

This factsheet will provide relevant information relating to the purpose and procedures for an Electors Special Meeting.

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What is an Electors' Special Meeting?

An Electors' Special Meeting is a type of meeting under the *Local Government Act 1995* that may be requested by the electors of the district.

It's important to understand that this meeting is not a decision making forum. The purpose of the Electors' Special Meeting is to discuss a specific matter as outlined in the request which will then be presented to Council for consideration at the next Ordinary Council Meeting or soon as reasonably practicable.

Who can request an Electors' Special Meeting?

Electors of the City of Mandurah (**Electors**) may call for an Electors' Special Meeting by submitting the required form to the Mayor. The form must be signed by 300 Electors or 5% of the number of Electors and specify the matters to be discussed.

A request for an Electors' Special Meeting must specify the purpose for which the meeting is being called in a brief and clear manner.

What happens once the Elector's Special Meeting is requested?

The Mayor can decide not to hold an Electors' Special Meeting or permit a particular matter to be discussed at an Electors' Special Meeting if the Mayor is satisfied that the substance for each matter for discussion specified in the request:

- was discussed, in whole or in part, at an Electors' Special Meeting held in the last 12 months from the date of the request, or
- was, or will be, discussed at a Electors' Special Meeting that was, or will be held within 35 days after the date of request.

However, when the Mayor exercises the power not to hold a Electors' Special Meeting, the Mayor is required to raise the matter at the next ordinary meeting of Council.

Upon confirmation of the request by the Mayor, the CEO will convene an Electors' Special Meeting by giving 14 days public notice of the date, time, place and purpose of the meeting.

The Electors' Special Meeting will take place not more than 35 days after the request for the meeting was received by the Mayor.

Who can vote at an Electors' Special Meeting?

To vote at an Electors' Special Meeting, you must be an elector of the City of Mandurah. An elector means a person who is eligible to be enrolled to vote at elections for the City of Mandurah and includes ratepayers.

You must be an elector to vote at the meeting.

How do I vote at an Electors' Special Meeting?

Voting at an Electors' Special Meeting is by a simple show of hands. You will be asked to raise your hand if you are 'for' a motion being passed, or if you are 'against' a motion being passed.

The CEO will count all votes when the vote is called, so please ensure you keep your hand raised until your vote has been counted.

Can my vote be in secret?

Voting at the Electors' Special Meeting cannot be in secret. As an elector, you do not have to vote on any motion if you do not wish to do so.

I am not an elector, can I participate?

Only electors can move, second, speak to and vote on motions at a Electors' Special Meetings.

During the meeting can I raise other matters?

Electors' Special Meeting are restricted to discussion on the matters specified in the request.

What happens with motions passed at an Electors' Special Meeting?

Decisions made at electors' meetings will be considered by Council at the next Ordinary Council Meeting, or as soon as reasonably practicable.

For a decision made at an electors' meeting to become a decision of the Council, the Council must adopt or agree to it at the next Ordinary Council Meeting.

It is important to note that any decision made at an electors meeting is not binding on the Council and is not a decision of Council.

Who runs the Electors' Special Meeting?

The Presiding Member for an Electors' Special Meeting is the Mayor, or if the Mayor is unavailable, the Deputy Mayor may be delegated this responsibility.

The role of the Presiding Member is to run the meeting in accordance with the order of proceedings. It is very important that all attendees of the meeting follow the instructions of the Presiding Member to enable the meeting to run in accordance with the meeting procedures.

Am I allowed to record the meeting?

No audio or visual recording may be undertaken without the permission of the Presiding Member.

Will I be able to get a copy of the minutes of the Electors' Special Meeting?

Yes. The minutes of the meeting will record a summary of the meeting and the outcome of the motion. It will not be recorded verbatim.

Will I need to follow the WA Government COVID requirements?

Yes, you will be required to comply with the current COVID restrictions that apply in Western Australia.