



CITY OF  
MONASH

## GOVERNANCE RULES FOR ADVISORY COMMITTEES

Adopted by Council on 28 September 2021

### 1. Context

These Rules should be read in the context of and in conjunction with:

- 1.1 Policy for Advisory Committees
- 1.2 Conflicts of Interest Policy for Advisory Committee Members.

### 2. Definitions

**“Absolute Majority”** means the number of Advisory Committee Members that is greater than half the total number of Members appointed to the Advisory Committee.

**“Advisory Committee”** means a body established by Council to provide advice to it in a particular case or generally.

**“Agenda”** means the notice of an Advisory Committee Meeting setting out the business to be transacted at the Meeting.

**“Chairperson”** means the person taking the chair at a Meeting of an Advisory Committee.

**“Committee” means an advisory committee**

**“Acting Chairperson”** means the person taking the chair at a Meeting of an Advisory Committee, in the absence of the Chairperson.

**“Quorum”** means one third of advisory committee members being present

### 3. Advisory Committee Agendas

- 3.1 Compiling the agenda for a meeting of an Advisory Committee will be undertaken by the Council officers providing administrative support to that Committee, with final approval of the agenda by the Chairperson of the Committee, with advice from the relevant Director or their delegate.

- 3.2 Any member of the Committee may submit an item for inclusion on the agenda of a Committee meeting through the Council officer providing administrative support to the Committee.
- 3.3 The item must be submitted in writing (in hard copy or e-mail), at least 11 days prior to the date of the scheduled meeting.
- 3.4 Advisory Committee agendas and supporting documents will be circulated to all Committee Members 7 days prior to the date of the scheduled meeting.

#### **4. Meetings and Order of Business for a Committee Meeting**

- 4.1 Scheduled Advisory Committee Meetings will be held at a date, time and location determined by resolution of the Committee from time to time.
- 4.2 The first 3 items of business on the agenda for a Committee meeting will include:
  - 4.2.1 Apologies.
  - 4.2.2 Disclosures of conflicts of interest.
  - 4.2.3 Confirmation of the minutes of the previous Committee Meeting.

#### **5. Appointment of Chairperson**

- 5.1 The Chairperson may be appointed or changed, in order of precedence, by either:
  - 5.1.1 the Mayor,
  - 5.1.2 Council resolution or
  - 5.1.3 by agreement of Councillors assigned to the Committee

#### **6. Acting Chairperson of an Advisory Committee**

A member of an Advisory Committee may be appointed by the Mayor to be the Acting Chairperson of that Advisory Committee, in the event of the absence of the Chairperson.

#### **7. Conduct of debate**

- 7.1 An Advisory Committee Member must address the Chairperson to take part in debate.
- 7.2 Once acknowledged by the Chairperson, the Advisory Committee Member has the floor and must not be interrupted unless called to order by the Chairperson.
- 7.3 If there is competition for the right to speak, the Chairperson will determine the order in which Advisory Committee Members will be heard.
- 7.4 An Advisory Committee Member must not digress from the subject of the matter being debated.

## **8. Attendance at Advisory Committee Meetings**

8.1 Where an Advisory Committee Member is unable to attend any Advisory Committee Meeting, the Committee Member will provide an apology, including an explanation for their absence, in advance of the Advisory Committee Meeting, either verbally or in writing, to the Chairperson.

8.2 The apology and the explanation will be recorded in the Advisory Committee minutes for that meeting.

## **9. Voting**

9.1 Voting will be by a show of hands.

9.2 Where there is an equality of votes, the Chairperson will have a second vote.

## **10. Minutes of Advisory Committee Meetings**

The minutes of each Advisory Committee Meeting will be:

10.1 Taken by a Council Officer.

10.2 The minutes of a meeting are to:

11.2.1 Contain details of the proceedings and recommendations made by the Advisory Committee;

11.2.2 Be clearly expressed;

11.2.3 In relation to recommendations recorded in the minutes, incorporate relevant reports or a summary of the relevant reports considered in the decision making process; and

11.2.4 Distributed to all Advisory Committee Members within 14 days of the meeting for confirmation at the next scheduled meeting of the Advisory Committee.

## **11. Failure to obtain or maintain a quorum**

11.1 If, half an hour after the time for commencement of an Advisory Committee Meeting, the Advisory Committee has failed to obtain a quorum, the Chairperson must adjourn the Meeting to a time and date not more than seven (7) days after the time originally appointed.

11.2 If, during the course of a Meeting, it becomes apparent to the Chairperson that it will not be possible to maintain a quorum because one or more of the Advisory Committee members present is prohibited from voting because of a conflict of interest in an item on the Agenda, the Chairperson must adjourn that item of business until circumstances permit the matter to be dealt with by the Advisory Committee

- 11.3 If, during the course of a Meeting, a quorum is lost, the Chairperson must adjourn the Meeting for a period of up to 30 minutes. If, after that time, a quorum has not been regained, the Chairperson must adjourn the Meeting to a time and date not more than seven (7) days after the time originally appointed.
- 11.4 The Director or their delegate must give all Advisory Committee members notice of the adjourned Meeting in such form as the relevant Director or their delegate sees fit.

## **12. Disclosures of Interest**

A disclosure of interest in a matter before an Advisory Committee must be made by a member of that Advisory Committee in accordance with the requirements of the Council's Conflict of Interest for Advisory Committees Policy.

## **13. Review of these Governance Rules**

These Governance Rules will be reviewed by Council at its discretion.