

LOCAL AUTHORITY NOTICE 62 OF 2020

MAKHADO LOCAL MUNICIPALITY

ADDENDUM TO STANDING RULES OF ORDER

The Council of Makhado Local Municipality adopted the following **Addendum** at its meeting held on 8 June 2020 in terms of section 156(2) of the Constitution of the Republic of South Africa (Act No 108 of 1996), and hereby publishes the **Addendum** in terms of section 13(a) of the Local Government: Municipal Systems Act, 2000 to be effective with retrospective effect of 11 May 2020, irrespective of the date of promulgation thereof.

The purport of this Notice is to add the **Addendum** to Makhado Local Municipality's *Standing Rules of Order, 2016* promulgated under Local Authority Notice 125 of 2016 on 29 July 2016 as published in Limpopo Provincial Gazette No 2736 of 29 July 2016. By virtue of this Notice, Council also gives notice that the said **Addendum** as set out hereinafter below, now forms part of the said Standing Rules of Order, 2016.

Council's Standing Rules of Order will forthwith be known as *Standing Rules of Order, 2016 as extended on 11 May 2020*.

ADDENDUM

RULES OF VIRTUAL MEETINGS AND SITTINGS

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1. GENERAL

- 1.1 These rules are supplementary to and must be read in conjunction with the Standing Rules of Order for Council.
- 1.2 For the purposes of these Rules, "virtual meetings or sittings" mean meetings or sittings conducted by any form of technology.
- 1.3 These Rules shall remain in force for the period of the National State of Disaster and may be extended beyond this period by the Municipal Council.
- 1.4 These Rules shall be referred to as Rules of Virtual Meetings and Sittings.

2. APPLICATION OF THE RULES

- 2.1 These Rules apply to virtual –
 - (a) meetings or sittings of the Municipal Council; and
 - (b) meetings of the Committees of Council.

3. NOTICE AND DOCUMENTS

3.1 All meetings of Council or Committees of Council shall be in accordance with the Notice of Meetings as prescribed by the Standing Rules of Order for Council.

3.2 All documents relating to Council and Committee meetings shall be distributed by any electronic means to which Councillors have access.

4. QUORUM

4.1 The quorum requirements for Council and Committee meetings shall be a majority of the Councillors present at the meeting.

5. DECISIONS AND VOTING

5.1 The decision-making requirements for Council and Committee meetings shall be a majority of the Councillors to be present at the meeting before a vote may be taken on any matter.

5.2 Decisions shall be taken by a majority of the votes cast by the Councillors present in the meeting; in the case of an equal number of votes, the presiding councillor shall have a casting vote.

5.3 In a Council or Committee meeting councillors shall be entitled to cast their votes either electronically or by voice.

5.4 For the purposes of voting the Municipal Manager of the Council shall maintain a system that is capable of verifying the votes of delegates cast either electronically or by voice.

6. MINUTES AND RECORDS

6.1 The Municipal Manager must maintain the minutes and records of the proceedings.

6.2 The minutes referred to in 6.1 above shall constitute the records of that Council or Committee meeting.

6.3 The correctness of the minutes of the Council or Committee meeting must be considered at its next meeting, failing which, at the following meeting.

7. HOUSEKEEPING

7.1 During video meetings Councillors must:-

- (a) make use of the video function;
- (b) Mute the mic when not speaking;
- (c) Use the chat to raise a hand to engage in the dialogue; and
- (d) Wait for the chairperson of the meeting to be called upon to speak or unmute the mic.

8. POWERS, PRIVILEGES AND IMMUNITIES

8.1 Councillors have the same powers, privileges and immunities which they ordinarily enjoy in Council and Committee proceedings.

9. FACILITATION OF PUBLIC INVOLVEMENT

9.1 Subject to section 160(7) of the Constitution and the Standing Rules of Order, Council and /or Committees must facilitate public involvement on matters before it, by electronic means.

Civic Centre, 83 Krogh Street
Louis Trichardt, 0920
Notice No. 62 of 2020
Ref. No. 4/29/4/3/1
3 July 2020

MR N F TSHIVHENGWA
MUNICIPAL MANAGER