35. Chair May Separate Motions

The Chair may decide to put any motion to the vote in several parts.

36. Moved in a Block (en bloc)

The Chair must not allow any agenda items to be moved in a block (en bloc).

~~36~~37. Priority of address

In the case of competition for the right to speak, the Chair must decide the order in which the Councillors concerned will be heard.

~~37~~38. Motions in Writing

37.1 All motions, except procedural motions, should be in writing.

37.2 The Chair may adjourn the meeting while the motion is being written or the Council may defer the matter until the motion has been written, allowing the meeting to proceed uninterrupted.

~~38~~39. Repeating Motion and/or Amendment

The Chair may request a Council Officer to read the motion or amendment to the meeting before the vote is taken.

~~39~~40. Debate Must be Relevant to the Motion

39.1 Debate must always be relevant to the motion or question before the Chair, and, if not, the Chair must request the speaker to confine debate to the motion or question.

39.2 If after being requested to confine debate to the motion before the Chair, the speaker continues to debate irrelevant matters, the Chair may direct the speaker to not speak further in respect of the motion then before the Chair.

39.3 A speaker to whom a direction has been given under sub-Rule 39.2 must comply with that direction.

~~40~~41.Speaking Time Limits

40.1 A Councillor must not speak longer than the time set out below, unless granted an extension by the Chair:

40.1.1 the mover of a motion or an amendment which has been opposed: 5 minutes;

40.1.2 any other Councillor: 3 minutes; and

40.1.3 the mover of a motion exercising a right of reply: 2 minutes.

40.2 Only one extension is permitted for each speaker.

40.3 A motion to extend the speaking time cannot be moved:

40.3.1 until the original speaking time has expired; and

40.3.2 if another speaker has already commenced their contribution to the debate; and must be seconded.

40.4 Any extended speaking time must not exceed 1 minute.

40.5 All speakers must be timed, and a warning signal sound when 30 seconds of the allocated time is remaining.

40.6 In relation to Public Submissions under the Community Engagement Policy and for all other purposes where otherwise not specified in the Rules a 3 minute time limit will apply.

~~41~~42. Addressing the Meeting

If the Chair so determines:

41.1 any person addressing the Chair must refer to the Chair as Mayor or Chair, as the case may be;

41.2 all Councillors, other than the Mayor, must be addressed as

Councillor _____ (family name)

41.3 all members of Council staff, must be addressed by the appropriate title

_ (family name) as appropriate or by their official position title.

~~42~~43.Right to Ask Questions

42.1 A Councillor may, when no other Councillor is speaking, ask any question concerning or arising out of the motion or amendment before the Chair.

42.2 The Chair has the right to limit questions and direct that debate be commenced or resumed.

~~43.~~44 Questions From Councillors to Council Officers

43.1 An opportunity will be provided at each Council meeting for Councillors to direct questions to Council Officers on any matter relevant to a particular directorate.

43.2 A time limit of 3 minutes will apply to each Councillor.

Division 5 – Procedural Motions

~~44~~45. Procedural Motions

44.1 Unless otherwise prohibited, a procedural motion may be moved at any time and must be dealt with immediately by the Chair.

44.2 Procedural motions require a seconder.

44.3 Procedural motions may only be moved and seconded by Councillors as specified in the Procedural Motions Table.

44.4 Notwithstanding any other provision in this Chapter, procedural motions must be dealt with in accordance with the Procedural Motions Table.

Procedural Motions Table

Procedural Motion	Form	Mover & Seconder	Matter in Respect of Which Motion May be Moved	When Motion Prohibited	Effect in Carried	Effect if Lost	Debate Permitted on Motion
1. Adjournment of debate to later hour and/or date	That this matter be adjourned to *am/pm and/or *date	Any Councillor	Any matter	(a) During the election of a Chair; (b) When another Councillor is speaking	Motion and amendments postponed to the stated time and/or date	Debate continues unaffected	Yes
2. Adjournment of debate indefinitely	That this matter be adjourned until further notice	Any Councillor	Any matter except: (a) election of a Chair	(a) During the election of Ma Chair; (b) When another Councillor is speaking	Motion and any amendment postponed but may be resumed at any later meeting if on the agenda	Debate continues unaffected	Yes
3. The closure	That the motion be now put	A Councillor who has not spoken to the motion or any amendment of it	Any matter	During nominations for Chair	The Chair must call on the mover of the original motion or amendment of it amendment in respect of which the closure motion is carried to reply to the debate on the original motion or amendment and then immediately put the original motion or amendment to the vote. No further debate on, or amendment to the original motion or amendment is	Debate continues unaffected	No

4. Laying a question on the table	That the question lie on the table	A Councillor who has not spoken to the motion or any amendment of it	Any matter	(a) During the election of a Chair	Motion and amendments not further discussed or voted on until: (a) Council resolves to take the question from the table at the same meeting; (b) The matter is placed on an agenda and Council resolves to take the question from the table	Debate continues unaffected	No

Procedural Motion	Form	Mover & Seconder	Matter in Respect of Which Motion May be Moved	When Motion Prohibited	Effect in Carried	Effect if Lost	Debate Permitted on Motion
5. Previous question	That the question be not now put	A Councillor who has not spoken to the motion or any amendment of it	Any matter except: (a) election of a Chair;	a) During the election of a Chair; (b) When another Councillor is speaking; (c) When an amendment is before Council	a) No vote or further discussion on the motion until it is placed on an agenda for a later meeting; (b) Proceed to next business	Motion (as amended up to that time) put immediately without further amendment or debate	Yes

6. Proceeding to next business	That the meeting proceed to the next Business: Note this Motion (a) May not be amended (b) May not be debated (c) Must be put to the vote as soon as Seconded	A Councillor who has not spoken to the motion or any amendment of it	Any matter except: (a) Election of Chair	(a) During the election of a Chair (b) When another Councillor is speaking	If carried in respect of: (a) An amendment – Council considers the motion without reference to the amendment: (b) A motion – no vote or further discussion on the motion until it is placed on an agenda for a later meeting	Debate continues unaffected	No
7. Repetitious motion	The motion is a repetitious motion	A Councillor who has not spoken to the motion or any amendment of it	Any matter except: (a) Election of a Chair	(a) During the election of a Chair (b) When another Councillor is speaking	a) No vote or further discussion on the motion unless it is placed on an agenda for a latter meeting (b) Proceed to next business	Debate continues unaffected	Yes

Procedural Motion	Form	Mover & Seconder	Matter in Respect of Which Motion Prohibited	When Motion May be Moved	Effect in Carried	Effect if Lost	Debate Permitted on Motion

8. Dissent from the Chair's ruling	That the Chair's ruling be dissented from	Any Councillor 1. Once moved and seconded, the Chair must leave the Chair and a temporary Chair elected 2. The temporary Chair must invite the mover and seconder to state the reasons for his or her dissent and the Chair may then reply. 3. The motion must then be put	Any ruling made by the Chair		If carried, the Chair must resume the Chair, reverse his or her previous ruling and proceed. The motion is in no way a motion of censure or non-confidence, and should not be so regarded	If lost, the Chair resumes the Chair and the meeting proceeds	No, other than that the mover and seconder may state the reasons for his or her dissent and the Chair may then reply
9. Suspension of standing orders	That standing orders be suspended	Any Councillor	Any matter		1. The formalities of the meeting procedure are temporarily disposed of 2. No motion can be accepted by the Chair or lawfully be dealt until standing orders	The formalities of the meeting procedure remain in place	Yes
10. Resumption of standing orders	That standing orders be resumed	Any Councillor	Any matter	When standing orders have not been suspended	The formalities of the meeting procedure are reinstated	1. The formalities of the meeting procedure remain temporarily disposed of. 2. No motion can be accepted by the Chair or lawfully be dealt until standing orders are resumed	Yes

Procedural Motion	Form	Mover & Seconder	Matter in Respect of Which Motion May be Moved	When Motion Prohibited	Effect in Carried	Effect if Lost	Debate Permitted on Motion
11. Close the meeting to the public	That the meeting be closed to the public in accordance with section 66 of the Act to Consider…. Because….	Any Councillor	Any matter included in the definition of Confidential Information prescribed in section 3 of the Act	When the meeting is already closed to the public	The meeting is closed to the public	The meeting remains open to the public	Yes
12. Reopen the meeting to the public	That the meeting be reopened to the Public	Any Councillor	Any matter	When the meeting is already open to the public	The meeting is opened to the public	The meeting remains closed to the public	Yes
13. Continuance of Meeting	That the meeting continue to #.##pm	Any Councillor	Any matter		The time limit specified in Rule 16 is to be substituted with the time limit specified in the continuance motion	The meeting stands adjourned to a time, date and place to be then and there announced by the Chair	No
14. No recording of proceedings	That Council revokes consent for the recording of the Meeting	Any Councillor	A decision to record, or consent to recording of proceedings under Rule 69		Consent to record proceedings is revoked	The meeting continues unaffected	Yes
~~**15.** En bloc motions~~	~~That the following Items …. Be moved en bloc as per the Council Officers' recommendation~~	~~Any Councillor~~	~~Only for matters listed on the agenda under the heading 'Business'~~	~~Items relating to planning matters or that involve statutory third party rights~~	~~Move to next item of business~~	~~The meeting continues unaffected~~	~~Yes~~

Division 6 – Rescission Motions

~~45~~46. Notice of Rescission

45.1 A Councillor may propose a motion to rescind or to vary a previous resolution of the Council by a notice of rescission provided:

45.1.1 the resolution proposed to be rescinded has not been acted on; and

45.1.2 it has been signed and dated by at least three Councillors;

45.1.3 the notice of rescission is delivered to the Chief Executive Officer within 24 hours of the resolution having been made setting out -

(a) the resolution to be rescinded; and

(b) the meeting and date when the resolution was carried.

45.2 The Chief Executive Officer or an appropriate member of Council staff, may implement a resolution at any time after the close of the meeting at which it was made. A resolution will be deemed to have been acted on if:

45.2.1 its contents have or substance has been communicated in writing to a person whose interests are materially affected by it; or

45.2.2 a statutory process has been commenced so as to vest enforceable rights in or obligations on the Council or any other person.

45.3 The Chief Executive Officer or an appropriate member of Council staff must defer implementing a resolution which:

45.3.1 has not been acted on; and

45.3.2 is the subject of a notice of rescission which has been delivered to the Chief Executive Officer in accordance with sub-Rule 45.1.3,

unless deferring implementation of the resolution would have the effect of depriving the resolution of efficacy.

~~46~~47. If Lost

If a notice of rescission is lost, a similar motion may not be put before the Council for at least three months from the date it was last lost, unless Council resolves that the notice of motion be re-listed at a future meeting.

~~47~~48. If Not Moved

If a motion for rescission is not moved at the meeting at which it is listed, it lapses and a similar motion may not be put before the Council for at least three months from the date on which it lapsed.

~~48~~49. May be Moved by Any Councillor

A motion for rescission listed on an agenda may be moved by any Councillor present, but may not be amended.

~~49.~~50 When Not Required

49.1 Unless sub-Rule 49.2 applies, a motion for rescission is not required where the Council wishes to change policy.

49.2 The following standards apply if the Council wishes to change a policy:

49.2.1 if the policy has been in force in its original or amended form for less than 12 months, a notice of rescission must be presented to the Council; and

49.2.2 any intention to change a Council policy, which may result in a significant impact on any person, should be communicated to those affected and this may include publication and consultation, either formally or informally.

Division 7 – Points of Order

~~50~~51. Chair to Decide

The Chair must decide all points of order by stating the provision, rule, practice or precedent which they consider applicable to the point raised without entering into any discussion or comment.

~~51~~52. Chair May Adjourn to Consider

51.1 The Chair may adjourn the meeting to consider a point of order but otherwise must rule on it as soon as it is raised.

51.2 All other questions before the meeting are suspended until the point of order is decided.

~~52~~53. Dissent From Chair's Ruling

52.1 A Councillor may move that the meeting disagree with the Chair's ruling on a point of order, by moving:

52.2 "That the Chair's ruling [setting out that ruling or part of that ruling] be dissented from".

52.3 When a motion in accordance with this Rule is moved and seconded, the Chair must leave the Chair and the Deputy Mayor (or, if there is no Deputy Mayor or the Deputy Mayor is not in attendance, temporary Chair elected by the meeting) must take their place.

52.4 The Deputy Mayor or temporary Chair must invite the mover and seconder to state the reasons for their dissent and the Chair may then reply.

52.5 The Deputy Mayor or temporary Chair must put the motion in the following form:

52.6 "That the Chair's ruling be dissented from."

52.7 If the vote is in the negative, the Chair resumes the Chair and the meeting proceeds.

52.8 If the vote is in the affirmative, the Chair must then resume the Chair, reverse or vary (as the case may be) their previous ruling and proceed.

52.9 The defeat of the Chair's ruling is in no way a motion of censure or non- confidence in the Chair, and should not be so regarded by the meeting.

~~53~~54. Procedure for Point Of Order

A Councillor raising a point of order must:

53.1 state the point of order; and

53.2 state any section, Rule, paragraph or provision relevant to the point of order

~~54~~55. Valid Points Of Order

54.1 A point of order may be raised in relation to:

54.1.1 a motion, which, under Rule 24, or a question which, under Rule 55, should not be accepted by the Chair;

54.1.2 a question of procedure;

54.1.3 a Councillor who is not conducting themselves in accordance with the Councillor Code of Conduct;

54.1.4 debate that is irrelevant to the matter under consideration;

54.1.5 constitutes a tedious repetition of something already said;

54.1.6 a matter that is outside the powers of the Council;

54.1.7 is offensive; or

54.1.8 any act of disorder.

54.2 A point of order may not be raised to express a mere difference of opinion or to contradict a speaker

Division 8 – Questions From the Community

~~55~~56. Question Time

55.1 There must be a public question time at every Council meeting fixed under Rule 9 to enable members of the public to submit questions to the Council, except in meetings that are closed to the public in accordance with section 66(2) of the Act.

55.2 Public question time will not exceed 30 minutes in duration, unless by Council resolution, in which case the time may be extended for one period of up to 15 minutes.

55.3 Questions/Statements submitted to the Council:

55.3.1 must be in writing, state the name, telephone number and address of the person submitting the question and the date;

55.3.2 must be sent electronically or received by the Chief Executive Officer prior to 12noon on the day of the Council meeting; and

55.3.3 will have the details of the authors verified as far as practicable.

55.4 Members of the public may speak to up to three (3) minutes, and may make statements or ask questions on general matters, or those that relate to a topic on the agenda. Questions may only be asked of Council and may not be directed to individual Councillors or officers.

55.5 No person may submit more than two (2) questions to be answered at any one (1) meeting. A question may be split into a maximum of two parts only. If more than two parts to a question are received, only the first two parts will be considered. Similarly, if more than two questions are received to be answered in person, only the first two questions will be considered. All parts of the question must be relevant to the same subject.

55.6 All questions and answers must be as brief as possible, and no further questions will be taken from the answers given, and no discussion may be allowed other than by Councillors for the purposes of clarification.

55.7 A maximum of three (3) questions will be heard on any one subject. Like questions may be grouped together and a single answer provided. Questions in relation to the listed agenda items will be given priority, and if time allows, questions about items other than those listed will be considered.

55.8 Questions that relate to items on the meeting agenda will not be referred to officers. A Councillor may facilitate a question received at the time on the agenda that the item is to be discussed.

55.9 Members of the public submitting questions or making statements should be in person in the gallery at the Council meeting. For members of the public unable to attend the meeting in person, consideration may be given for the requester to attend a meeting via electronic communications.

55.10 Where the requirements to present a question in writing and/or in English unreasonably prevents or hinders participation in public question time, assistance with submitting questions is available from Council, via an interpreter service if required.

55.11 The Chair may, subject to rule 55.12, permit a representative to attend or read a question on behalf of a person who is unable to attend the meeting, or read a question, because of a personal characteristic or attribute protected by law, such as (but not limited to) having a disability, their age or status as a carer.

55.12 The Chair shall not exercise his or her discretion to permit a representative in accordance with sub-Rule 55.11 on the ground of inconvenience alone.

55.13 Members of the public are requested to ensure their input remains constructive and of value to Council decision-making.

55.14 The Chair may respond or may nominate an Officer to respond to a question.

55.15 The Chair or the CEO may require a question to be put on notice. If a question is put on notice, a written copy of the answer will be sent to the person who asked the question.

55.16 The CEO may advise the Council that the reply to a question should be given in a meeting closed to members of the public. The CEO must state briefly the reason why the reply should be so given and, unless Council resolves to the contrary, the reply to such question must be given so.

55.17 A written response to a question will be sent to any person who chooses not to ask a question to Council in person or via electronic means (virtually). A copy of these questions and responses will be tabled and inserted into the minutes of the following Council meeting.

55.18 The name of the person, the statement or question and the response (if the question and response are read out at the meeting) must be recorded in the Minutes, as an official record of the questions dealt with at the Meeting.

55.19 A question/statement may be disallowed by the Chair if the Chair determines that it:

55.19.1 relates to a matter outside the duties, functions and powers of the Council;

55.19.2 is potentially defamatory, indecent, abusive, offensive, irrelevant, trivial or objectionable in language or substance;

55.19.3 deals with a subject matter already answered;

55.19.4 is aimed at embarrassing a Councillor or a member of Council staff;

55.19.5 relates to personnel matters;

55.19.6 relates to the personal hardship of any resident or ratepayer;

55.19.7 relates to industrial matters;

55.19.8 relates to contractual matters;

55.19.9 relates to proposed developments;

55.19.10 relates to legal advice;

55.19.11 relates to matters affecting the security of Council property;

55.19.12 relates to any other matter which the Council considers would prejudice the Council or any person; or

55.19.13 relates to electoral matter during an election period.

55.20 Any question which has been disallowed by the Chair must be made available to any other Councillor upon request.

Division 9 – Petitions and Joint Letters

~~56~~57. Petitions and Joint Letters

56.1 Unless the Council determines to consider it as an item of urgent business, no motion (other than a motion to receive the same) may be made on any petition, joint letter or other like application until the next fixed Council meeting after that at which it has been presented.

56.2 It is incumbent on every Councillor presenting a petition or joint letter to acquaint themselves with the contents of that petition or joint letter, and to ascertain that it does not contain language which is disrespectful towards the Council and that the contents do not violate a Local Law.

56.3 Every Councillor presenting a petition or joint letter to the Council must:

56.3.1 write or otherwise record their name at the beginning of the petition or joint letter; and

56.3.2 confine themselves to a statement of the persons from whom it comes, the number of signatories to it, the material matters expressed in it and the text of the preamble or request.

56.4 Every petition or joint letter presented to Council must be in writing, and contain the request of the petitioners or signatories and be signed by at least 5 people.

56.5 A petition may include a preamble on every page of a petition, consisting of the following words:
"We the undersigned hereby petition the Stonnington City Council…."

56.6 Every petition or joint letter must be signed by the persons whose names are appended to it by their names or marks, and, except in cases of incapacity or sickness, by no one else and the address of every petitioner or signatory must be clearly stated.

56.7 Any signature appearing on a page which does not bear the text of the whole of the petition or request may not be considered by the Council.

56.8 Electronic or online petitions, joint letters, memorials or like applications must contain the name and email address of each petitioner or signatory, which details will, for the purpose of this Rule 56, qualify as the address and signature of such petitioner or signatory.

56.9 If a petition, joint letter, memorial or other like application relates to an operational matter, the Council must refer it to the Chief Executive Officer for consideration.

10 Public Submissions

~~57~~58. Public Submissions Under the Community Engagement Policy

Where a person is given a right to make a submission under the Community Engagement Policy and requests to appear in person (or to be represented by a person specified in the submission) at a Council meeting to be heard in support of the submission, the time limit for such hearing shall be 3 minutes, except that the Chair may allow the hearing to exceed 3 minutes.

Division 11 – Voting

~~58~~59. How Motion Determined

58.1 To determine a matter before a meeting, the Chair must first call for those in favour of the motion and then those opposed to the motion, and must then declare the result to the meeting.

58.2. Each Councillor at a Council meeting who is entitled to vote, is entitled to one vote.

58.3. Where the vote is not unanimous, the Chair must state the names of those Councillors voting in the affirmative, those Councillors voting in the negative and those Councillors abstaining (negative vote).

~~To determine a motion before a meeting, the Chair must first call for those in favour of the motion and then those opposed to the motion, and if required, identify a Councillor who has abstained from voting, and must then declare the result to the meeting.~~

60Silence

Subject to Rule 62, voting must take place in silence.

61. Recount

The Chair may direct that a vote be recounted to satisfy themselves of the result.

~~61~~62. Casting Vote

61.1 In the event of a tied vote, the Chair must exercise a casting vote.

61.2 The Chair may adjourn a meeting to consider how their casting vote will be cast.

~~62~~63. How Votes Are Cast

Voting on any matter is by show of hands or such other visible or audible means as the Chair determines.

~~63. Procedure for a Division~~

~~63.1 Immediately after any question is put to a meeting and before the next item of business has commenced, a Councillor may call for a division.~~

~~63.2 When a division is called for, the vote already taken must be treated as set aside and the division shall decide the question, motion or amendment.~~

~~63.3 When a division is called for, the Chair must:~~

~~63.3.1 first ask each Councillor wishing to vote in the affirmative to raise a hand and, upon such request being made, each Councillor wishing to vote in the affirmative must raise one of their hands. The Chair must then state, and an authorised officer must record, the names of those Councillors voting in the affirmative; and~~

~~63.3.2 then ask each Councillor wishing to vote in the negative to raise a hand and, upon such request being made, each Councillor wishing to vote in the negative must raise one of his or her hands.~~

~~The Chair must then state, and an authorised officer must record, the names of those Councillors voting in the negative.~~

~~63.3.3 if required, then ask each Councillor wishing to abstain from voting to raise a hand and, upon such request being made, each Councillor wishing to abstain from voting must raise one of their hands. The Chair must then state, and an authorised officer must record, the names of those Councillors abstaining from voting.~~

64. No Discussion Once Declared

Once a vote on a question has been taken, no further discussion relating to the question is allowed unless the discussion involves:

64.1 a Councillor requesting, before the next item of business is considered, that their opposition to a resolution be recorded in the minutes; or

64.2 foreshadowing a notice of rescission where a resolution has just been made, or a positive motion where a resolution has just been rescinded.

12 Minutes

65. Confirmation of Minutes

65.1 At every Council meeting the minutes of the preceding meeting(s) must be dealt with as follows:

65.1.1 a copy of the minutes must be made available to each Councillor no later than 48 hours before the next meeting;

65.1.2 if no Councillor indicates opposition, the minutes must be declared to be confirmed;

65.1.3 if a Councillor indicates opposition to the minutes:

(a) they must specify the item(s) to which they object;

(b) the objected item(s) must be considered separately and in the order in which they appear in the minutes;

(c) the Councillor objecting must move accordingly without speaking to the motion;

(d) the motion must be seconded; (e) the Chair must ask:

"Is the motion opposed?"

(f) if no Councillor indicates opposition, then the Chair must declare the motion carried without discussion and then ask the second of the questions described in sub-Rule 65.1.3(k);

(g) if a Councillor indicates opposition, then the Chair must call on the mover to address the meeting;

(h) after the mover has addressed the meeting, the seconder may address the meeting;

(i) after the seconder has addressed the meeting (or after the mover has addressed the meeting if the seconder does not address the meeting), the Chair must invite debate by calling on any Councillor who wishes to speak to the motion, providing an opportunity to alternate between those wishing to speak against the motion and those wishing to speak for the motion;

(j) if, after the mover has addressed the meeting, the Chair invites debate and no Councillor speaks to the motion, the Chair must put the motion; and

(k) the Chair must, after all objections have been dealt with, ultimately ask:

"The question is that the minutes be confirmed" or

"The question is that the minutes, as amended, be confirmed", and they

must put the question to the vote accordingly;

65.1.4 a resolution of the Council must confirm the minutes and the minutes must, if practicable, be signed by the Chair of the meeting at which they have been confirmed;

65.1.5 the minutes must be collated annually and

65.1.6 unless otherwise resolved or required by law, minutes of a Delegated Committee requiring confirmation by the Council must not be available to the public until confirmed by the Council.

66. No Debate on Confirmation of Minutes

No discussion or debate on the confirmation of minutes is permitted except where their accuracy as a record of the proceedings of the meeting to which they relate is questioned.

67. Deferral of Confirmation of Minutes

The Council may defer the confirmation of minutes until later in the Council meeting or until the next meeting if considered appropriate.

68. Form and Availability of Minutes

68.1 The Chief Executive Officer (or other person authorised by the Chief Executive Officer to attend the meeting and to take the minutes of such meeting) must keep minutes of each Council meeting, and those minutes must record:

68.1.1 the date, place, time and nature of the meeting;

68.1.2 the names of the Councillors in attendance and the names of any Councillors who apologised in advance for their non-attendance;

68.1.3 the names of the members of Council staff in attendance;

68.1.4 any disclosure of a conflict of interest made by a Councillor, including the explanation given by the Councillor under Chapter 5 and whether the conflict of interest was said by the Councillor to be a general conflict of interest or a material conflict of interest;

68.1.5 arrivals and departures (including temporary departures) of Councillors during the course of the meeting;

68.1.6 each motion and amendment moved (including motions and amendments that lapse for the want of a seconder);

68.1.7 the vote cast by each Councillor, unless carried unanimously; ~~upon a division and any abstention from voting;~~

68.1.8 the name of each Councillor who spoke to a motion or amendment ~~the vote cast by any Councillor who has requested that their vote be recorded in the minutes~~;

68.1.9 questions upon notice;

68.1.10 the failure of a quorum;

68.1.11 any adjournment of the meeting and the reasons for that adjournment; and

68.1.12 the time at which standing orders were suspended and resumed.

68.2 The Chief Executive Officer must ensure that the minutes of any Council meeting are:

68.2.1 published on the Council's website; and

68.2.2 available for inspection at the Council's office during normal business hours.

68.3 Nothing in sub-Rule 68.2 requires the Council or the Chief Executive Officer to make public any minutes relating to a Council meeting or part of a Council meeting closed to members of the public in accordance with section 66 of the Act.