CHAIRING COUNCIL MEETINGS – 1 day workshop

SYNOPSIS

Even though you may have attended many meetings, chairing a meeting can be quite daunting.

There are strict protocols for Council meetings which will comply with your Standing Orders. Standing Orders, also known as Meeting Procedures, may vary from Council to Council and it is important to be familiar with yours.

The role of chair carries responsibilities. Be impartial, objective, and free of bias. A Mayor will preside at each Ordinary Meeting of Council. If the Mayor is absent, the Deputy Mayor will preside. Council chooses the Chairperson who presides over meetings of any Standing Committee

COURSE TOPICS

Before the meeting

Closed sessions
- o What has been removed?
- o What has been added?
- o What has been retained?

Changes to the Local

Government Regulation
- o Meeting agendas
- o Meeting minutes

Councillor Code of Conduct

COURSE TOPICS CONT.

Dealing with 'conflicts of interest' in a meeting
- o Prescribed conflicts of interest
- o Declarable conflicts of interest

Mayoral minutes

Chairperson's role
- o Amendments to motions
- o Repealing resolutions
- o Procedural motions
- o If disorders arise
- o Public participation in meetings

COURSE DETAILS

Delivery	Our 1-day training course provides participants with an interactive session that includes group discussions, case studies, and question and answer sessions. Customisation is available and based on individual council requirements.
Delivery Mode	Peak Services delivers Virtual or Instructor-led training workshops inhouse at your venue.
Fees and Inclusions	Please contact Peak Services for course fees or a proposal for on-site/in-house training.

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**REGISTER NOW
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