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# Annual General Meeting Procedures

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Version [1.0]

Adopted: 24 March 2026  
**Minute No.: 344/25**

## Document Control

| <b>Policy Name</b>                                   |                                                                                         |
|------------------------------------------------------|-----------------------------------------------------------------------------------------|
| <b>First issued/approved</b>                         | 24 March 2026                                                                           |
| <b>Source of approval/authority</b>                  | Council                                                                                 |
| <b>Last reviewed</b>                                 |                                                                                         |
| <b>Next review date</b>                              | OCT-27 and thereafter, every 4 years.                                                   |
| <b>Version number</b>                                | 1                                                                                       |
| <b>Responsible Officer</b>                           | Chief Executive Officer                                                                 |
| <b>Department responsible for policy development</b> | Chief Executive Officer                                                                 |
| <b>Related policies</b>                              | <ul style="list-style-type: none"><li>Local Government Act 1993 - Section 72B</li></ul> |
| <b>Publication of policy</b>                         | Website                                                                                 |

## 1 Introduction

### 1.1 Purpose

To provide clarity for the conduct of council's Annual General Meetings

### 1.2 Scope

This procedure applies to Annual General Meetings held by the Glamorgan Spring Bay Council.

### 1.3 Definitions

"elector" means a person entitled to vote in a Glamorgan Spring Bay Council election.

"Chair" means the Mayor of the Glamorgan Spring Bay Council

### 1.4 Related Policies and Legislation

Section 72B Local Government Act 1993

### 1.5 Policy Review and Update Cycle

This policy is to be reviewed initially in October 2027 and thereafter, every four years.

## 2 Policy

### 2.1 Meeting Registration

All electors attending the Annual General Meeting are required to register to enable a correct record of attendance in the meeting minutes.

### 2.1 Meeting Procedures

- A member of the public may only speak once and for no longer than 5 minutes.
- No one is to be interrupted while they are speaking.
- All discussions will be addressed through the Chair.
- Speakers are asked to identify themselves before speaking.
- Questions and comments should be concise

No person may:

- Make any personal reflection on any councillor, council employee or member of the public.
- Disrupt the meeting.
- In the opinion of the Chair, use any offensive expression.

### 2.2 Motions

- An elector may move or second a motion
- A motion must be moved and seconded before debate is permitted.
- A motion at the meeting is passed by a majority of votes taken by a show of hands.
- In speaking to a motion a person may speak only once and for a maximum of five minutes.
- A motion passed at the Annual General Meeting will be considered at the next ordinary meeting of Council.
- The Chief Executive Officer is to keep minutes of the Annual General Meeting.

### 2.3 Recording

The Annual General Meeting will be audio/visually recorded.

## 3 **Implementation**

Implementation of this Policy rests with the Chief Executive Officer.