

## POLICY

### ATTENDANCE OF MEETING BY COUNCILLORS

#### 1. PURPOSE

The purpose of this policy is to lay down guidelines for Councillors regarding the granting of leave of absence from meetings in certain circumstances.

#### 2. OBJECTIVES

- 2.1 To ensure that Councilors attend each meeting of the Council of which he or she is a member or of any committee of such Council to which he or she is appointed or elected except where leave of absence has been granted in terms of an applicable law or as determined by the rules and order at the Council.
- 2.2 To ensure uniformity in the granting of leave of absence

#### 3. PROCEDURES

- 3.1 The provision of Schedule 1, code of conduct for Councilors, clause (3), (4) and (14) of the Municipal systems Act 32 of 2000 will be used as guidelines for the attendance of meetings by Councilors.
- 3.2 The stipulations in the Rule of Order and Probity By-law in terms of the imposition of fines will be adhered to by Councilors.
- 3.3 The MEC for local government will be informed of any actions relating to the breach of this code as stipulated in clause 14 of schedule 1, of the Municipal systems Act 32 of 2000.
- 3.4 Leave of absence will be granted in the following circumstances:
  - On account of own illness;
  - On account of the illness or death of a next –of kin;
  - On account of urgent business;
  - On account of when a Councilor happens to be engaged elsewhere in the local authority's service;
- 3.5 The Ethics Committee will be engaged in matters concerning the breach of code and not adhering to this policy.

#### 4. RESPONSIBILITY

- 4.1 It is the responsibility of the Administrative officials to ensure that the attendance register is circulated to all attending the meeting.
- 4.2 It is the responsibility of Councilors to ensure that attendance register is signed before leaving the meeting room.
- 4.3 The HR & Corporate Services Manager will ensure that the attendance in meetings and adherence to the code of conduct is monitored and in cases of breach, the matter is dealt with accordingly.
- 4.4 The HR & Corporate Services Manager will ensure that no applications for leave of absence are received after the day of the meeting unless in special circumstances to be considered in the next meeting.