

GPI: Guidelines for Council

Policy Number: 015

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Signed:
Policy and Procedures Portfolio Holder

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Council Meetings:

- There shall be two regular Council meetings per month.
- The first Council meeting shall be known as the First Monthly Regular Council and shall be held on the second Wednesday of every month.
- The second Council meeting shall be known as the Second Monthly Regular Council and shall be held on the fourth Wednesday of every month.
- Council meetings in addition to regular Council meetings are known as Special Council meetings.
- A Council meeting session should be no more than 3 hours in duration. If more time is needed then Council should finish the item being discussed, adjourn and agree to meet at a later time.
- Outstanding items on the agenda will come first on the next agenda
- Any Council member may request to the Mayor for a special Council meeting clearly detailing reasons for the special Council meeting.
- A quorum of Council members may force the Mayor to call a special Council. Reasons must be made in writing.

Agenda:

- All Council meetings must be accompanied by an agenda.
- Items for the agenda for regular Council meetings should be submitted to the Island Secretary no less than two days prior to Council.
- Items for the agenda for special Council meetings should be submitted to the Island Secretary as soon as possible prior to the special Council.
- Items which are not on the agenda will only be considered if urgent in nature otherwise it will not be accepted.

Minutes:

- Draft minutes of each Council meeting are checked by the Mayor and either the Governors Rep and/or the Commission prior to it being sent to Council members.
- Draft minutes must be sent to Council members no less than two days prior to the regular Council meetings.
- Minutes of each Council meeting are passed in the next Regular Council meeting. The exception are for when Council meetings are held within one week prior to a Regular Council meeting in which case the minutes are passed to the following Regular Council meeting.
- All Council minutes with the exception of Closed Council meetings are public documents and should be posted on the public notice board as soon as possible after it is approved by Council
- All original minutes are filed away for safe keeping. Only copies of the originals are made available to the public.

Voting:

- Minutes, reports and recommendations, etc are approved/not approved by a Councillor making a motion followed by all other Councillors indicating by the raising of their hand, first whether their vote is yes, second whether their vote is no, and third whether their vote is to abstain.

This Policy is approved by:

Date:

This Policy is effective as of:

Date: 13th January 2010

Approved Review Date:

Date 12th January 2011