

POLICY NO

C1:4

POLICY TITLE

COUNCIL MEETING ARRANGEMENTS

VERSION II:

Adopted 19 August 2003

Last Reviewed:

19 August 2003

OBJECTIVES

- 1 To provide local standing orders or rules for the conduct of meetings. (See also Code of Meeting Practice).
- 2 To determine procedures and arrangements for meetings supplementary to those contained in the Local Government Act.

POLICY STATEMENT

1 Definitions

In this policy the following words shall have the meaning assigned to them, unless that meaning is inconsistent in the particular context.

- a Agenda - shall mean the business paper listing the items for consideration at a meeting.
- b Meeting - shall mean any meeting of the Council that is comprised exclusively of Dungog Shire Councillors.

- 2 This policy is to be read as supplementary to the Local Government Act. In the event of any inconsistency between this policy and the statutory provisions relating to meetings the statutory provisions will prevail.

3 Meeting Cycle

Ordinary Council Meetings shall be held on the third Tuesday of each month (excluding January), provided that the Council may agree to other arrangements in any particular month.

- 4 The time and manner of giving notice of Ordinary and Extraordinary Council Meetings shall be by the delivery to the normal place of residence of each member of the Council of a notice of any such meetings not less than 5 days before the scheduled time of the meeting for an Ordinary meeting.