

# C5

**Policy:** Council

**Title:** Meeting Process

**Objective:** The Council has as a goal, the achievement of effective and efficient meetings.

---

## Procedures:

Meetings will:

- a) Be based on a pre-prepared agenda, the preparation of which is the responsibility of the Chair or in their absence a nominated chair for the meeting. Such an agenda should reflect the Council's governing role which at all times focuses the Council's attention on the governing process, addressing Council outcomes rather than involving it in "means".
- b) The General Manager is to attend Council meetings as requested by the Board. From time to time staff or committee members may be invited to the meeting by the Council to present an issue or provide information or advice.
- c) The Council meeting may include "Committee Only" time as a meeting standard agenda item.
- d) Have the right to go "in committee" at any time it chooses but in doing so will:
  - Make the reasons for this clear
  - Reserve the right to include or exclude any non-Council member it so chooses
  - Make all efforts to look ahead and signal any such "in committee" session in the agenda or at the beginning of the meeting.
- e) Be held with the expectation Council members have prepared for them and will participate in all discussions at all times within the boundaries of behaviour considered acceptable by the Council.
- f) Keep written minutes.