

Standing Rules and Orders of Municipal Council and Committees of Council

- The application of this bylaw, is extended to councillors, members of the public whilst they are in attendance of any session of council, persons addressing deputations as well as any official of the Municipality.
- In applying an interpretation to this document all the laws of the country is to be taken into account.
- Council must hold a meeting once every three months that is to be convened by the Speaker.
- All meetings must be opened to the Public with a few exceptions.
- The Municipal Manager must give timeous notice to the Public save for instances where time constraints make it impossible.
- Notice to convene an ordinary meeting must occur two calendar days for ordinary meetings, and one calendar day before in instances of special meetings.
- This time period is also applicable insofar as documents, pertaining to the meeting is concerned.
- Councillors for the purpose of receiving their notices have an onus to inform the Speaker of a change in contact details, within three days of such a change occurring.
- Should a member not have received notice of a meeting, the member has the right to request that an investigation occurs, however, it does not have the effect of declaring the meeting invalid.
- A quorum is created in terms of the Municipalities Establishment notice.
- Vacancies in the office of a councillor does not invalidate the proceedings/voting in council meetings.
- No meeting may occur if 15 minutes after the commencement time a quorum is not present/established.
- The meeting may be cancelled, however it needs to be reconvened within 7 days as a continuation meeting.
- All councillors must punctually attend all meetings, except when a leave of absence has been granted, a counsellor is required to withdraw in terms of 46(2), with permission of the speaker.
- A register of all councillors present must be signed.
- Should a councillor not be in a position to attend a meeting application for leave of absence must be lodged with the municipal manager, in writing either for whole or part of the meeting.
- The application must show good cause in order for same to be granted.
- The speaker must consider the application and either grant/reject the application.
- If a councillor fails to remain in a meeting and fails to apply for leave of absence, he/she may be deemed as absent.
- Leave of absence for two/more consecutive meetings calls that a sanction may be imposed.
- Non-attendance may be investigated by the rules committee.
- Accordingly sanctions may be imposed.
- The Speaker must ensure compliance and maintain order during a meeting.
- All proceedings of council must be electronically recorded, as well as recorded in writing, and retained in accordance with the provisions of the Archives Act.
- All minutes may be available to the members of the public.
- The order of business in a council meeting is accordingly stipulated in the bylaw and must be adhered to.
- A deputation must be in writing and a memorandum must be presented to the Municipal manager outlining the deputation.
- The request for a deputation must be approved by the speaker.

- A deputation/member of the public addressing council must adhere to the rules of the council and directed by the speaker.
- Should this not be adhered to accordingly a sanction may be approved.
- All reports must be provided to councillors, same for those instances wherein the matter is urgent.
- A motion by a councillor must be brought in writing and signed by the councillor and a seconder.
- Notice must be given 7 days prior to a meeting and in such instance a councillor is allowed a maximum of three motions per agenda.
- If the motion is submitted correctly the speaker may not object to such motion.
- A councillor may approach a municipal manager /head of department in order to obtain information as he/she may reasonably require for the proper performance of his/her duty as a councillor
- Decisions pertaining to bylaws, approval of budgets, imposition of rates and taxes, raising of loans, rescission of a council resolution within 6 months of the resolution
- Should a resolution of a committee or council be revoked, prior notice is required
- A councillor may only speak when directed by the speaker.
- All speech must be restricted to the matter at hand
- All speeches must be confined to a period of 5 minutes save for the mayoral report or the estimates of income or expenditure.
- Any councillor may call a point of order by standing up, and the speaker must grant immediate attention to the councillor.
- the ruling of the speaker on that point of order is final
- All conduct must be of the highest decorum
- The speaker may determine and sanction misconduct during proceedings accordingly.
- A councillor whose spouse, family member or business partner stands to acquire any direct benefit from a contract concluded with the municipality must make a declaration of pecuniary interest

Breach of rules may be investigated by the rules committee.