



## **Electors Special Meetings Frequently Asked Questions**

### **Requesting an Electors' Special Meeting**

The community or Council can make a request to the Shire President to hold an Electors' Special Meeting.

Upon confirmation of the request by the Shire President, the CEO will convene an Electors' Special Meeting by giving 14 days public notice of the date, time, place and purpose of the meeting.

The Electors' Special Meeting will take place not more than 35 days after the request for the meeting was received by the Shire President

### **What's the purpose of an Electors' Special Meeting?**

An Electors' Special Meeting can be requested for any purpose, provided the issues to be considered are within the local government's power to deal with.

A request for an Electors' Special Meeting must specify the purpose for which the meeting is being called in a brief and clear manner.

### **What can I do at an Electors' Special Meeting?**

If you are an elector and have registered to vote at the Electors' Special Meeting you are attending, you can move what's called a '*motion*' at the meeting and you can vote on your or anyone else's motion.

Moving a '*motion*' means you are asking the Council to undertake some kind of action, for example, to adopt a report, to undertake works, to stop works and so on.

The Presiding member will call for a seconder. If you receive a '*seconder*' for your motion, or in other words, the support of another person for your motion, the Presiding Member of the Electors' Special Meeting will ask those in attendance if anyone would like to debate the motion and then, votes for or against on the motion will be taken

### **Who can vote at an Electors' Special Meeting?**

To vote at an Electors' Special Meeting, you must be an elector of the Shire of Brookton. An elector means a person who is eligible to be enrolled to vote at elections for the Shire of Brookton and includes ratepayers.

You must be an elector to vote at the meeting.

### **How do I vote at an Electors' Special Meeting?**

Voting at an Electors' Special Meeting is by a simple show of hands. You will be asked to raise your hand if you are '*for*' a motion being passed, or if you are '*against*' a motion being passed.

Shire staff will count all votes (or raised hands) when the vote is called, so please ensure you keep your hand raised until your vote has been counted.

**Can my vote be in secret?**

Voting at the Electors' Special Meeting cannot be in secret.

As an elector, you do not have to vote on any motion if you do not wish to do so.

**I am not an elector, can I participate?**

Only electors can move, second, speak to and vote on motions at an Electors' Special Meetings.

**During the meeting can I raise other matters?**

Electors' Special Meeting are restricted to discussion on the matters specified in the request.

**What happens with motions passed at an Electors' Special Meeting?**

Decisions made at electors' meetings will be considered by Council at the next Ordinary Council Meeting, or as soon as reasonably practicable.

For a decision made at an electors' meeting to become a decision of the Council, the Council must adopt or agree to it at the next Ordinary Council Meeting.

It is important to note that any decision made at an electors meeting is not binding on the Council and is not a decision of Council.

**Who runs the Electors' Special Meeting?**

The Presiding Member for an Electors' Special Meeting is the Shire President, or if the Shire President is unavailable, the Deputy President may be delegated this responsibility.

The role of the Presiding Member is to run the meeting in accordance with the order of proceedings. It is very important that all attendees of the meeting follow the instructions of the Presiding Member to enable the meeting to run in accordance with the meeting procedures.

**Am I allowed to record the meeting?**

No audio or visual recording may be undertaken without the permission of the Presiding Member.

**Will I be able to get a copy of the minutes of the Electors' Special Meeting?**

Yes. The minutes of the meeting will record a summary of the meeting and the outcome of the motion. It will not be recorded verbatim.

The Minutes will be published and made publicly available on the Shire of Brookton website.