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**REPORT 5**  
*(1215/12/IM)*

## **AMENDMENT OF THE TAWA COMMUNITY BOARD STANDING ORDERS**

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### **1. Purpose of Report**

To amend the Tawa Community Board Standing Orders 46 to 48 and 195 and 199 to allow for easier options for the Chairing of Board meetings in the absence of the Chair and for the public to interact with the Board at meetings.

### **2. Recommendation**

It is recommended that the Tawa Community Board:

1. *Receive the information.*
2. *Agree to delete Standing Orders 46, 47 and 48 and that they are replaced as follows:*
  46. *The Chairperson shall preside at each meeting of the Board at which they are present unless the Chairperson vacates the chair for a particular meeting or part thereof.*
  47. *If the Chairperson is absent or withdraws from the meeting then the Deputy Chairperson shall preside at that meeting of the Board.*
  47. (a) *For that meeting only, the Deputy Chairperson or Board Member elected to preside shall be entitled to exercise all the powers normally exercised by the Chairperson.*
  48. *If both the Chairperson and the Deputy Chairperson are absent from any meeting of the Board then the Board Members present shall elect one of their number to preside at that meeting of the Board. If more than one Board Member seeks election, the matter shall be decided using the voting system described in Standing Order 170.*

3. *Agree to delete Standing Orders 195 and 199 and that they are replaced as follows:*

***Public Participation***

*195. A period of at least **10 minutes** shall be set aside near the beginning of Board meetings [cf **Item 3** in **S.O.72**] to enable members of the public to make statements about any matter that may be of importance to the residents of Tawa.*

*199. A member of the public wishing to raise a substantive matter should be invited to present it under the provisions of **S.O. 200 - 204 [Deputations]**.*

4. *Note that Wellington City Council will be reviewing its Standing Orders in 2012 and that the Board may wish to revisit its standing orders in light of the changes made.*

**3. Background**

**3.1 Standing Orders 46 - 49**

The Tawa Community Board has elected to have a Deputy Chair. The current Standing Orders do not allow for the Deputy Chair to automatically take over chairing of the meeting in the absence of the Chair. An amendment to Standing Orders 46 - 48 would allow for an easier transition in Chairing the meeting should the Chair be absent for a meeting or part of a meeting. At present the Board must nominate and resolve that a member chair the meeting in the absence of the Chair.

The current standing orders 46 - 49 are as follows:

**Chairperson to Preside at Meetings of the Board**

46. Except in cases where the Chairperson withdraws because of a pecuniary interest, the Chairperson shall preside at every meeting of the Board at which she/he is present.
47. If the Chairperson is absent from any meeting then the Board Members present shall elect one of their number to preside at that meeting of the Board.
48. For that meeting only, the Board Member elected to preside shall be entitled to exercise all the powers normally exercised by the Chairperson.

The amendments proposed are:

### **Chairperson to Preside at Meetings of the Board**

46. The Chairperson shall preside at each meeting of the Board at which they are present unless the Chairperson vacates the chair for a particular meeting or part thereof.
47. If the Chairperson is absent or withdraws from the meeting then the Deputy Chairperson shall preside at that meeting of the Board.
47. (a) For that meeting only, the Deputy Chairperson or Board Member elected to preside shall be entitled to exercise all the powers normally exercised by the Chairperson.
48. If both the Chairperson and the Deputy Chairperson are absent from any meeting of the Board then the Board Members present shall elect one of their number to preside at that meeting of the Board. If more than one Board Member seeks election, the matter shall be decided using the voting system described in Standing Order 170.

### **3.2 Standing Orders 195 and 199**

The Standing Orders relating to public participation are restrictive in not allowing concerned residents to raise matters with the Community Board. Anyone wishing to do public participation must be addressing an item on the agenda for the meeting. There are often issues in the Community that residents wish to bring to the attention of the Board and which are not known about at the time the agenda is prepared.

The current Standing Orders 195 and 199 are as follows:

### **Public Participation**

195. A period of at least **10 minutes** shall be set aside near the beginning of Board meetings [cf **Item 3** in **S.O.72**] to enable members of the public to make statements about any matter on the Agenda for that meeting.
199. A member of the public wishing to raise a substantive matter should be invited to present it under the provisions of **S.O.199.200. [Deputations]**.

The proposed amendment to Standing Orders 195 and 199 are:

### **Public Participation**

195. A period of at least **10 minutes** shall be set aside near the beginning of Board meetings [cf **Item 3** in **S.O.72**] to enable members of the public to make statements about any matter that may be of importance to the residents of Tawa.
199. A member of the public wishing to raise a substantive matter should be invited to present it under the provisions of **S.O. 200 - 204 [Deputations]**.

The Wellington City Council Standing Orders allow for public participation at Committee/Subcommittee meetings on any matter as long as it is within the Terms of Reference of that Committee or Subcommittee. Public Participation can only be had at Council if there is an item on the agenda relating to the issue the person wishes to speak about. The proposed amendment will be a more efficient method for the public to interact with the Board.

It is also worthwhile to note that Standing Order 199 contains an error. Currently Standing Order 199 refers to itself rather than to Standing Order 200 – 204. The proposed amendment rectifies the error.

## **4. Conclusion**

The above proposed amendments as outlined will enable the Tawa Community Board to allow for easier chairing of the meeting in the absence of the Chair and for more effective public participation.

It is important to note that Wellington City Council is in the process of review its current Standing Orders.

Contact Officer: *Fiona Dunlop - Committee Adviser*