**GUIDANCE MODEL FOR AMENDING GOVERNANCE RULES**

(1) Definitions in Governance Rules:

Consider amending the definition of:

*Committee Meeting* to include:

*means a meeting of a Delegated Committee convened in accordance with these Governance Rules and includes a scheduled or unscheduled meeting (whether held as face-to-face attendance in a set location or via electronic means (virtual) or in a ‘hybrid’ or ‘parallel’ format that mixes in-person and electronic attendance*

*Council Meeting* to include:

*means a meeting of the Council convened in accordance with these Governance Rules and includes a scheduled meeting and unscheduled meeting (whether held as face-to-face (in-person) attendance in a set location or via electronic means* *(virtual) or in a ‘hybrid’ or ‘parallel’ format that mixes in-person and electronic attendance*

**(2) Meeting procedures**

### Consider adding clarity relating to community participation at meetings such as:

*Community members may only participate in Council meetings in accordance with these Governance Rules* [insert relevant section] *that include addressing how the community can participate if the meeting is electronic, or a ‘hybrid’ or ‘parallel’ style meeting.*

*Council will adopt policies, protocols or guidelines to ensure opportunities exist for community input, beyond formal consultation processes.*

As required under the *Local Government Act 2020* (LG Act) add an agreed process for requesting and approving attendance by electronic means – such as:

1. *Councillors and members of Delegated Committees who wish to attend a meeting via electronic means may submit a request to* [position as determined by Council – note if Mayor/Chair who/how will they request approval].
2. *The submission must be made* [process – in writing/form/verbal] *stating* [Council to determine if a reason is required].
3. *The request must be made* [time frame prior to the meeting] *stating the meeting(s) that will be attended via electronic means.*
4. *The request must consider any criteria that the Council has set for consideration of approval for a method of attendance.*
5. [Position as determined by Council] *will provide a response to the request* [by time limit] *and notify the rest of the members of the meeting of this decision.*
6. *It will remain the responsibility of the member attending electronically to ensure that they have the required access and environment suitable for electronic communications.*

### Consider adding clarity around technical issues at meetings such as:

*Technical difficulties – loss of connection of a chair or councillor /committee member*

To ensure meetings are managed in an orderly manner, processes and procedures should be in place for a situation where a key attendee (such as Mayor, Chair, Councillor or CEO) loses connection if they are attending a meeting electronically. Including who will take the role of chair, assessing validity of a quorum and virtual recognition of a vote.

**(3) Notice of meetings**

### Consider adding clarity around how a meeting format will be determined, such as:

*Council by resolution can determine the proposed or preferred format style of meetings (in-person, electronic- including hybrid or parallel) noting the criteria and process available for a member who wishes to request approval to attend by electronic means.*

*A Council may determine certain meetings that must be held solely as face-to-face (in-person) meetings. The meetings determined by Council as being solely in person meetings are* [insert here – for example election of the Mayor etc.]

**(4) Quorum**

Consider adding a note of clarity, such as:

*It should be noted that under section 61(6A) of the LG Act, for the purposes of these meetings, a Councillor present by electronic means of communication is deemed present for the purposes of a quorum. Council should consider the situation of technical difficulties.*

**(5) Question of Council**

Consider adding a note of clarity, such as:

*At each meeting there is an opportunity for members of the public to ask questions of the Council. If the meeting is to be held in a single electronic or hybrid/parallel format then the general public will follow the set procedures to submit a question or petition* [list here].