



ELM23 NOTICE OF MOTION PROCEDURAL POLICY

Aim	This policy provides guidance to Elected Members when dealing with Notice of Motions during Ordinary Meeting of Council
Application	All Elected Members
Statutory Environment	<i>Shire of Ashburton Standing Orders Local Law 2012</i>
Principles	Strategic Community Plan 2017 – 2027 (Desktop Review 2019) Goal 05 Inspiring Governance Objective 3 Council leadership
Approval Date	OMC 17 December 2019 (MINUTE: 722/2019)

Councils are required to have a local law which covers meeting procedures. *The Shire of Ashburton Standing Orders Local Law 2012* provides this function. This local law is generally based on well-accepted procedures that are intended to ensure meetings are run fairly and productively.

While this local law provides a broad framework for running orderly and constructive meetings, good governance processes add meaning to the framework. They ensure meetings are run in such a way that helps good decision-making. A well-run meeting should have a clear and informative agenda, be well chaired and facilitated, follow meeting procedures appropriately, and adhere to statutory requirements.

PROCEDURE

The procedures for Lodgment of Notice of Motion with the CEO or Council are to be as per Standing Orders Local Law 2012 (Clause 5.3) however to ensure good governance and efficient processes are upheld, the following procedure shall be adhered to by Elected Members when considering/lodging Notice of Motions

Prior to lodgment the Councillor is to liaise with the CEO and/or Shire President to discuss the merits, wording and options of the proposed Notice of Motion and its desired intentions. The nominating Councillor may then decide, following that liaison, whether to proceed with or to abandon their proposed Notice of Motion.