

Guidelines for preparing a petition

Bayside City Council
Governance Rules 2020

Division 9 – Petitions and Joint Letters

58. Petitions and Joint Letters

1. Unless Council determines to consider it as an item of urgent business, no Motion (other than a Motion to receive the same) may be made on any petition, joint letter, memorial or other like application until the next Council Meeting after that at which it has been presented.
2. It is incumbent on every Councillor presenting a petition or joint letter to acquaint himself or herself with the contents of that petition or joint letter, and to ascertain that it does not contain language disrespectful to Council.
3. Every Councillor presenting a petition or joint letter to Council must confine himself or herself to a statement of the persons from whom it comes, the number of signatories to it, the material matters expressed in it and the text of the prayer or request:
4. Every hard copy petition or joint letter presented to Council must be in writing (other than pencil), typing or printing, contain the request of the petitioners or signatories and be signed by at least **15 people**.
5. A petition must include a prayer on every page of a petition, consisting of the following words: *"We the undersigned hereby petition Bayside City Council..."*
6. Every petition or joint letter must be signed by the persons whose names are appended to it by their names or marks, and, except in cases of incapacity or sickness, by no one else and the address of every petitioner or signatory must be clearly stated.
7. Any signature appearing on a page which does not bear the text of the whole of the petition or request may not be considered by Council.
8. Every page of a petition or joint letter must be a single page of paper and not be posted, stapled, pinned or otherwise affixed or attached to any piece of paper other than another page of the petition or joint letter.
9. The only Motions that may be moved in relation to petitions set out in the Agenda are:
 1. (a) That the petition be received;
 2. (b) That the petition be received and a report be submitted to a specific Meeting cycle for consideration;
 3. (c) That the petition be considered at a specific time or in conjunction with a specific item;
 4. (d) That the petition be dealt with in conjunction with another item on this Agenda or any other Council or Special Committee Agenda; and
 5. (e) That the petition be referred to the Chief Executive Officer for consideration and response.
10. If a petition, joint letter, memorial or other like application relates to an operational matter, Council must refer it to the Chief Executive Officer or relevant Director for consideration and response.
11. No member of the public is permitted to speak to the petition when presented at a Council Meeting. Individuals may request to speak to the petition when any report on the item is considered by at Council Meeting at a later Meeting.
12. The Chief Executive Officer or delegate may determine that an electronic or online petition will be submitted to a Council Meeting. An online or electronic petition may be submitted to a Council Meeting.
13. The online or electronic petition must contain a petition prayer, consisting of the following words: *"We the undersigned hereby petition Bayside City Council..."* The electronic or online petition must include the name, residential address and email address of the petitioner and must be submitted via Bayside's specific online petition template.
14. The number of signatories to an online or electronic petition (must be a minimum of **50 electronic signatories**), and will be taken to be the number of signatories at the time the petition is provided to Council for submission to a Council Meeting.
15. An online or electronic petition will not be presented to a Council Meeting if it contains content that appears to be false or misleading.

In order for a Petition to be presented to Council, ensure that it conforms with the above requirements.

Petitions should be forwarded in one of the following ways:

1. Mail - Bayside City Council - PO Box 27, Sandringham 3191
2. Delivered in person to Bayside City Council – 76 Royal Avenue Sandringham 3191
3. Online and electronic petitions should be submitted via **bayside.vic.gov.au/epetitions**