

Annual Electors Meeting Information

February 3, 2025

In accordance with the *Local Government Act 1995* (the Act) and Regulation 15 of the *Local Government (Administration) Regulations 1996* (the Regulations), a general meeting of electors is to be held once every financial year to firstly consider the contents of the annual report for the previous year, and then any other general business.

Regulation 18 of the Regulations states that the procedure to be followed at a general or special meeting of electors is to be determined by the person presiding at the meeting.

In accordance with section 5.30 of the Act, the Mayor is to preside at electors' meetings.

The Mayor has determined the procedure to be followed.

Procedure for the Annual Electors' General Meeting

Part one – attendance at an electors' meeting

All attendees must:

- a. Register their attendance including name and address, on the attendance register provided by the City of Swan staff. The attendance register is for internal record purposes only and will not be published or distributed
- b. Remain seated at all times during the meeting, unless invited by the presiding person to address the meeting at the lectern
- c. Not cause any disturbance or disrupt the meeting proceedings in any way
- d. Must be fair and respectful before, during and after the meeting; and
- e. Comply with this procedure and the direction of the presiding person at all times.

Attendees who do not adhere to this procedure, may be requested by the presiding person to leave the meeting and/or the building, and that person (or persons) are required to comply with the direction of the presiding person.

Part two – participants at an electors' meeting (ref Act clauses 5.26)

All participants at an electors' meeting must be verified electors of the City of Swan.

A verified elector is:

An elector whose name and address are recorded on the –

- i. City of Swan district electoral roll from the last ordinary Council election held
- ii. City of Swan owner and occupier electoral roll; or
- iii. Western Australian Electoral Commission or Australian Electoral Commission website at 'check your enrollment eligibility' which confirms electoral eligibility for the district of Swan; or
- iv. a ratepayer of the City of Swan.



All attendees who wish to participate as a verified elector must be registered by the City staff as a verified elector. Proof of identity or other evidence may be requested.

All verified electors will be provided a coloured voting card to indicate a 'for' (green) or 'against' (red) vote. Upon request, the voting card must be shown to evidence a person is a verified elector.

For clarity, a person who is not a verified elector may not participate in an electors' meeting.

Part three – recording and live broadcast of an electors' meeting

The proceedings will be video and audio recorded and streamed live to the City of Swan's YouTube channel. The live stream will begin at the scheduled time and date of the electors' meeting.

The use of any electronic visual or audio recording or transmitting device or instrument to record or transmit the proceedings of a meeting is prohibited unless the person has been given permission to do so by the presiding person.

Part four – order of proceedings

The annual electors' meeting will start at 6pm on Monday, February 3, 2025. Doors open from 4pm for registration and conclude at the latest 9pm. There will be light refreshments available before the meeting starts.

The order of the proceedings will be:

1. Reference to these procedures by the presiding person
2. Attendances and apologies
3. Presentation of the contents of the Annual Report 2023/24
4. Public questions
5. Debate on motions.

During general business, questions may only relate to matters that affect the local government and will be accepted at the discretion of the presiding person.

Part five – speakers at an electors' meeting

Only verified electors may address an electors' meeting.

When speaking at the meeting, a speaker must:

- a. Rise and move to where the microphone is presented by staff, unless unable to do so by reason of sickness or disability
- b. Use the microphone provided
- c. State his or her name and suburb for recording in the minutes
- d. Address the meeting through the presiding person
- e. Limit statements to fact, not opinion or suppositions
- f. Not reflect adversely on Council Members or City employees; and
- g. Refrain from making repetitive comment on matters that have already been discussed, to ensure the meeting can progress effectively.



Part six – asking a public question at an electors’ meeting

Questions must be provided to the City of Swan Administration by 12pm Friday, January 31, 2025.

All questions must be submitted in writing and will be dealt with in the order the City has received them.

[Forms are available on the City’s website.](#)

Questions from the floor will only be accepted at the presiding person’s discretion, time permitting.

Part seven – putting a motion to an Electors’ Meeting

Proposed motions are be provided in writing to the City of Swan Administration by 12pm Friday, January 31, 2025. [Forms are available on the City’s website.](#)

Motions from the floor will only be accepted at the presiding person’s discretion, time permitting.

Motions will be presented to the meeting in the order the City has received them.

Motions from electors will be read aloud by the presiding person and displayed on the public screen, to ensure everyone is clear about what they are voting on.

The presiding person will request a mover and a seconder for a motion.

A speaker will have a maximum of three minutes to make a statement on their motion. To ensure efficient and equitable time for all electors submitted motions, an abbreviated debating protocol will be used.

The mover will be invited to read their motion. The presiding person will then call for a seconder for the motion, and any speakers **against** the motion. There being **no speakers against the motion**, the presiding person will put the motion to the vote.

No motion is open to debate until it has been seconded.

If there are speakers against the motion, the following debating protocol will apply. The mover of a motion will be invited to speak first, and the speaker against the motion will be invited to speak next. The presiding person will then call for other verified electors who wish to speak with a maximum of three speakers for and three speakers against the motion. Each speaker will be given a maximum of three minutes each.

The mover of a motion has the right of reply, and this closes the debate. All other speakers may speak once on a motion.

The right of reply is limited to a maximum of three minutes.

Part eight – voting at an electors’ meeting (ref Regulation 17)

The presiding person will ask for a vote on the motion.

Each verified elector is entitled to one vote on each matter to be decided at the meeting. An elector does not have to vote.

Voting is determined by raising the voting card either for or against a motion, at the time the presiding person calls for the vote. Voting at a general or special meeting of electors are to be made by a simple majority of votes.



Part nine – minutes and decisions of an electors’ meeting (ref Act sections 5.32 and 5.33)

Minutes of this meeting will be available to members of the public as soon as is practicable after the meeting and before the Council meeting at which decisions made at the electors’ meeting are considered.

All decisions made at an electors’ meeting are to be considered at the next ordinary meeting of Council.

The decisions of an electors’ meeting are not binding on the Council, but as required by the Act, the reasons for any Council decision of this meeting are to be recorded in the minutes of the Council meeting.

