

Chairing Council Meetings

Comply with Standing Orders or Meeting Procedures

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 a Council's Standing Orders, also known as Meeting Procedures. There may vary from council to council, but it is most important to be familiar with yours.

Course Topics

- Before the meeting
- Closed sessions
 - What has been removed
 - What has been added
 - What has been retained
- Government Regulations
 - Meeting agendas
 - Meeting minutes
- Councillor Code of Conduct
- Dealing with 'conflicts of interest' in a meeting
 - Prescribed conflicts of interest
 - Declarable conflicts of interest
- Mayoral minutes
- Chairperson's role
 - Amendments to the motions
 - Repealing resolutions
 - Procedural motions
 - If disorders arise
 - Public participation in meetings.

Course Details

- Delivery: Inhouse or Virtual delivery
- Structure: Interactive Workshop
- Time: 1-day
- Class Size: Max 15
- Cost: On request

About the Trainer



Donna Neilson brings three decades of working in Local Government to Peak. With a background in law and many years as a councillor, she has an in-depth knowledge of the legislation and workings of councils.

As a former executive of numerous Boards, Donna has a wealth of experience in governance and uses a down to earth approach to help students understand their responsibilities.