

Procedures for Electors Meetings

In accordance with regulation 18 of the *Local Government (Administration) Regulations 1996*, the procedures to be followed at electors' meetings are to be determined by the person presiding over the meeting, being the President.

The following procedures have been approved by the President for electors' meetings (both for the Annual General Meeting of Electors and Special Electors Meetings):

1. Only electors of the Shire of Donnybrook Balingup are entitled to ask questions and vote.
2. Any motions are to be moved and seconded before any discussion is to occur.
3. A mover for a motion has two minutes in which to speak on the motion.
4. The seconder for a motion has two minutes in which to speak on the motion.
5. Debate may ensue.
6. The mover of a motion has the right of reply, for up to two minutes.
7. All motions are determined by a majority vote of electors present.
8. Each elector present at the meeting is entitled to one vote on each matter to be decided but does not have to vote.
9. All decisions are to be made by a simple majority vote.
10. Voting is to be conducted so that no voter's vote is secret.
11. There will be no adverse reflection on Elected Members or Shire employees and should this occur, the question or motion will be ruled out of order and the elector will be asked to resume their seat.
12. Any other rules or procedures not defined are to be determined by the President, as the person presiding over the meeting.

Questions from Electors

1. Only Shire of Donnybrook Balingup electors may submit questions to the Shire. All questions must be submitted in writing.
2. Questions asked at the Annual General Meeting of Electors must relate to a matter within the remit of the Shire of Donnybrook Balingup.
3. The President shall decide to accept or reject any written question and the President's decision is final. Where there is any concern about a question being offensive, defamatory or the like, the President will make a determination in relation to the question. Questions determined as offensive, defamatory or the like will not be published.
4. The Shire will accept a maximum of three (3) questions per elector. To ensure equity and consistency, each part of a multi-part question will be treated as a question in its own right.
5. Written questions lodged by 4pm Tuesday 27 January 2026, prior to the scheduled Annual General Meeting of Electors will be responded to, where possible, at the Annual General

Meeting of Electors. These questions, and their responses, will be distributed to Elected Members and made available to the public in written form at the meeting.

6. Questions must be sent via email to Shire@donnybrook.wa.gov.au.
7. Questions unable to be responded to at the Annual General Meeting of Electors will be taken on notice. In this case, a written response will be provided as soon as possible and included on the agenda of the next Council meeting, or if that is not possible, the agenda for the following Council meeting.
8. Questions and any responses will be summarised and included in the minutes of the Annual General Meeting of Electors.

Motions from Electors

9. Any motions to be moved at the Annual General Meeting of Electors should be received in writing by the Shire by 4pm Tuesday 27 January 2026. Motions must be submitted via email to shire@donnybrook.wa.gov.au
10. Preference will be given to those electors that submit motions in writing by the required time. Time permitting, the President may consider further motions from the floor.
11. To give fair opportunity to all electors in attendance, an elector can only move one motion at a time.