

Meetings Procedure Workshop (90 min)

Terry Bramham is conducting this virtual workshop designed for **Councillors and all Council staff** members who attend Council meetings and who want to gain a better understanding of meetings procedure.

In addition to being practical, the workshop will discuss scenarios relating to the **10 most common meetings procedures** in Local Government including:

- Disclosing a conflict of interest;
- Moving a motion;
- Foreshadowing a substitute motion;
- Debate;
- Amending a motion;
- Moving a procedural motion;
- Making a point of order;
- Moving a rescission motion;
- Voting; and
- Divisions.

The workshop will also consider the important role of the Chairperson in order to ensure the proper conduct of Council meetings and facilitate good governance.

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WORKSHOP DETAILS:

DATE: Wed, 20 Oct 2021

VENUE: Virtual - via Zoom

TIME: 10.00am – 11.30am

COST: \$165.00 (incl. GST) *All course materials will be provided.*

To register for this workshop -

Email your booking and contact details, register online or complete the registration form and return to our office by email or fax

Booking Contact: _____

Job Title: _____

email: _____

Registrant Name: _____

Job Title: _____

email: _____

Registrant Name: _____

Job Title: _____

email: _____

Council: _____

Phone: _____

Complete registrant details if different from above:

Registrant Name: _____

Job Title: _____

email: _____



Number of registrants

Purchase Order # (if required)