

New Zealand Standard

Model Standing Orders
For Meetings of
Local Authorities and Community Boards

Superseding NZS 9202:2001

Issued to assist those local authorities
required to comply with Part 4 and
Schedule 7 of the Local Government
Act 2002 and Part VII of the Local
Government Official Information and
Meetings Act 1987

NZS 9202:2003

COMMITTEE REPRESENTATION

Committee P 9202 was responsible for the preparation of this Standard and consisted of representatives of the following:

Nominating Organizations

Christchurch City Council
Department of Internal Affairs
Hutt City Council
Local Government New Zealand
South Wairarapa District Council
Wellington Regional Council

© COPYRIGHT

The copyright of this document is the property of the Standards Council. No part of it may be reproduced by photocopying or by any other means without the prior written permission of the Chief Executive of Standards New Zealand unless the circumstances are covered by Part III of the Copyright Act 1994.

Standards New Zealand will vigorously defend the copyright in this Standard. Every person who breaches Standards New Zealand's copyright may be liable to a fine not exceeding \$50,000 or to imprisonment for a term not to exceed three months. If there has been a flagrant breach of copyright, Standards New Zealand may also seek additional damages from the infringing party, in addition to obtaining injunctive relief and an account of profits.

Published by Standards New Zealand, the trading arm of the Standards Council, Private Bag 2439, Wellington 6020.
Telephone: (04) 498 5990, Fax: (04) 498 5994.
Website: www.standards.co.nz

AMENDMENTS

No.	Date of issue	Description	Entered by, and date
1	31 March 2006	Reflects the changes made in 2004 to the Local Government Act 2002 and the Local Government Official Information and Meetings Act 1987.	Incorporated in this edition.

CONTENTS	PAGE
Committee Representation	IFC
Copyright	IFC
Referenced Documents	3
Foreword	4
Review of Standards	4
PART 1 GENERAL	7
1.1 Scope and general	7
1.2 Interpretation	7
1.3 Definitions	7
PART 2 CONSTITUTIONAL AND LEGISLATIVE MATTERS	10
2.1 Introduction	10
2.2 First meeting of the local authority following election	10
2.3 Chairperson of meetings	11
2.4 Quorum at meetings	12
2.5 Voting at meetings	13
2.6 Voting systems for certain appointments	13
2.7 Appointment of committees and other subordinate decision-making bodies	14
2.8 Joint committees	15
2.9 Membership of committees and subcommittees	15
2.10 Powers of delegation	16
2.11 Proceedings not invalidated by vacancies or irregularities	17
2.12 General provisions as to meetings	17
2.13 Notification of meetings to members	18
2.14 Extraordinary meetings	19
2.15 Public at meetings, access to agendas etc.	20
2.16 Reasons to exclude public	22
2.17 Application of standing orders to public excluded session	22
2.18 Use of public excluded information	22
PART 3 MEETING PROCEDURES	23
3.1 Application of standing orders	23
3.2 Suspension of standing orders	23
3.3 Conduct of meetings	23
3.4 Quorum at meetings	25
3.5 Failure of a quorum	26
3.6 Leave of absence and apologies	26
3.7 Order of business	27
3.8 Rules of debate	28
3.9 Motions and amendments	30
3.10 Notices of motion	32
3.11 Repeat notices of motion	33
3.12 Procedural motions to terminate or adjourn debate	33
3.13 Points of order	34
3.14 Voting	35
3.15 Qualified privilege	37
3.16 Maintenance of public order at meetings	37
3.17 Minutes of proceedings	37
3.18 Minute books	38
3.19 Deputations and presentations	38
3.20 Petitions	39
3.21 Questions	39

A1 |

