

VICTORIA FALLS MUNICIPALITY STANDING ORDERS

Victoria Falls Municipality Standing Orders of Council Meetings – 2009

These Standing Orders may be cited as the Victoria Falls Municipality Orders of Council Meetings.

COUNCIL & COMMITTEE MEETINGS

1. Special Meetings

Special meetings of the Council, or Committees may be called on the directions of the Mayor, or by a requisition signed by members representing not less than one third of the whole membership of Council or of six councilors which ever is the less, and this within fourteen (14) days of such request.(Section 84(3)(4).

2. Chair

At each meeting of the Council Chair shall be taken precisely at the time for which the same is convened, and business immediately proceeded with.

3. Order of Business

The order of business at any meeting of council or committee shall be as it appears in the agenda contained in the summons convening the meeting but the Council or committee may nevertheless by a vote direct the order of precedence to be changed.

4. Notices Convening Meetings and Minutes of Proceeding Meeting

At every ordinary meeting of the Council the notice convening the meeting, and also the minutes of the previous meeting, and of any special meeting which may have been held shall be taken as read provided that a copy of the said minutes shall have been sent to each Councilor previously.

5. Reports of Committee and Sub-Committee

All committees shall submit to the Council at Ordinary meetings of the Council, and at Special meetings when necessary and when stated in the agenda of such meetings, a report of their acts and their proceedings in carrying into effect the purposes of their appointment. All special committees and subcommittees shall report to the Council or to the Committees by which they are appointed.

6. Presentation of Committee's Report

It shall be the duty of the Chairperson of a committee to present the report of his Committee to the Council and to move for its adoption. When, however, the Chairperson of the Committee is absent from the meeting of Council at which the report is presented, such report shall be brought up and moved by the Vice

Chairman of the Committee or any other member who was present at the Committee meeting, and who shall be called upon by the Mayor to do so.

7. Members May Speak on the Report

- a) Upon presentation to the Council the report of a Committee and on the same being duly moved and seconded, it shall be competent for any member to call the attention of the Council to, and speak upon any subject matter that may be referred to in such report.

No motion shall be made, nor any discussion allowed with reference to any matter within the province of a committee, which does not appear upon the reports, submitted for adoption or confirmation.

- b) Any member desiring further information regarding any matters appearing in the report submitted to the Council for approval and who shall state his request in writing so as to be in the hands of the Chairperson of the Committee or other members of the committee acting in his stead before commencement of the Council meeting, shall be entitled to a reply when the proceedings of the particular committee are submitted for approval or confirmation.

8. Reports- Portions Excluded from Adoption

- a) When a report of a Committee submitted for adoption by the Council is one with which the Chairperson or other member acting in his stead is not in sympathy, he should and it shall be in order for him to move the adoption of the report except such portions with which he is not in sympathy, and should declare to the Council that he is exempting that portion or portions from his motion because he is not in sympathy with it.

- b) Where a portion of a report has been exempted from the motion to adopt the report of a Committee in accordance with paragraph (a) of this section, it shall not be in order to move as an amendment that the whole of the report of that committee be confirmed and approved but it shall be in order to move a second resolution to confirm and approve the excepted portion or portions after the Council has disposed of the motion moved by the Chairperson or other member acting in his/her stead.

9. Notices of Motion and Questions

Every notice of intention to introduce a motion or question shall be in writing, signed and dated by the Councillor giving the same and shall reach the Town Clerk at least three clear days before the date of the Council meeting at which it is intended to introduce it, and the motion or question shall be moved or asked by the Councillor giving the notice. In case of absence, such Councillor may depute another Councillor to bring forward the motion or question, but if no Councillor shall have been so deputed, such motion or question shall lapse, provided that the Councillor in whose name it stands may renew the notice for any subsequent ordinary meeting. If more than one notice or motion or question be given for any meeting the same

shall be placed on the agenda in the order in which the respective notices shall be received by the Town Clerk.

10. Relevance of Motions

All motions shall be relevant to some questions affecting the administration, management or condition of Victoria Falls Municipality affairs generally. The Mayor, on the advice of the Town Clerk, may exclude from the Council agenda any notice of motion which may be out of order or he/ she may make such clerical corrections therein as will bring the motion into due form.

11. Absence of Proposer of Motion

When a motion is reached on the Council agenda, and none of the proposers in whose names the motion stands is present, such motion shall lapse and may only be revived by a fresh notice, unless such proposers shall have given authority in writing of their consent to the motion being taken up by some other members of the Council, or it contains business which, by law, the Council must transact.

Such authority must be received by the Town Clerk not later than the time for holding the meeting of the Council.

12. Defeated Motion not to be Revised for six Months

When a motion has been made upon notice thereof, and voted upon, but not carried, such motion or any other to the like effect shall not again be moved for a period of six calendar months from the date of the meeting which the original motion was moved.

13. Withdrawal of motion

A member of the Council or Committee in whose name a motion stands, may, withdraw it at anytime before twelve o' clock noon on a day preceding the Council or Committee meeting. A motion may not be subsequently withdrawn without the consent of the Council or Committee.

14. Limitations of Speeches in a Motion

No member shall address the Council more than once on any motion unless permitted by the chair and which shall not be more than twice, but a member may formally second a motion reserving his speech for a later period of the debate. The mover of an original motion may, however, reply but he shall strictly confine himself to answering previous speakers, and shall not introduce any new matter into the debate. After the reply, the question shall be put forthwith.

15. Points of Order

Any member, whether he has spoken on the matter under discussion or not, may, with the permission of the Chair, rise to a point of order, or in explanation, but in the case of a member who has spoken, such explanation shall be confined to some material part of this former speech which may have been understood. A member so rising shall be entitled to be heard forthwith.

The ruling of the Chairperson upon all matters and questions of order, and matters arising in debate, shall be final and shall not be open to discussion.

16. Irrelevance and Breaches of Order

The Mayor or the Chairperson of the meeting shall call attention to continued irrelevance, unbecoming languages, or any breach of order on the part of a member and shall direct such member, if speaking, to discontinue his speech or in the event of persistent disregard of the authority of the chair, to retire from the sitting. The Chairperson shall ask such Councillor to retire from the meeting and shall if, necessary, cause him to be ejected there from.

17. Minutes: Record of Dissent

It shall be competent for any Councillor when he is in a minority on a question which has been decided, forthwith to request that his dissent or protest may be entered in the minutes of the meeting of the Council, in which the decision of the Council is recorded, and such dissent or protest shall be entered accordingly which casts any improper motive on the Council or any Councillor. If the majority of the Council shall on the motion of any Councillor decide that the dissent or protest contains any such imputation or reflection the same shall not be entered on the minute unless the Councillor dissenting or protesting withdraws the expression which shall have been considered improper.

18. Resolving Into Committee

The Council may at any time resolve itself into Committee upon a motion to that effect being carried by a simple majority of members present and voting, and whilst the Council is in committee, the Standing Orders shall not apply to its proceedings, and any decision then arrived at shall be decisions of the Council. When the Council Committee resolves itself into Committee, its meeting shall be held in private unless it otherwise decides.

19. Adjournment on Disorder

If disorders should arise the Mayor or Chairperson, acting in his/her discretion, may quit the chair and announce the adjournment of the meeting, and by that announcement the meeting shall be adjourned forthwith.

20. Misconduct of Members of the Public

Any member of the public who misconducts himself or who willfully interrupts the proceedings at a meeting of the Council shall, if required by the Mayor or the Chairperson of the meeting, leave the meeting and, in the event of his not doing so, shall be removed at the direction of the Mayor or Chairperson.

21. Points of Order

Any reference in a debate to a point of order shall apply only to an alleged breach of the foregoing Standing Orders.

22. Voting

In taking the votes upon any question, those members of the Council or Committee only, shall be entitled to vote who are present when the question is put from the chair.

23. Ex-Officio Membership of Committees

The Mayor shall be ex-officio member of all committees and Sub Committees, except the audit Committee, appointed by Council.

24. Period of Continuance of Standing Committees

The period of the continuance of every Standing Committee shall be until the Annual Council meeting after appointment, unless sooner determined.

25. Chair ship of Committees

Each Committee of the Council, at the first meeting of such committee after constitution or re-constitution shall appoint its Chairperson and Vice Chairperson to act for the ensuing year, and shall fill any casual vacancies which may occur in the office of Chair and Vice Chair at the meeting following the meeting at which such vacancy is reported.

All such appointments shall be reported to the Council at its next meeting after such appointments are made.

26. Notices of Meetings

The notices for all meetings shall be issued by the Town Clerk.

27. Convening Council and Committee Meetings

The Mayor and Chairpersons of each Committee, or the Town Clerk, shall be authorized to convene meetings of Council or any Committee, respectively.

28. Alteration of Dates of meetings

The Town Clerk shall be empowered, after conferring with the Mayor or Chairpersons of committees (if available) to cancel or alter to a more convenient date, the date of any meeting.

29. Members of Committees may have Special Meetings Convened

At the request, in writing, of three members of any committee, the Chairperson of such Committee shall call a special meeting of the Committee and as far as is possible, the notice shall specify the business to be transacted, and business other than that so specified shall be transacted at such special meetings.

30. As to Publication of Information of Prejudicial Character

No member shall give information to the public of the contents of any resolution passed by a committee or sub-committee of the Council, or give any information with respect to any matters under discussion sat any meeting of a committee or

sub-committee, if such publication is likely to prejudice the interest of the Council or hamper it in the exercise of its powers.

31. Interjection

No one should interfere while the other member is making a contribution. If that occurs the Mayor or Chairman should immediately protect the member who is making a contribution.

32. Dress Code

Men will be required to put on a necktie while women dress in a decent manner.

33. Mode of Challenge

Councillors will avoid making direct accusations against one another. But constructive contribution for and against someone's input is permissible.