



Notice of Motion – Annual Meeting of Electors

Guidelines for Motions at Annual Electors' Meeting

Only Electors of the City of Rockingham may move, second and vote on a motion at an Electors' meeting.

Electors may raise any motion that is related to the responsibilities and functions of the City of Rockingham. To allow motions to be recorded accurately and scheduled for discussion motions are required to be lodged in writing, addressed to customer@rockingham.wa.gov.au by 5pm, Tuesday 6 February 2024.

The City of Rockingham Annual Electors Meeting will be livestreamed and recorded,

Moving a motion

- Motions need to stand alone and include the direction or action that is being proposed for consideration.
- In all cases they should start with 'That Council'.
This is because Council are the final decision-makers that are being asked to consider the proposal.
- Motions should be written with the intention to require Council to do something.
- Motions should include an action word, such as:
 - approves
 - endorses
 - supports
 - investigates
 - develops
 - requests
- If a motion has more than one part, all parts should be numbered.

HELPFUL HINTS

Single-line motion	Multi-line motion
That Council [action word] + [what is to be conducted].	That Council:
Example:	1. [action word] + [what is to be conducted]
That Council develops a schools and youth community outreach program to educate youth about the role of local government.	2. [action word] + [what is to be conducted]
	Example:
	That Council:
	1. Investigates the prospect of installing CCTV on Ennis Avenue.
	2. Investigates potential grants to fund the installation of Ennis Avenue.

Voting at the Annual Electors

Regulation 17 of the *Local Government (Administration) Regulations 1996*, outlines the voting provisions at an electors meeting, being:

- Each Elector at the meeting is entitled to one vote on each matter to be decided, but does not have to vote;
- All decisions are to be made by a "Simple Majority" vote; and
- Voting is to be conducted by a show of hands, ensuring that no voter's vote is secret

Decisions made at the Annual Electors' Meeting

In accordance with section 5.33 of the *Local Government Act 1995* all decisions are to be considered at the next Ordinary Meeting of Council or, if that is not practicable. At the first Ordinary Council meeting after that meeting

If at a meeting of the Council a Local Government makes a decision in response to a decision made at an AGM of Electors meeting, the reasons for the decision are to be recorded in the minutes of the Council meeting.