

Frequency, Times, and Locations of Meetings

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33. All special meetings of Council ~~and Council Committee~~ will take place in the ~~Colonel Light Room~~ Council Chamber, Town Hall, King William Street, Adelaide, unless determined otherwise by the Council, or the Chief Executive Officer (subject to any prevailing decision of the Council).

33a. All meetings of Council Committee will take place in the Colonel Light Room, Town Hall, King William Street, Adelaide, unless determined otherwise by the Council, or the Chief Executive Officer (subject to any prevailing decision of the Council).

Appointing a Presiding Member for a Council meeting

138. In the absence ~~of~~ the Lord Mayor and Deputy Lord Mayor, the process to appoint a Council Member to preside is as follows:

- The Chief Executive Officer is the Returning Officer for the process.
- Nominations sought.
- A secret ballot for selection if required.
- ~~Appointment through resolution~~ The Returning Officer declares the successful candidate appointed to the position of Presiding Member.

The Chief Executive Officer will preside until the matter is decided.

139. With a quorum present, the Chief Executive Officer, Manager Governance or Governance officer will ask for nominations for a Council Member to preside.

140. Nominations do not require a seconder, nor do they need to be in writing.

141. To proceed to an appointment a Council Member will be requested to indicate acceptance of their nomination.

142. If there is only one nomination, ~~a mover and seconder will be sought to the Chief Executive Officer is authorised to declare the nominee~~ appointed the Council Member to the role of Presiding Member for the meeting. The nominee will then immediately assume the role of Presiding Member for that meeting.

143. If there is more than one nomination, a ballot will be conducted. The ballot may be conducted electronically or via a paper ballot. A record of individual votes in a secret ballot is not retained.

Ballot Process

144. The Chief Executive Officer, Manager Governance or Governance officer will identify the name of each nominee and request each member to vote by marking their ballot with an X for their preferred nominee/s.

145. All Council Members present will indicate which member(s) they wish to vote for via ballot. A Governance officer distributes and collects the ballot and conducts the count.
146. The Council Member with the most votes from the ballot will be declared the winner.
147. The Chief Executive Officer [is the Returning Officer for the ballot, and is responsible for undertaking](#) ~~confirms~~ the count, ~~and~~ [reporting](#) the numbers to the Presiding Member or the meeting [and declaring the outcome of the ballot](#).
148. In the case of a tied ballot, another ballot will be conducted where Council Members are to cast a vote for their preferred candidate from the tied candidates. If a revote cannot determine a clear winner and there is a continuing tie, then lots must be drawn to determine which candidate(s) will be excluded.
149. The Manager Governance or Governance officer will place the name of the nominees tied into a voting box. The name of the candidate/s withdrawn are excluded from the ballot. After lots are drawn the remaining candidate is the winner.
150. [Upon completion of the ballot, the successful candidate is announced by the Returning Officer, who is authorised to declare the successful candidate appointed to the office, position or role the subject of the ballot.](#)
151. [Upon the declaration of the Returning Officer, the successful candidate is appointed to and assumes the office, position or role the subject of the ballot](#)~~The meeting makes the appointment by resolution, namely a mover/second for a motion to appoint and a majority vote in favour by show of hands.~~

Appointments to Office, External Boards or Committees

152. The Presiding Member in a Council meeting is to call for all nominations to appoint Council Members, including, for example, a Committee Chair, Deputy Lord Mayor or nominations to board and committees.
153. If an external board or committee requests a nomination from Council, a report for Council will be prepared detailing the purpose of the board or committee, the representation, meeting dates and any applicable remuneration. Additional information including qualifications or accreditation will also be included.
154. The appointment of a Council Member to the office of Deputy Lord Mayor, will follow the process for nomination and ballot process outlined above except for part 148 above. [If no more than one nomination is received for the position of Deputy Lord Mayor, the Returning Officer is authorised to declare the successful candidate appointed Deputy Lord Mayor, without the need for a secret ballot.](#)
155. The prescriptive provision in the Act for appointing a Deputy Lord Mayor does not provide for a revote on a tied ballot to determine a clear winner. When appointing a Deputy Lord Mayor, a tied ballot must only be determined by lots being drawn to determine which candidate/s will be excluded. After lots are drawn the remaining candidate is the winner.
156. Council will require any Council Member appointed as a Council representative to an external organisation to report on their involvement in activities associated with that organisation.