



Precinct Rules and Procedures

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Contact Officer:	Precinct Coordinator
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The Chairperson is responsible for guiding and controlling the meeting and ensuring that debate is conducted in accordance with standard meeting practice. It may be necessary to limit the number and length of time a particular person can discuss a matter, to ensure that no one individual dominates the meeting.

Matters to be discussed and voted on should be formulated as a motion. When sufficient discussion has occurred, members should be asked to vote on the motion and the number of people voting for, against and abstaining, will be recorded in the minutes.

5. Voting at a Precinct Meeting

Only residents, tenants and property owners within the designated Precinct area are eligible to vote at their local Precinct meeting. Each precinct member is eligible to receive one vote each, regardless of the number of properties they own in the Precinct area. Further clarification regarding voting is contained within appendix 1.

The Chairperson is permitted to vote and will also exercise a casting vote in the event that a vote is tied.

The Secretary is permitted to vote.

Visitors and guest speakers are NOT eligible to vote.

6. The Precinct Executive

The Executive of a Precinct comprises the Chairperson and Secretary.

Precincts may elect additional members to assist the Executive. For example the Precinct meeting may wish to elect a Treasurer or an Assistant Secretary.

The Executive is to ensure that residents, tenants and property owners are given at least five days advance notice of a scheduled meeting.

The Executive is to send the agenda, associated documents, minutes, Council responses and any other relevant documents to those residents in the precinct who have requested they receive them. Council will assist the precincts by publishing, on its website, the minutes of the Precinct Committee meetings.

The Executive may need to call a Special Meeting if a decision on a matter is needed before the next scheduled meeting is to be held. For example this may occur when comments are required for a Development Application (DA) submission.

In exceptional circumstances, when an issue affects more than one Precinct, the respective Precinct Executives may facilitate the calling of a combined meeting.

All Precinct correspondence or requests to Council are to be directed to the Precinct Coordinator at Randwick City Council and can only be lodged by the Precinct Executive.

Precincts must keep accurate financial records, which are to be prepared for the Annual General Meeting (AGM). The role of Treasurer may be performed by either the Secretary or the Chairperson.

Should a new Executive be appointed at the AGM, the outgoing Executive is to ensure a smooth handover of all financial records and mailing lists to the incoming Executive. The Executive is to bear in mind that they are custodians of this information only and there are strict privacy restrictions on the release of such information.

The AGM for each Precinct will be held in November of each year when the Executive office bearers are elected.

Appointment to the position of a Chairperson and Secretary will commence upon election and become vacant on the day of the next AGM in November of the following year. If a vacancy should occur for any of the Executive positions during the year, an election shall be held to fill such a vacancy at the next Ordinary Meeting.

A person may not hold an executive position (i.e. chair and/or secretary) on the Precinct for more than two consecutive years. Any extension beyond this time must be through a formal request in writing to the General Manager of Randwick City Council giving reasons for the request.

The General Manager, in approving a request for an extension of term will consider whether:

- the Precinct has held a properly constituted AGM, with the opportunity for anyone to stand for an Executive position
- the Precinct has provided the Council with a copy of the AGM minutes
- the General Manager is satisfied that the Precinct is operating within the Rules and Procedures of Precincts, in particular by regularly sending the Precinct meeting minutes to the Council

7. The Chairperson

The Chairperson is responsible for preparing an Agenda for each meeting. The Chairperson should follow this Agenda, however if the meeting wishes to bring forward special items such as a guest