



Council meeting script

This script helps to describe the flow and necessary parts of a council meeting. It is suggested that the *Introduction of the meeting* and *Conclusion of the meeting* of the meeting are followed according to the script. The *Motions on notice discussion* has some options provided to help guide the conversation. You can flow between these options. It is recommended that a copy of the meeting script is provided to all the speaking members of the meeting (mayor, councillors, deputies and staff).

Introduction of the meeting

The mayor and the councillors walk in while community members and council staff are seated in their assigned areas.

Mayor: We begin today by acknowledging the <insert name> people, Traditional Custodians of the land on which we meet today. We pay our respects to their Elders, past and present, and we extend that respect to Aboriginal and Torres Strait Islander peoples here today.

Mayor: The council is committed to <insert classroom or school commitments>.

Everyone sits.

Mayor: Welcome to our elected officials, council staff and community members. I now declare the meeting open.

Motions on notice discussion

Mayor: We are moving to the <insert motion number> motion; we will begin by hearing deputations for this motion. This deputation is from <insert depute name>.

Depute: *Given 2 minutes to present their perspective on the upcoming item.*

Repeat for any other deputies discussing this topic.

Mayor: The first motion today is introduced by <insert councillor's name>. The motion name is <insert name>. Thankyou <insert councillor's name>, do you want to speak to the motion?

Councillor: *Introduces the motion.*

Mayor: Thank you, councillor. Seeking a seconder. *Hands raised by councillors who agree with the motion.*



Option 1: *If there are councillors with raised hands.*

Mayor: *Picks one of the councillors with hand raised. Thankyou <insert councillor name>. Do you want to speak to the motion?*

Councillor: *Speaks to the motion.*

Option 2: *If there are no councillors with raised hands.*

Mayor: *The motion is lapse for want of a seconder. The mayor then begins the discussion of any other motions on notice or, if none are left to discuss, skips to the conclusion of the meeting.*

Mayor: Does any other member want to speak to the motion? *Hands raised.*

Option 1: *If hands are raised, the mayor picks a councillor to talk to the topic.*

Councillor: Thank you, mayor.

Option 1: *Speaks to the motion.*

Option 2: *Asks for clarification. For instance: I would like to seek clarification on <insert question>.*

Mayor: *Responds to the councillor.*

Option 1: *If the councillor has spoken to the motion.*

Mayor: Thank you for your commentary, councillor. Does any other member want to speak to the recommendations? *Hands raised.*

Option 2: *If the councillor has asked a question.*

Mayor: Thank you for your question, councillor. I will direct this question to <insert staff member or CEO> for clarification.

Staff member/CEO: *Clarifies.*

Mayor: Does this clarify your concern <insert councillor name>?



Councillor: Thank you, mayor. *Councillor can make a point based on clarification.*

Option 2: *If there are no hands raised, the mayor skips to the “vote” section of the script.*

Mayor: Any more questions or comments? *Hands raised.*

Option 1: *If hands are raised, the mayor picks a councillor to talk to the topic.*

Option 2: *If there are no hands raised, the mayor performs the vote.*

Mayor: If there are no further comments or questions, we are ready to take a vote. All in favour of <insert motion on notice name>? *Hands raised.*

Option 1: *If a majority of the councillors raise their hands.*

Mayor: The motion is carried

Option 2: *If less than a majority raise their hands.*

Mayor: The motion is lost.

Repeat the “discussion” part of the script for any additional motions on notice.

Conclusion of the Meeting

Once all motions on notice have been discussed and voted upon, the mayor can call a close to the meeting.

Mayor: That brings us to the conclusion of our meeting. Thank you for your contributions. The minutes will be available soon, once the governance officer has completed them.