions under delegated authority;
    - 9.1.7.3 schedule of decisions of the mayor, together with the members of the mayoral Committee in terms of Section 60(3) of the Act

- 9.1.8 motions or proposals deferred from previous meetings;
- 9.1.9 new motions;
- 9.1.10 any other matter not contained in the notice of the meeting at the discretion of the Speaker.
- 9.1.11 urgent matters raised by the Municipal Manager in terms of Rule 19;
- 9.2 After the matters referred to in paragraphs 9.1.1 to 9.1.4 have been considered, the Speaker may in his/her discretion bring forward any business which is on the agenda.

## 10. **LEAVE OF ABSENCE**

- 10.1 Application for leave of absence from a meeting of the Council or a Committee thereof must be addressed to the Speaker in writing by the member who is applying for such leave.
- 10.2 The Speaker may only consider applications for leave of absence which are in writing. E-mails directed to the Speaker in this regard will be acceptable.
- 10.3 Notwithstanding Rule 10.2 above, applications for leave of absence from a meeting are deemed to have been granted if:
  - 10.3.1 the Council or Mayor delegated the relevant member to act elsewhere on behalf of the Council in a matter; or
  - 10.3.2 if the Council, Mayor or Committee of the Council requests the member to leave the relevant meeting in circumstances envisaged in Item 3(b) of Schedule 1 to the Systems Act, or the member recuses him/herself.
- 10.4 The Speaker may, subject to Rules 10.2 and 10.3 above, grant leave of absence to a member for the following reasons:
  - 10.4.1 illness or any other valid reasonable reason making it impossible for the member to attend;
  - 10.4.2 essential business or personal commitments, or personal circumstances of the member.
  - 10.4.3 non-delivery of the notice of a meeting, or delivery of the notice of a meeting less than 72 hours before its commencement, provided that this will not apply to an ordinary meeting of the Council or Committee or when the member has changed his/her address referred to in Rule 6.10 and failed to inform the Municipal Manager at least 7 days before the relevant meeting of the revised address for the service of documentation;
  - 10.4.4 When the member is not permitted to attend the meeting due to circumstances envisaged in item 3(b) of the Code of Conduct for Councillors in Schedule 1 to the Systems Act;
  - 10.4.5 Any other circumstances where the member is prevented from attending the meeting.

## 11. **MAYORAL ADDRESS**

- 11.1 After the meeting is opened by the Speaker, but before any matters on the agenda are dealt with, the Mayor may address the meeting on any matter, whether it is on the agenda or not, which he/she deems appropriate. During the mayoral address no points of order or debate shall be allowed.
- 11.2 At the conclusion of the mayoral address, the Speaker must allow twenty (20) minutes for questions and answers by every political party in Council. Any question arising out of the address may be replied to by the Mayor or, if directed by the Mayor, by any other member of the Mayoral Committee.

## 12. **REPORTS**

The Municipal Council may not take any decision unless it has before it sufficient information as determined by the Speaker to take an informed decision. Except in exceptional circumstances, such information must be in a written report.

## 13. **REPORT OF THE MAYOR**

- 13.1 A report of the Mayor shall contain the following matters:
  - 13.1.1 recommendations to Council (where the Mayor has no delegated authority)
  - 13.1.2 a schedule of decisions by the Mayor under his/her delegated or statutory authority, and
  - 13.1.3 a schedule of decisions by the Mayor together with members of the Mayoral Committee in terms of Section 60(3) of the Act.
- 13.2 The Speaker shall permit debate of the matters referred to in Sub-rule 13.1.1 above, in accordance with Rule 16 of these Rules.

## 14. **LEGAL AND FINANCIAL CONSTRAINTS**

The Municipal Council may only take such decisions as it is legally and financially competent to do and all reports submitted in an agenda or made orally must make reference to these aspects.

## 15. **DECISIONS AND VOTING**

- 15.1 Subject to the provisions of Rule 15.3 all decisions must be taken by a supporting vote of the majority of the members present at any meeting of the Council.
- 15.2 Before any vote is taken on any matter before the Council no Councillor or any other person shall be allowed to enter or leave the Council Chamber, while voting is in process.

- 15.3 The following matters are determined by a decision taken by the majority of the members of the Council:
- 15.3.1 the passing of By-Laws;
  - 15.3.2 the approval of budgets;
  - 15.3.3 the imposition of rates and other taxes;
  - 15.3.4 the raising of loans; and
  - 15.3.5 the approval of the Integrated Development plan.
- 15.4 If the Speaker asks the meeting if it is in agreement with the recommendation(s) and the recommendation(s), is/are not opposed by any member present, the recommendation(s) is/are adopted.
- 15.5 Where there is opposition to any proposal to be decided, voting must be by a show of hands.
- 15.6 Only the number of members, and not the names of members voting for / against an item, is to be recorded in the minutes.
- 15.7 A member may abstain from voting without leaving the meeting place.
- 15.8 Any member may request that his / her dissent, abstention or support be recorded in the minutes of that meeting.
- 15.9 The Speaker must announce the decision of the Municipal Council taken in terms of Rules 15.4 or 15.5
- 15.10 If there is an equality of votes in respect of a motion on which voting takes place in accordance with rule 15.1, the Speaker must exercise his/her casting vote, in addition to his/her deliberative vote, provided that the Speaker may not exercise a casting vote in terms of any matter set out in section 160(2) of the Constitution and in Schedule 3 of the Structures Act.

## 16. **DEBATE MANAGEMENT**

- 16.1 At least 24 hours prior to a meeting of Council, the Whips of the parties in Council, must provide to the Speaker a list showing:
- 16.1.1 which items on the agenda for that meeting are to be debated;
  - 16.1.2 the total time to be allocated to the debate of each such item, provided that , the maximum time allocated for debate on each item on the agenda will be thirty (30) minutes.
- 16.2 Based on the list drawn up in terms of Rule 16.1, each party must deliver to the Speaker, at least 12 hours before a Council meeting, a list of its members who will speak on an item, and the time allocated to each such member, provided that the total time located to all such members of a party shall not exceed the time allocated to that party in terms of Rule
- 16.3 On receipt of the lists referred to in Rules 16.1 and 16.2, the Speaker must, if he/she wishes to deviate from the provisions of those lists, convey his decision in this regard to the relevant Whips within a reasonable time prior to the Council meeting.
- 16.4 All matters before the Council not listed in Rule 16.1 must individually be put to the meeting for adoption without debate, before the matters listed in Rule 16.1 are considered.

- 16.5 At the discretion of the Speaker, a time of five (5) minutes of response maybe allowed to the Mayor or relevant Member of the Mayoral Committee, or the mover of a motion, to conclude the debate on an item debated in terms of Rule 16.1.
- 16.6 Notwithstanding any contained in Rules 16.1 to 16.5, the Speaker may not, when exercising any discretion in terms of these Rules, prejudice any party in respect of time allocated in relation to any party. The Speaker's ruling after exercising his discretion in this regard shall be final.

## 17. **MINUTES**

- 17.1 The Municipal Manager must ensure that all decisions of the Municipal Council are recorded in a minute book.
- 17.2 If a copy of the minutes of a meeting has been served on every Councillor the minutes shall be taken as read with a view to confirmation.
- 17.3 No proposal or discussion shall be allowed on the minutes, except as to their accuracy.
- 17.4 The correctness of the minutes of the Municipal Council must be considered at its next meeting, failing which, at the following meeting.
- 17.5 The Municipal Manager must ensure that the names of members attending any meeting, those members who are absent, as well as the names of those who have been granted leave of absence, are recorded in the minutes.
- 17.6 The Municipal Manager must ensure that the names of members, who requested that their dissent, abstention or support be recorded during voting, are recorded in the minutes.
- 17.7 For administrative reference purposes, audio recordings of all meetings of Municipal Council must be kept for a period of three years.

## 18. **MOTIONS**

- 18.1 Subject to the provisions of any other law:
- 18.1.1 Every notice of motion shall be in writing and shall be submitted to the Speaker and such notice shall be signed by the member submitting it and by the member seconding it;
- 18.1.2 Subject further to Rule 18.5 below notice of a motion shall not appear on an agenda, unless it is received at least six (6) working days prior to such meeting; and
- 18.1.3 a motion shall lapse if the member who submitted it is not present at the meeting when such motion is being debated.
- 18.2 The Speaker shall acknowledge receipt in written of any motion submitted in terms of Rule 18.1.
- 18.3 Every motion shall deal with a matter in respect of which the Council has jurisdiction.
- 18.4 A member submitting a motion shall introduce such motion and shall have the right of reply thereto.

- 18.5 When a member introduces a motion in terms of this Rule:
- 18.5.1 which is intended to rescind or amend a resolution passed by the Council taken within the preceding three (3) months or;
  - 18.5.2 which has the same purport as a motion which was not supported within the preceding three (3) months,
- such motion shall, subject to Rule 22 hereunder, not be entertained.
- 18.6 When dealing with motions:
- 18.6.1 the motion shall be read out together with the number thereof and the name of the mover;
  - 18.6.2 the Speaker shall ascertain which motions are unopposed and these shall be passed without debate; and thereafter the Speaker shall call the opposed motions in their order on the agenda.

19. **URGENT MATTERS**

- 19.1 the Municipal Manager may, in his / her discretion, raise any urgent matter for decision by Council. A matter is urgent when the decision required, if delayed, could prejudice Council or its operations.
- 19.2 The Speaker must determine an appropriate time when the Municipal Manager may raise urgent matters, and the Speaker must determine the period of time available for discussion of any urgent matter.

20. **DISALLOWED MOTIONS AND PROPOSALS**

- 20.1 The Speaker shall disallow a motion or proposal which:
- 20.1.1 May lead to the discussion of a matter already dealt with in the agenda, or which has no bearing on the administration of, or conditions in the Municipality; or
  - 20.1.2 Advances arguments, expresses an opinion or contains unnecessary, incriminating, disparaging or improper suggestions, or in respect of which:
    - 20.1.2.1 The Council has no jurisdiction
    - 20.1.2.2 A decision by a judicial or quasi-judicial body is pending; or
    - 20.1.2.3 Which has not been duly seconded:
  - 20.1.3 If passed, would be contrary to the provisions of these Rules or of any other law or which Council is not financially competent to approve provided that if such motion or proposal, in the opinion of the Council, justifies further investigation it shall be referred to a relevant Committee.

21. **QUESTIONS**

- 21.1 Any member may submit a question(s) relating to any matter in order to solicit views, opinions, intentions, explanations or information, which is related to and/or relevant to Council business and/or matters and the member submitting the question shall have to right to reply to any discussion of such question.
- 21.2 The member must ensure that the question(s) is (are) submitted to the Speaker at least 6 working days before the date of the meeting.
- 21.3 The Speaker must ensure that the question(s) is (are) included in the agenda of the Municipal Council meeting.
- 21.4 No member may re-submit a question(s) relating to any matter if that (those) question(s) was (were) considered during the previous three (3) months.
- 21.5 No decision shall be taken by Council on any question or supplementary question which were raised in terms of this Rule.

22. **RECONSIDERATION OF RESOLUTIONS**

The Municipal Council must reconsider any decision taken if the majority of members of the Municipal Council lodge such a request in writing with the Municipal Manager, provided that such reconsideration will not adversely affect existing rights. Motions for the reconsideration of decision must be submitted in terms of Rule 18.

23. **AMENDMENTS TO RECOMMENDATIONS**

- 23.1 An amendment which is moved:
- 23.1.1 must be relevant to the recommendation, motion or proposal on which it is moved;
- 23.1.2 shall be reduced to writing, signed by the mover and seconder, and handed to the Speaker; and
- 23.1.3 may only be moved by a member while he / she is speaking on a recommendation, motion or proposal under debate.
- 23.2 A member who has moved an amendment may speak thereon for not more than five minutes, but the seconder shall not be allowed to speak thereon, and there shall be no right to reply.
- 23.3 More than one amendment may be moved to a recommendation, motion or proposal, and subject to Rule 23.9, all amendments which have been moved shall be put to the vote at the close of the debate upon such recommendation, motion or proposal.
- 23.4 No member shall move more than one amendment to a recommendation, motion or proposal.
- 23.5 If the Mayor or Member of the Mayoral Committee or Chairperson of a

- Committee or the mover of the original motion wishes to address the Council on any amendment moved to such recommendation, motion or proposal he / she may only do so during his / her reply.
- 23.6 The debate shall close when the Mayor or Member or Chairperson has replied thereto.
- 23.7 If more than one amendment to a recommendation motion or proposal has been moved, such amendments must be put to the vote in order in which they were moved.
- 23.8 Each amendment to a recommendation, motion or proposal must be clearly stated to the meeting by the Speaker before it is put to the vote.
- 23.9 If an amendment is carried, the amended recommendation, motion or proposal shall take the place of the original recommendation, motion or proposal in respect of which only further proposed amendments shall be put to the vote, provided that the Speaker may, if he / she is of the opinion that an amendment which has been carried renders another amendment unnecessary or pointless, rule that such other amendment need not be put, after which the latter amendment shall lapse.

24. **PRECEDENT OF SPEAKER**

- 24.1 Whenever the Speaker speaks, any member then speaking or offering to speak must be silent and the members shall be silent so that the Speaker may be heard without interruption.
- 24.2 A member addressing the Council shall do so by addressing the Speaker.

25. **COUNCILLOR TO SPEAK ONLY ONCE**

- 25.1 Subject to a provision to the contrary contained in these Rules, no member shall speak more than once on any recommendation, motion or proposal, provided that the Mayor or MMC may reply in conclusion of the debate, but shall confine himself / herself to answering to previous speakers and shall not introduce any new matter into the debate.
- 25.2 The Speaker shall permit the Mayor, MMC or Chairperson of a Section 80 Committee to make an explanatory statement prior to the consideration of any particular item contained in the report of the mayor or during the discussion of such report, in reply to a specific question.

26. **RELEVANCE**

- 26.1 A member who speaks shall direct his / her speech strictly to the matter under discussion or to an explanation or point of order, and no discussion shall be permitted:
- 26.1.1 which will anticipate any matter on the agenda; or
- 26.1.2 in respect of any matter in respect of which a decision by a judicial or quasi-judicial body or a commission of inquiry, whether instituted

in terms of legislation or not, is pending, provided that such matter may be considered with the permission of Council.

27. **IRRELEVANCE, TEDIOUS REPETITION, UNBECOMING LANGUAGE OR BEHAVIOR AND BREACH OF ORDER**

- 27.1 The Speaker must call the attention of the member to irrelevant, tedious repetition, unbecoming language or behavior or any breach of order on the part of a member, and shall direct such member, if speaking, to discontinue his / her speech until the member has come to order. Such direction shall be regarded as a warning. Upon 2 warnings and a final warning during the deliberations of a Council meeting, the provisions of Rule 28 shall apply and the Speaker may decide to take disciplinary action against such member in terms of the Code of Conduct for Councillors.
- 27.2 The Speaker shall direct a member to apologise or withdraw an allegation if it is unbecoming or injures or impairs the dignity or honour of a member or officer of the Council.
- 27.3 No member, official or other person shall be allowed to bring any food, beverages or alcohol into the Council Chamber and the use of a cellphone, reading of a newspaper or magazine while a meeting is in progress is strictly forbidden.

28. **REMOVAL OR EXCLUSION OF COUNCILLOR**

- 28.1 If a member refuses to comply with a direction in terms of Rule 27, the Speaker may direct an officer to remove the member or to cause his / her removal and to take steps to prevent his / her return to the meeting, provided that the Speaker may, in his / her sole and absolute discretion, permit the return of the member to the meeting on the submission by the said member to the Speaker of a written expression of regret, such expression of regret must be part of the minutes of the meeting.
- 28.2 A proposal to exclude any person may be moved at any stage of the meeting.

29. **MAINTENANCE OF ORDER**

- 29.1 The Speaker may, at any time during a meeting, if he /she deems it necessary for the maintenance of order, direct an officer to remove or cause the removal of any person, excluding a member, from the Council Chamber, or order that the public gallery be vacated.
- 29.2 The Speaker may request or order the removal of any person or persons who refuses to carry out any reasonable instruction given by him / her, or who willfully obstructs the carrying out of such instruction.

### 30. **POINTS OF ORDER AND PERSONAL EXPLANATION**

- 30.1 For the purpose of this Rule
- 30.1.1 any point of order or personal explanation shall not constitute a speech and therefore not affect the right of any member to speak on a particular item, provided that a member who addresses the Speaker on a point of order or personal explanation shall not be permitted to address the Speaker for longer than two (2) minutes on such point of order or personal explanation;
- 30.1.2 “a point of order” means pointing out any deviation of or anything contrary to these Rules or the By-Laws of the Council or any other law;
- 30.1.3 “a point of personal explanation” means the explanation of some material part of a member’s speech which has been misunderstood or which needs clarity.
- 30.2 Any Member, whether he / she addressed the Council on the matter under debate or not, may:
- 30.2.1 raise his / her hand to a point of order;
- 30.2.2 raise his / her hand on a point of personal explanation at the end of the debate
- 30.3 A member contemplated in Sub-Section 30.2, shall be entitled to be heard forthwith, and the Councillor speaking at the time shall remain silent until a ruling has been made by the Speaker.
- 30.4 The ruling of the Speaker on a point of order or on the admissibility of a personal explanation shall be final and shall not be open to discussion.

### 31. **PROCEDURAL MOTIONS**

- 31.1 When a matter is under discussion at any meeting of the Municipal Council, no further debate must be allowed if any of the following procedural motions are accepted:
- 31.1.1 that consideration of the matter be adjourned and resumed at a time determined by the Council;
- 31.1.2 that the meeting of the Council be adjourned and reconvened at a time determined by the Speaker;
- 31.1.3 that the matter be referred back to a Committee with reasons therefore and;
- 31.1.4 that the matter now be decided.

### 32. **MOTION OF EXIGENCY**

- 32.1 A member may direct the attention of the Council to any matter which does not appear on the agenda and of which no previous notice has been given, by stating briefly the subject of the matter and without comment thereon moving “that the motion to which attention has been directed be considered forthwith as a matter of exigency.”

- 32.2 Such motion is herein referred to as a motion of exigency.
- 32.3 If such motion is seconded and carried by a majority of the members present, the mover shall be permitted without notice to bring the matter under consideration by way of motion or question.

33. **MEETINGS OPEN TO THE PUBLIC AND PRESS**

- 33.1 The Council must conduct its business in an open manner and may close its meetings only when it is reasonable to do so, having regard to the nature of the business transacted.
- 33.2 Notwithstanding the provisions of Rule 33.1, the Council may not exclude the public, including the media, when considering or voting on any of the following matters:
  - 33.2.1 a draft By-Law;
  - 33.2.2 the budget;
  - 33.2.3 the draft Integrated Development Plan, or any amendments of the Plan; and
  - 33.2.4 the Municipality's draft Performance Management System, or any amendments of the System.

34. **INVITATION TO ADDRESS MUNICIPAL COUNCIL**

The Speaker or Executive Mayor may, in his / her discretion, invite any person or persons to address any meeting of the Municipal Council.