

GREATER TZANEEN MUNICIPALITY



STANDING RULES AND ORDERS FOR THE MEETINGS OF THE COUNCIL AND ITS COMMITTEES

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1. Application of rules

- 1.1 The rules of order contained herein apply to all physical, virtual and hybrid meetings of the municipal council and any committee of the municipal council as well as any other committee of councillors established within the municipality, unless the terms of reference for a specific structure explicitly excludes the application of the rules for such structure.
- 1.2 The rules are aimed at allowing free, open and constructive debate during meetings. The rules are encouraged and promote freedom of expression in such a manner that orderly debate is ensured within the time constraints of time allocated to meetings.
- 1.3 The rules endeavour to create the opportunity for councillors serving in council structures to air their view on any matter of public importance.
- 1.4 The rules of order are applicable to:
 - 1.4.1 All councillors;
 - 1.4.2 Traditional Leaders participating in Council and its committees in terms of section 81 of the Municipal Structures Act;
 - 1.4.3 Any municipal official of the municipality; and
 - 1.4.4 Any member of the public while present in the council chamber or during virtual or hybrid meetings and precinct.
- 1.5 Reference to the rules shall not be limited to a meeting of members all of whom, or any of whom, are present in the same place and any reference to a "place" where a meeting is held, or to be held, includes reference to more than one place including electronic, digital or virtual locations such as internet locations, web addresses or conference call telephone numbers.

2. Definitions

The following terms and phrases used in these rules shall have the meaning assigned to them hereunder:

- "**Chief Whip**" shall mean the person elected as the Chief Whip of the Council;
- "**Committee**" shall mean any committee established in the municipality, including committees established in terms of section 79 and 80 of the Structures Act;
- "**Constitution**" shall mean the Constitution of the Republic of South Africa, 1996;
- "**Council**" shall mean the municipal council for the Greater Tzaneen Municipality;
- "**Councillor**" shall mean a member of the municipal council;
- "**Day**" shall mean a day that is not a public holiday, Saturday or Sunday, and for the calculation of days the first day will be excluded and the last day included;
- "**Executive Committee**" shall mean the committee appointed in terms of section 42 (2) of the Structures Act;
- "**In Committee**" shall mean the part of the meeting of the municipal council where the meeting will be closed and members of the public and press, and such municipal officials as determined by the Speaker, excluding the Municipal Manager, will be excluded from the meeting, based on the nature of the business being transacted;
- "**Mayor**" shall mean the Mayor of the municipality as elected in terms of section 48 of the Structures Act;
- "**Member**" shall mean a councillor serving in the municipal council of the

municipality;

"Motion" shall mean a proposal for a resolution to be adopted or debated by Council;

"Municipality" shall mean the Greater Tzaneen Municipality;

"Point of order" shall mean a point raised by a councillor during the council meeting and shall only relate to a matter of procedure and provided for in the rules of order;

"Privilege" shall mean the right of freedom of speech for councillors in council and committee meetings, subject to the rules of order of any ruling of the Speaker in terms thereof as well as the right not to be held liable for civil or criminal proceedings for anything they said, produced or submitted to the Council or Committee;

"Procedural motion" shall mean a matter raised by a member at a meeting in terms of section 30;e

"Report" shall mean any item appearing on the agenda for consideration by the council or a committee;

"Sargent-at-arms" shall mean a person in the full time employment of the municipality entrusted to assist the Speaker to maintain order during council meetings and assisted by such staff members as the Speaker may direct;

"Senior Managers" shall mean the persons appointed by the council as the municipal manager and all managers directly accountable to the municipal manager as approved on the official organisational structure of the municipality

"Speaker" shall mean the person as elected in terms of section 36 of the Structures Act;

"Structures Act" shall mean the Local Government: Municipal Structures Act, 1998;

"Sub-committee" means any other committee, other than the executive committee or committees appointed by the council or the executive committee;

"Systems Act" shall mean the Local Government: Municipal Systems Act, 2000;

"Traditional Leader" shall mean a Traditional Leader identified by the MEC to participate in the proceedings of a municipal council in terms of section 81 of the Structures Act;

"Whip" shall mean a member of the municipal council appointed by each political party represented in the council to perform the function referred to in section;

"Virtual meetings" shall mean meetings of Council conducted by any form of technology through which members of Council, Traditional Leaders and guests attends from various locations.

"Hybrid meetings" shall mean a combination of live and virtual interaction between guests, in-person attendees, and virtual attendees.

3. Meeting of council open to public

3.1 The Municipal Council shall conduct its business in an open manner and every meeting of the council and all committees, including the executive committee shall be open to the public; provided that this section shall not apply when it is reasonable to do so having regard to the nature of the business being transacted in terms of section 20 (1) (a) and (b) of the Systems Act.

3.2 The Council shall deal with In-Committee when discussing any of the following matters:

3.2.1 a trade secret or confidential commercial information of any supplier of the municipality or any person rendering a service to the municipality;

3.2.2 personal and private information of any councillor or an employee of the municipality;

3.2.3 the intention of the municipality to purchase or acquire land or

- buildings;
- 3.2.4 the price a municipality may offer for the purchase or acquisition of land or buildings;
- 3.2.5 any report addressing legal proceedings that the municipality is involved in or contemplating instituting or defending;
- 3.2.6 disciplinary proceedings or proposed disciplinary proceedings against any employee;
- 3.2.7 any matter that might not be disclosed in terms of legislation;
- 3.2.8 consideration of the minutes of previous In-Committee discussions.

3.3 A councillor may, when an item in the agenda is put to order, other than a matter referred to in 3.2 above, and provided it is not a matter that is required in law to be dealt with in open council, propose with motivation, that the matter be further dealt with In-Committee. The ruling of the Speaker in this regard will be final and no further discussion will be allowed.

3.4 The Municipal Council shall satisfy the requirements of virtual or hybrid meeting open to the public if:

- (a) the meeting is streamed live on the website of the Council; or
- (b) the minutes of the meeting are recorded and made available on the website of the Council as soon as practicable after the meeting.

3.5 Whenever the Council decides to exclude the public and media from a virtual or hybrid meeting, electronic access to the meeting must be suspended in order to close all or part of the meeting to the public and media.

4. Public notice of meetings of municipal council

4.1 The municipal manager of a municipality must give notice to the public, in a manner determined by the council, of the time, date and venue of every-

- (a) Ordinary and special meeting of the council or a meeting of a committee of a council;
- (b) Ordinary or special meeting of the council or a meeting of a committee of a council that was postponed; and
- (c) Urgent meeting of the council or meeting of a committee of a council, except when time constraints make this impossible.

5. Council meetings

The Council shall hold an ordinary meeting for the transaction of business not less than once in every three months / monthly.

6. Special council meetings

6.1 The Speaker may at any time of own accord and shall, upon request in writing of a majority of the councillors or chairpersons of portfolio committees supported by a majority of councillors of the municipality, call a special meeting of the council, provided that no such special meeting shall take place unless all councillors were given at least 48 hours' notice prior to the date and time set for the meeting.

6.2 In the event where the **Speaker fails and/or refuses to call a special meeting** when requested in accordance with 6.1 above, the Municipal Manager of the municipality may call the meeting.

6.3 In the event where the Speaker refuses to call a meeting of the council as requested in terms of 6.1 above, the Municipal Manager, or in the absence or refusal by the Municipal Manager in terms of 6.2 above, a person designated by the MEC for local government in the province, may call and chair the meeting.

7. **Service of notices**

7.1 At least 72 hours before any ordinary meeting of the council and at least forty eight hours before any special meeting of the council, a notice to attend the meeting, specifying the business proposed to be transacted thereat and signed by the Speaker or the Municipal Manager as contemplated in 6.2 above, shall be left or delivered to an accessible distribution point within the municipality as determined by the council from time to time / sent by electronic mail **to an address provided by the councillor as his/her official address / mail address.**

8. **Non-service of notices**

Accidental omission to serve on any councillor a notice of meeting shall not invalidate the proceedings of that meeting.

9. **Urgent matters**

9.1 No business shall be transacted at a meeting of the council or any committee other than that specified in the agenda relating thereto, except any matters which the relevant chairperson considers urgent and the said chairperson has ruled the matter to be urgent.

9.2 The Municipal Manager may raise matters which in his / her discretion is urgent, for decision by the council. A matter will be deemed urgent when the decision required, if delayed, would prejudice the Council and / or its operations.

9.3 The Speaker or chairperson of the meeting will determine an appropriate time when the Municipal Manager may raise urgent matters and the time available for discussion thereof; Provided that the Speaker may rule that the matter is not urgent as defined in 9.2 above.

10. **Conduct at meetings**

The Speaker or the chairperson of the meeting in the event of a meeting other than a council meeting shall:

1. Maintain order during meetings
2. Ensure compliance with the Code of Conduct for Councillors during meetings
3. Ensure that meetings are conducted in accordance with the rules
4. Ensure that members conduct themselves in a dignified and orderly manner during meetings
5. Ensure that members of the public attending meetings are seated in areas designated for that purpose
6. Ensure that members of the public attending meetings conduct themselves in an orderly manner and obey any ruling made by the Speaker or chairperson of the meeting
7. Ensure that any councillor or member of the public refusing to comply with the ruling of the Speaker or chairperson leaves the meeting
8. Ensure that the Whip of each political party represented in the municipal council as well as the Whip of Council maintains discipline during any meeting.

11. Attendance Register for Council Meetings

- 11.1 Every Councillor attending a meeting must sign her/his name in the attendance register, which must be made available during the course of the meeting and which may be captured electronically.
- 11.2 Any reference in the Rules to being “present” at a meeting, shall include being present through remote attendance.
- 11.3 A member in remote attendance attends a meeting when such member is able at that time of a meeting to link into the digital platform on the day of the meeting and to:
 - (a) hear, and where practicable, see, and be so heard and, where practicable, be seen by the other members in attendance,
 - (b) hear, and where practicable see, and be so heard and, where practicable, be seen by, any stakeholder invited to attend the meeting granted a privilege to speak at the meeting, and
 - (c) be so heard and, where practicable, be seen by any other members of the public attending the meeting.
- 11.4 The presence of a member in terms of sub-rule 11.3 shall be deemed to be evidence for the attendance register.

12. Interpretation of rules

- 12.1 The ruling of the Speaker or the chairperson in the event of a meeting other than a council meeting, with regard to the application and interpretation of the rules as well as other procedural matters not dealt with in the rules shall be final and binding: Provided that the Speaker / chairperson may be required to provide reasons for a ruling.
- 12.2 Any ruling made by the Speaker must be made having due regard to the provisions of the Constitution, national and provincial legislation, municipal

by-laws and policies, the rule of law and the rules of natural justice.

- 12.3 Any interpretation and ruling made by the Speaker should be registered by the Municipal Manager in such register kept for this purpose by the Municipal Manager and kept for safekeeping similar to the agendas and minutes of all meetings.

13. Quorum and acts of council

- 13.1 A majority of the councillors (**50% plus 1**) must be present at a meeting of the council before any matter may be considered and / or voted on.
- 13.2 In the event of no quorum for a meeting, the meeting must be suspended for no more than 30 minutes, and if at the end of the said period there is still no quorum, the Speaker or chairperson may suspend the meeting for such a period he/she deems fit and thereafter adjourn the meeting to another date, time and/or venue.

14. Decisions and Voting

- 14.1 Subject to 14.3 below, all matters will be decided by a majority of councillors (50% plus 1) present at the meeting.
- 14.2 Before a formal vote is taken on any matter before the Council, the Speaker shall cause the bells to be rung for a period of 1 minute, after which all doors shall be closed and no member or other person shall be allowed to enter or leave the chamber.
- 14.3 Any matter referred to in section 160(2) of the Constitution shall be decided on by a majority of the councillors in the municipal council.
- 14.4 If the Speaker or chairperson of a meeting asks the meeting if it is in agreement with the recommendations and if it is not opposed by any member present, the recommendations are adopted.
- 14.5 In the event of there being opposition to a recommendation, the proposal to be decided upon will be done by means of voting, either by show of hands or if requested and approved by the Speaker or chairperson, by way of secret ballot.
- 14.6 If on any question there is an equality of votes, the Speaker or chairperson of the Committee may exercise a casting vote in addition to that particular councillor's deliberative vote, provided that the casting of such vote shall fall within the ambit of the powers duly delegated to the relevant committee: Provided that for those matters listed in section 160(2) of the Constitution, there will be no provision for a casting vote.
- 14.7 The Whip of Council shall count the votes and declare to the chairperson the result of the divisions. In the event of a secret ballot, the municipal manager shall hand to each councillor a ballot paper bearing the official mark or logo of the municipal council, and having the alternates to be voted for clearly

depicted thereon, substantially in accordance with the following:

Logo

Date:.....

Proposal or motion to be voted for	Councillor's vote (X) : For or against
1.	
2.	

- 14.8 The municipal manager shall collect all the ballot papers and the Whip will count same in the presence of a representative from each party represented on the council or committee and present at such meeting.
- 14.9 In the event that a meeting is held virtual, the chairperson of a meeting shall decide whether members can vote by the show of hands electronically, type in a message, or say "Yes" or "No" when the name of the councillor is called/read.
- 14.10 The Speaker or chairperson shall thereupon declare the motion carried or lost, and it shall be entered upon the minutes.
- 14.11 The number of members voting will be recorded, and the general result of the vote. The outcome of the voting will be announced by the Speaker.
- 14.12 A member may abstain from voting without leaving the chamber or disconnecting from a digital platform.
- 14.13 A member may request that his/her support / dissent / abstention be recorded in the minutes of the meeting.

15. When councillors may not attend and participate in the proceedings of the council, executive committee, portfolio committee or sub-committee

A councillor shall-

- 15.1. Disclose to the council, or to any committee of which that councillor is a member, any direct personal or private business interest that the councillor, or the spouse, partner or business associate of that councillor may have in any matter before the council or the committee;
- 15.2. Withdraw from the proceedings of the council or committee meeting when the matter is being considered by the council or committee, unless the council or the committee decides by resolution, that the councillor's direct or indirect interest in the matter is trivial or irrelevant. A councillor who has so disclosed his/her interest may, with the approval of majority of the members of the council or its committee, address the council or committee on the matter prior to the deliberation and vote on the matter taking place, subject always to the ruling of the Speaker or chairperson on the time to be allowed for such an address.

15.3 A councillor who, or whose spouse, partner or business associate or close family member, acquires or stands to acquire any direct benefit from a contract concluded with the municipality, must disclose full particulars of the benefit of which the councillor is aware at the first meeting of the council or committee of the council at which it is possible for the councillor to make a disclosure.

15.4 This provision does not apply to an interest or benefit which a councillor, or a spouse, partner or business associate or close family members, has or acquired in common with other residents and ratepayers of the municipality.

16. Walkout

If a councillor or group of councillors leave any meeting in protest, and the remainder of the councillors constitute a quorum the business of the meeting shall be proceeded with.

17. Count out

If during any sitting of the council or any committee, the attention of the Speaker or chairperson is called to the number of members present, he/she shall count them, and if found that there is not a quorum present, the matter shall be dealt with in accordance with 13 above.

18. Adjourned meetings

The council or a committee may adjourn a meeting to any date or hour, but no business shall be transacted at any adjourned meeting except such as was set out in the notice for the meeting of which it is an adjournment.

19. Order at adjournment

19.1 During the council meeting, officials and members of the public are to remain standing until the Speaker of Council, followed by the Mayor and councillors have left the Council chamber.

19.2 In an event where the meeting is held virtual, all members shall log out/exit from the meeting after the Speaker/chairperson has declared the meeting officially adjourned.

20. Notice of adjourned meeting

When a meeting is adjourned, notice of the adjourned meeting shall be sent out to each member of the council or committee, specifying the time, date and place of such adjourned meeting, except under the circumstances contemplated in 37 below.

21. Chairperson of meetings

21.1 At every meeting of the council the Speaker, or if he/she is not present, an

Acting Speaker shall be the chairperson. An acting Speaker may be elected by the majority of councillors present at any meeting of the council where the Speaker is not present.

- 21.2 The Mayor shall chair meetings of the Executive Committee and if not present, the Acting Mayor or if the Acting Mayor is also not available, an executive committee member designated in writing by the mayor, or any other councillor appointed by a majority members of the executive committee in attendance.
- 21.3 The chairpersons appointed by the Council shall chair meetings of the portfolio committees. No executive committee member shall chair the portfolio committees.
- 21.4 The person so appointed by the council or the Executive Committee shall chair meetings of committees and sub-committees; Provided where no such person was appointed, the members present may elect their own chairperson.

22. **Agenda**

- 22.1 Subject to 22.2 and 22.3 below, all meetings must be conducted in accordance with the order in which matters appear on the agenda and only matters which appear on the agenda may be debated.
- 22.2 The Speaker or chairperson may, after considering a duly motivated request, change the order of matters appearing on the agenda.
- 22.3 The Speaker or chairperson may, after considering a duly motivated request, direct that a matter be moved between the confidential and open parts of the agenda.

23. **Business at council meetings**

The order of business at every ordinary meeting of the council, the executive committee or a committee is as follows:

Council	Executive Committee	Committee
• Opening and welcome • Signing of Attendance Register • Election of acting speaker, (if necessary, and shall be chaired by the Municipal Manager). • Applications for leave of absence • Official Announcements/notices • Statements and communications by the Speaker • Proposal of condolences or congratulations by the Speaker • Proposal of condolences or congratulations by other members	- Opening and welcome • Signing of Attendance Register • Applications for leave of absence • Official Announcements/notices • Statements and communications by the Mayor • Presentations (if any) • Confirmation of minutes from previous minutes • Outstanding matters	- Opening and welcome • Signing of Attendance Register • Applications for leave of absence • Acceptance of the agenda • Announcements • Presentations (if any) • Confirmation of minutes from previous minutes • Outstanding matters • Reports for consideration

• Presentations (if any) • Confirmation of minutes from previous minutes • Outstanding matters • Consideration of notices of motion • Motions or proposals deferred from previous meeting • Questions of which notice has been given • Petitions • Reports from Ethics Committee • Report from Audit Committee • Reports of the Executive Committee, under the sections: recommendations to the council, decisions under delegated authority • Reports from MPAC • Reports on ward committees / consolidated report on ward committees • Report on SALGA activities • Input by the Traditional Leader • Reports - In-Committee; • Urgent reports - allowed only with the consensus of the chairperson; and	• Reports from Portfolio Committees • In-Committee reports • Urgent reports allowed-only with the consensus of the chairperson; and	• In-Committee reports • Urgent reports allowed only with the consensus of the chairperson; and
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24. Leave of absence

- 24.1 Applications for leave of absence from any council or committee meeting must be submitted to the Speaker or the chairperson in writing and signed by the member applying for leave.
- 24.2 All applications for leave must be submitted at least 12 hours before the starting time of the meeting.
- 24.3 The Speaker or chairperson shall grant leave at his or her discretion, and the Speaker is at liberty to reject such application for leave of absence.
- 24.4 Leave will be deemed to have been granted if a councillor has been delegated to attend a meeting or engagement on behalf of the council.

25. Minutes to be kept and confirmation thereof

- 25.1 Minutes of the proceedings of every meeting of the council and committee, shall be electronically or otherwise recorded and be kept for that purpose by the Secretary of Council. The Municipal Manager shall be responsible for the correctness of the same, and the minutes of every meeting shall be confirmed at the next ordinary meeting.
- 25.2 Minutes of the proceedings of every meeting of the council shall be word processed or typed and printed, and shall if confirmed, be signed at the next

ensuing ordinary meeting by the chairperson. Minutes shall be bound and kept secure.

- 25.3 The Municipal Manager must ensure that the minutes reflect the names of the members that attended the meeting, those that are absent and those that have been granted leave of absence.

26. **No discussion on minutes under confirmation of minutes**

No motion or discussion shall be allowed upon the confirmation of the minutes, except as to its accuracy.

27. **Petitions to be written, typed or printed**

Petitions, which must be clearly written, typed or printed, must be signed by not less than three citizens and must be couched in respectful language and presented to the office of the Speaker who shall, if he/she deems it necessary, bring the matter before the Petitions committee.

28. **Deputations to submit memorandum**

Deputations wishing to be received by the executive committee shall be required, in the first instance to send a duly motivated memorandum in writing requesting same, and the Municipal Manager shall bring the memorandum before the executive committee, which it may authorise, if it sees fit to receive the deputation, and to report to the council forthwith.

29. **Reception of deputations**

A deputation wishing to address the executive committee shall not exceed five in number, but only one member thereof shall be at liberty to address the committee (except in reply to questions from members of the committee) and only for a period not exceeding ten minutes. The committee shall not further consider the matter until the deputation shall have withdrawn itself from the meeting.

30. **Moving a report**

The Speaker or chairperson shall move the recommendation contained in a report unless he/she shall have previously stated his/her disagreement with it. The chairperson of a committee or other member presenting a report may withdraw or amend any section with the consent of the committee, only if it has been established that a particular item or items in the original report was or were incorrectly recorded or it has been established that it would be in the best interest of the council not to adopt a recommendation or a part or parts thereof.

31. **Motions**

- 31.1 No matter shall be brought before the council or a committee by any member of the council except upon a notice of motion, which shall be in writing and signed by the member giving the notice as well as the member seconding it: Provided that a person who has a personal electronic mail address from where he or she can be identified by the Municipal Manager, can submit such motion by electronic mail.
- 31.2 Any notice of motion shall be submitted to the Speaker or chairperson before 12:00, ten **(10) days** prior to the meeting of the council or committee.
- 31.3 A motion shall lapse if the member who submitted the motion is not present at the meeting where the motion is to be debated.
- 31.4 A member submitting a motion shall introduce such a motion and shall have the right of reply thereto.
- 31.5 When a member introduces a motion which is intended to rescind or amend a resolution passed by the council in the preceding three months or which has the purport as a motion that was not supported within the three preceding months shall not be entertained.
- 31.6 When dealing with motions the motion shall be read out together with the number thereof and the name of the mover.
- 31.7 The Speaker or chairperson shall ascertain which motions are unopposed and these shall be passed without debate and thereafter the opposed motions shall be called in accordance with the order of the agenda.
- 31.8 All notices of motion shall be dated and numbered as received by the Speaker, and shall be entered on the agenda paper in the order in which it was received, save and except that notices of amendment to motions shall be entered immediately after such notice of motion, irrespective of the time at which the notice shall have been received.
- 31.9 No member shall have more than two notices of motion on the same agenda at the same time.
- 31.10 Before any notice of motion is placed on the agenda paper it shall be submitted to the Municipal Manager who must obtain the written technical input from the various heads of department of the municipality, if it is required, and, who, if he/she be of the opinion that it is *ultra vires* existing legislation, shall cause the giver of the notice to be so informed. The giver of the notice shall however, have the right to appeal to a sub-committee comprised of the Speaker, Mayor and Whip of the Council, who shall review the matter and decide whether or not such notice of motion be placed on the agenda paper.
- 31.11 A motion affecting the making or amending of a by-law, shall be submitted to the Speaker for a report before the council passes a resolution in this regard.
- 31.12 The Speaker may disallow a motion which:
- May lead to discussions of a matter already dealt with on the agenda
 - Addresses a matter where the Council has no jurisdiction
 - Addresses a matter where a decision of a judicial or quasi-judicial

- body is pending
- Has not been seconded
- If passed, would be contrary to the law.

31.13 The mover with the consent of the seconder may withdraw a motion or amendment.

31.14 The Speaker or chairperson may call upon any mover of an amendment to a motion to reduce the same to writing, and, after signing it, to hand it to the Municipal Manager to read the amendments for the meeting to either adopt or reject such amendment.

31.15 Except upon the recommendation of the committee to which the council has delegated powers or duties to deal with the particular subject matter, no resolution passed at any meeting of the council shall be revoked or altered at any subsequent meeting unless notice of motion so to revoke or alter such resolution shall have been given to the Municipal Manager at least seven days before such subsequent meeting and the Municipal Manager shall, at least two days before such subsequent meeting, have forwarded a copy of such notice of motion to each councillor.

32. **Precedence of the Speaker**

- 32.1 During the sitting of the council or a committee, members, except lady members and members in traditional, cultural or religious headdress shall have their heads uncovered.
- 32.2 When speaking, councillors shall be standing, but at all times, address their speech to the Speaker or chairperson.
- 32.3 Whenever the Speaker or chairperson speaks, any member then speaking or offering to speak must be silent in order for the Speaker to be audible and speak without interruption.
- 32.4 The Speaker may disallow any address to the Council which is a repetition of what has been said or which is not relevant to the matter before the Council.

33. **Relevance**

A member who speaks shall confine his/her speech strictly to the motion or matter under discussion or to an explanation or a question of order.

34. **Councillor to speak once only**

Except for otherwise provided for in these rules, no speaker shall speak more than once on any recommendation, motion or proposal, provided that the Mayor or a member may reply in conclusion of a debate, but shall confine him / her to answering to previous speakers and shall not introduce any new matter into the debate.

35. **Debate management**

- 35.1 Time allocated to each political party or interest group will be determined by

the Speaker.

- 35.2 At least 24 hours before the meeting, the whip of each political party or interest group represented in the municipality will provide the Speaker or chairperson with a list indicating which items on the agenda are to be debated.
- 35.3 At least 12 hours before the meeting, the whip of each political party or interest group represented in the municipality will provide the Speaker or chairperson with a list indicating which members will speak on which item included in the agenda.
- 35.4 The Speaker will determine the allocation of time per item and inform the whips of the speaking time allowed to each member included in the list, based on the principle in 35.1 above.
- 35.5 Each political party or interest group represented in the municipality has the right to speak on each item on the agenda.

36. Length of speeches

- 36.1 No speech shall exceed **three (3)** minutes in length without the consent of the Speaker. This period shall exclude consecutive translation time required.
- 36.2 The Speaker or the chairperson shall be entitled to, at any time, to set, limit or extend reasonable time limits for the discussion of and/or any decision or any item or group of items on the relevant agenda.
- 36.3 The time limits shall be at the sole discretion of the Speaker or chairperson guided by the principles of fairness, democracy, efficiency and good governance.

37. Disorderly conduct of councillor and the duty of the chairperson

- 37.1 If at any meeting of the council or committee a councillor conducts himself or herself in an improper fashion, behaves in an unseemly manner or persistently obstructs business to be carried out or challenges the ruling of the Speaker or chairperson on any point of order or declines to withdraw an expression when required to do so by the chairperson or indulges in tedious repetition or unbecoming language or commits any breach of these rules, the chairperson shall direct such councillor to conduct himself or herself properly and, if speaking, to discontinue his/her speech and resume his/her seat, is he/she was standing.
- 37.2 In the event of persistent disregard of the directions of the Speaker or chairperson, the Speaker or chairperson shall direct such councillor to retire from the venue where the meeting is being held for the remainder of the meeting, and shall, if necessary, cause him/her to be ejected there from.
- 37.3 The Speaker or a chairperson may exclude from a meeting, for such period of time during the meeting as he/she may deem fit, any member who has so

committed an act of misconduct or behaved in an unseemly manner or persistently obstructed the business of the meeting or disregarded the authority of the chair, provided that a formal process will be initiated after the conclusion of the meeting.

- 37.4 Where a councillor refuses to retire or in the event of more than one councillor having to be ejected from the meeting, and such councillor/s refuse/s to leave the meeting, the Speaker shall request the **Sargent at Arms (Senior Security Officer)** to facilitate the removal of such councillor/s from the chamber. If this cannot be done orderly, the chairperson of a meeting may adjourn proceedings for a period not exceeding 15 minutes, in order for the relevant councillors to retire or to be ejected from the venue of the meeting. If, at the resumption of proceedings, the councillor/s have not left / been ejected, the meeting may be adjourned for another 10 minutes to address the situation. The chairperson may rule that after the second adjournment the meeting will re-convene at another venue and any councillor/s ordered to retire or so evicted or ordered to be evicted will be refused entry to the alternative venue. The Sargent at Arms of the council will ensure that such councillor/s do/es not enter such an alternative venue.

38. Obstruction by persons other than councillors

Any person, other than a councillor, who misconducts himself or herself, behaves in an unseemly manner or interrupts the proceedings of the council or any committee at any meeting shall, if the Speaker or chairperson so directs, be removed from the chamber or the venue where the meeting is being held. If the person refuses to leave, the Sargent-at-arms will be responsible to remove such person from the meeting. The chairperson may exclude such person from further admittance to the council chamber or the meeting venue for such period as it may be deemed fit.

39. Points of order and personal explanation

- 39.1 Any member, regardless of whether he/she addressed the Council on the matter under debate or not, may:
- raise a point of order
 - raise a point of personal explanation at the end of the debate
- 39.2 Any point of order or personal explanation will not constitute a speech and will therefore not affect the right of any member to speak on a particular item, provided that the member will not be allowed to spend more than 2 (two) minutes on the point of order or personal explanation.
- 39.3 Any member contemplated in 39.1 shall be entitled to be heard and the councillor speaking at the time shall remain silent until a ruling has been made by the Speaker or chairperson.
- 39.4 The ruling of the Speaker or chairperson on a point of order or on the admissibility of a personal explanation shall be final and shall not be open to discussion.
- 39.5 Any member will only be allowed to raise one point of order and one point of

personal explanation during the council meeting. Only one point of order on the same matter will be allowed.

- 39.6 Any member persisting in a point of order or personal explanation after a ruling has been made by the Speaker will be subject to the provision of point 38 above.
- 39.7 During virtual meetings, points of order or clarity must be texted into the debate via the instant messaging tool or verbally raise it during the discussion or debate. The Speaker will exercise discretion in terms of allowing such points to be heard. Non-essential use of the instant messaging (IM) tool such as complaints and general chat may be deemed as preventing the orderly proceedings in the Council and may be dealt with in terms of the disciplinary procedures of Council.
- 39.8 Microphones must be muted at all times unless called on by the Speaker to speak.

40. **Questions**

- 40.1 Any member may submit a question requiring a written reply from any political office bearer, the municipal manager or senior manager of the municipality, concerning any matter related to the effective performance of the functions of the municipality and the exercise of its powers, provided that a written notice of such a questions has been submitted to the Speaker or chairperson and the municipal manager at least **10 (ten) working days** prior to the council or committee meeting and the political office bearer and the municipal manager shall ensure that the member receive a written reply at the meeting.
- 40.2 If after the question has been replied to, a member is of the opinion that the reply is not clear or satisfactory, he or she may, with the permission of the Speaker or chairperson, request a follow up question.
- 40.3 All questions duly given notice of and all responses submitted shall be recorded in the minutes of the meeting.

41. **Terms of reference of sub-committees**

Upon the appointment of any sub-committee of the council, a committee shall specifically determine the terms of reference of such sub-committee and shall fix the quorum of such sub-committee. **The council's standing rules and orders shall apply to all sub-committees.**

42. **Council may increase or restrict powers**

With the exception of the Executive Committee whose functions are determined in terms of the Structures Act, and the committees whose functions and powers are determined in terms of Section 80 of the Structures Act by the Executive Committee, the council may at any time extend, withdraw or modify the duties and powers of a committee or sub-committee appointed in terms of Section 79 of the Structures Act.

43. **Minutes of Executive Committee, committees and sub-committees**

Every committee, including the Executive Committee, except when specifically exempted from this provision by a resolution of the council or the executive committee in view of the sensitivity, confidentiality or otherwise of the subject matter of a particular meeting and provided the final resolution or recommendation is duly recorded in writing, shall record minutes of its proceedings and cause the same to be duly kept by the Secretary of the Council. At every ordinary meeting of a committee the unconfirmed minutes shall be taken as read, with a view to confirmation, provided that a copy of such minutes shall have been sent to each member of the committee twenty four hours previously. No discussion shall be allowed upon the minutes, except as to their accuracy save at portfolio committees and even then at the sole discretion of the chairperson.

44. **Inspection of minute books by councillors**

The minutes of every council or committee shall be open for inspection by every member of the council during office hours; provided the demands of duties of the registry and secretariat staff are taken into account.

45. **Attendance of meetings by members of committees**

45.1 A councillor who is unable to attend a meeting of the Council or of a committee must apply to the Speaker or the chairperson, as the case may be, for leave not to attend such meeting.

45.2 Such application, stating the reasons for the absence, must be in writing and must be given to the Speaker or chairperson and copy to Council Secretariat by no later, in the case of Council meetings, than **forty-eight hours (48)** and, in the case of committee meetings, than **twenty-four hours (24)** before the meeting is to take place.

45.3 If for any reason it is not possible to give notice of absence as aforesaid, or in the case of an Urgent Meeting, then the application must in any event be given as soon as possible, together with a written explanation of why the application could not be given timeously.

45.4 It is in the sole discretion of the Council or the committee, as the case may be, whether or not such application should be granted.

46. **Return of Attendance of Meetings**

46.1 The Secretary to Council must for the first six months of a term of office of the Council after a general election and for each subsequent period of **six (6) months** thereafter, as soon as possible after the expiry of each such six monthly period, submit to the Council and include in the agenda of the meeting of the Council a return showing the attendance of each councillor at meetings of the Council and its committees.

- 46.2 The Secretary to Council must include in the return under sub-rule (1) above, explanatory notes with reference to rule 45 and the relevant provision(s) insofar as it relates to the specific Councillor's circumstances.

47. Sanctions for non-attendance of meetings and late arrivals

- 47.1 In the event that a councillor fails to attend a meeting without any application for leave of absence, a member will forfeit:
- 47.1.1. A day's remuneration for the first non-attendance of meeting.
 - 47.1.2. A day's remuneration for the second non-attendance of meeting.
 - 47.1.3. Two days' remuneration for each subsequent meeting of non-attendance.
- 47.2 In case where application was made but such application was refused, such councillor may be found guilty by the Council of acting contrary to the provisions of the rules of order read with the Code of Conduct and, on such a finding being made, such member forfeits –
- 47.2.1. Half of his or her day's remuneration for such refused application.
- 47.3 In an event where a councillor is late for Council or Council Committee meeting without prior notice to the Secretariat or Chairperson, such councillor forfeits a quarter of his or her day's remuneration.
- 47.4 A councillor must provide reasons for late arrival when notifying the secretariat and chairperson of his or her late arrival, which may be accepted or rejected by members in attendance.
- 47.5 In an event that the reasons for late arrival are rejected by committee members in attendance, such councillor forfeits a quarter of his or her day's remuneration.
- 47.6 In the event of a councillor being found guilty for being absent from three consecutive meetings of the Council or of the relevant committee, he or she shall be removed from office as a councillor with the approval of the MEC.
- 47.7 A recommendation of whether or not the councillor is guilty as aforesaid and, if so, what the appropriate sanction is, must be made by the Ethics Committee appointed by the Council. The decision that the councillor is to be removed from office has no effect unless confirmed by the MEC.
- 47.8 The committee must hold an enquiry into the councillor's absence as soon as possible after its appointment, and must provide to such councillor a full opportunity to address the committee or make representations regarding such councillor's absence and/or to address the committee or make representations regarding a lesser sanction than the ones permitted by subsection 47.1 and 47.2 hereof.

48. Members of council attending committee meetings of which they are not members

- 48.1 Members of the municipal council may attend the meeting of any committee that they are not a member of, but will in all instances be granted the status of an observer and will not be allowed to participate or vote at such meetings.
- 48.2 The provisions of 48.1 will not be applicable to the Municipal Public Accounts Committee (MPAC) and members of the executive will be requested to attend the MPAC meeting and the request for attendance will specify the matters that the member of the executive will be expected to address the MPAC on.
- 48.3 The rules with regard to agendas as set out above will also be applicable to requests to attend MPAC and address it.
- 48.4 Any member of the executive requested to attend the MPAC may instruct the municipal manager or a senior manager to accompany him/ her to the MPAC meeting but may not instruct such official to appear and address the MPAC on his / her behalf.

49. Information to be obtained from municipal manager or the head of department concerned

Subject to the provisions of 44 above, members of the council who desire to obtain from any official of the council information with regard to the administrative work of the council, which is not accessible to the general public, should address their enquiries firstly to the Municipal Manager and then to the relevant senior manager.

50. Information to the press or other media: In-committee discussions

- 50.1 The Mayor, or in his/her absence the Acting Mayor, the Speaker and the Municipal Manager in their discretion may, on application being made to him/her by any registered newspaper, radio station, television service or internet publisher, supply to such media or its representative, information and reports relating to the work of the municipality.
- 50.2 In view of the Municipal Manager, the Speaker or the Mayor being the authorised channel through which the media may receive information and reports, members of the council are therefore expected to refrain from sending to the media documents or information supplied to them with a view to their consideration by the council or any committee: **Provided that this clause shall not be construed as abrogating a councillors individual constitutional right to make press statements which reflect his/her own personal or political view and not that of the council, further provided however, that no discussion that took place in-committee may be conveyed to the public or the press except by the Mayor, Speaker or Municipal Manager.**
- 50.3 Chairpersons of committees must liaise with the Mayor, Speaker and

Municipal Manager for the publication of any information relating to committee and the Municipal Manager shall arrange, if approved, the publication of the relevant information.

51. **Suspension of standing orders**

No standing order shall be suspended without the vote of a majority of the members of the council or of three-fourths of the members present and a motion duly seconded to suspend the standing orders shall be put without debate.

52. **Legal defence and indemnification of councillors and officers of the council**

The council may determine the circumstances in which it will undertake the defence of or pay the legal costs or the total costs and the amount in respect of any legal proceedings, whether civil or criminal, a councillor or an official may have against any person, body, organisation or institution arising from the councillor's or official's capacity as a councillor or official of the Municipality.

53. **Speaker may refer matters for legal advice**

The Speaker shall be entitled, within the framework of the approved operational budget of the municipality and subject to the supply chain management policy, to refer any matter pertaining to the council and its proceedings, for legal opinion to the council's legal advisors.

54. **Activities prohibited within the council chamber or a meeting venue and the use of the council chamber by other persons or institutions**

54.1 The decorum of the council chamber as the official seat of governance of the Municipality shall at all times be respected and adhered to by any person or institution using the facilities.

54.2 The following activities are strictly prohibited from being conducted within the confines of the council chamber or a meeting venue of the council or its committees by any person:

- **Having a cellular telephone that is not on silent mode and speaking on a cellular phone during the meeting;**
- **Consuming any food or drink in his/her possession, excluding water provided at the meeting.**

54.3 Caucus meetings of the various political parties may be held in the chamber provided it is booked with the Secretary of Council prior to the meeting, and subject to such **bookings to be on a rotational basis for all the parties.**

54.4 The use of the council chamber by any other person or institution, other than a recognised committee, body of or person in the employ of the Municipality shall be subject to the approval by the Speaker, and at all times subject to the availability thereof in terms of the council's calendar of use, and the purpose

for which it is applied for. Applications for use shall be made in writing to the Speaker who shall confer with the Secretary of Council in making the venue available in writing.

55. Ward committees

The council may by resolution determine the rules of procedure for the election of ward committees, the procedures at meetings, the reporting rules, and the rendering of secretarial services to these committees.

56. Ethics of Council

The Council must conduct its business in a way that ensures that it is a free and independent institution, able to fulfil its role of representing the public. To do this, the Council and all its members must act in an ethical way and protect the powers, privileges and immunities of the Council.

57. Contempt of the Council

57.1 Contempt of the Council is conduct which potentially or actually interferes improperly with the ability of the Council, its committees or any of its members to perform their functions.

57.2 A breach of privilege is contempt of the Council.

57.3 Contempt's include, but are not limited to:-

57.3.1 Failing to attend Council or its Committee meetings, including when summoned to do so;

57.3.2 Failing to report to the Council or one of its Committees when required to do so;

57.3.3 Giving evidence to Council or any of its Committees knowing it to be false;

57.3.4 Giving someone an inducement not to give evidence to Council or any of its committees;

57.3.5 Making injurious comments and false statements when speaking in Council or any of its committees;

57.3.6 A breach of the rules, including a breach of the code of conduct;

57.3.7 Failing to obey the Speaker of Council's ruling, order and/or resolution of the Council; and

57.3.8 Deliberately and/or recklessly and knowingly providing materially, factually inaccurate and misleading information to the Council or any of its Committees.

58. Consideration by the Speaker

58.1 When a Councillor informs the Speaker of Council of a matter under rule 57, the Speaker of Council must determine whether contempt is involved.

58.2 In determining whether contempt is involved, the Speaker of Council must take into account the importance of the matter.

58.3 If the matter is technical or trivial and does not warrant further attention of Council, the matter does not constitute contempt.

58.4 The Speaker of Council's ruling shall be final.

59. **Speaker's decision**

If in the opinion of the Speaker of Council, the matter constitutes contempt, she/he must refer the matter to the Ethics Committee for processing in accordance with the Committees' **Terms of Reference**.

60. **Report of the Ethics Committee**

60.1 When the Committee has completed its proceedings on the matter, it must table a report on its findings with recommendations for consideration and decision by Council.

60.2 If the Committee finds that the Councillor concerned has committed a breach of privilege or contempt, the report must recommend an appropriate sanction as authorized by the provisions of the Code of Conduct for Councillors.

60.3 If the Committee considers it necessary and not prejudicial to the rights of any party to the matter, it may append submitted evidence to its report for Council's information.

61. **Decision by the Council**

61.1 The Committee must refer its report with recommendations to Council for approval.

61.2 The report of the Committee may not be debated in Council.

61.3 A roll call may be called where there is a possibility that the adoption of the report could result in personal liability to Councillors who support the adoption of the report.

61.4 Council may only approve or refer the report back to the Committee for reconsideration and report back.

61.5 Should Council not approve the reconsidered report of the Committee, the matter falls away.

62. **Sanctions and offences when contravening with the provisions of the rules**

Any person who wilfully contravenes any provision of these rules shall be guilty of an offence and shall be subject to the following sanctions imposed by the council:

62.1 Having a fine imposed by the council as determined by it from time to time for the categories of offences as approved by it by resolution from time to time;

62.2 Be suspended from the attendance of council or committee meetings as the

council may determine for such a period as the council may by resolution determine from time to time for the categories of offences as determined by it.

63. Introduction of draft by-laws

A draft by-law may only be introduced by a member or a committee of the Council; subject thereto that such draft shall only be introduced after submission thereof to the Executive Committee.

64. Introduction by member

64.1 A member introduces a draft by-law by submitting it together with a memorandum on the objects of the by-law to the Speaker.

64.2 The Speaker must on receipt of a draft by-law, present it together with any comments received in terms of sub-section 64.3, to the Executive Committee for consideration.

64.3 The Speaker must obtain the comments of the Municipal Manager on the contents of the draft by-law and may solicit the comments of any person.

64.4 The Executive Committee must within 3 months of receipt of a draft by-law from the Speaker, consider the matter and submit a report to the Council.

65. Introduction by Executive Committee

65.1 The Executive Committee may on own volition or after considering a request from the Municipal Manager or a committee, introduce a draft by-law.

65.2 If the Executive Committee on own volition decides to introduce a draft by-law, it shall obtain the comments of the Municipal Manager on the contents thereof and may solicit the comments of any person thereon.

65.3 The Executive Committee shall submit a report on its proposal to introduce a draft by-law to the Council in the form referred to in section 68.1.

66. First introduction to Council

66.1 A draft by-law introduced by a member or the Executive Committee shall be reported to the Council in the following form –

- (a) an executive summary of the draft by-law;
- (b) a memorandum on the objects of the by-law;
- (c) the need to regulate the conduct proposed in the draft by-law;
- (d) the contents of the proposed by-law;
- (e) other by-laws that must be repealed or amended if the draft by-law is adopted;

- (f) any relevant comments or proposals, and
 - (g) a recommendation.
- 66.2 Council after considering the report referred to in sub-section (1) must decide to either reject the proposed by-law, to refer it back to the Executive Committee or any other committee for reconsideration or to provisionally pass it, with or without amendment.
- 66.3 When the Council has rejected a proposed by-law no further by-law of the same substance may be introduced within a period of 6 months from the date of rejection.
- 66.4 When a proposed by-law has been provisionally passed, it must be advertised for public comment.

67. Publication

- 67.1 The Municipal Manager must as soon as possible after Council has provisionally passed a by-law, publish the draft by-law for public comment in at least two (2) newspapers, in such a manner that the public will have the opportunity to make representations with regard thereto.
- 67.2 The publication must be in at least three (3) of the official languages of the municipality.

68. Second introduction to Council

- 68.1 The Municipal Manager must as soon as possible after the closing date for public representations, submit a report to the Executive Committee together with:
- (a) a copy of the proposed by-law;
 - (b) copies of the advertisements in which the public was invited to make representations;
 - (c) any comments received from the public; and
 - (d) any other comments from the administration.
- 68.2 The Executive Committee must consider the report by the Municipal Manager and advise the Council to either pass the by-law, pass the by-law in an amended form or reject it.
- 68.3 When the Council has rejected a draft by-law, no by-law of the same substance may be introduced within a period of six (6) months from the date of rejection.
- 68.4 When a proposed by-law has been passed, it must be advertised in the Provincial Gazette.

69. Dress code

- 69.1 A member must, when attending a meeting of the Council or a committee, be dressed in such a manner as not to detract from the dignity of the meeting or the Council as a whole.
- 69.2 Without detracting from the generality of subsection (1), the following dress requirements must be observed by members, when attending meetings:
- (a) a member will not wear a shirt, blouse, jacket or other clothing apparel on which appear a logo, words or picture of any kind, except that of the manufacturer of such shirt, blouse, jacket or other clothing apparel, subject thereto that the Speaker may allow such logo, words or picture supporting a national humanitarian course.
 - (b) a member may not wear a T-shirt;
 - (c) a member may not wear short pants;
 - (d) a member may not wear sandals;
 - (e) a member may not wear clothes which are overly revealing of sexuality, and
 - (f) a member may not wear clothes which are dirty or torn.

Approved by Council on 26 April 2022