

## GUIDELINES FOR PREPARING A PETITION

**Bayside City Council**

**Governance Local Law No. 1**

**28 November 2013**

### **DIVISION 9 - PETITIONS**

#### Clause 65

- (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 until the next *Ordinary meeting* after that at which it has been presented.
- (2) It is incumbent on every Councillor presenting a petition to acquaint himself or herself with the contents of that petition, and to ascertain that it does not contain language disrespectful to *Council* and that the contents do not violate any Local Law of *Council*.
- (3) Every Councillor presenting a petition 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 petition presented to *Council* must be written (other than pencil), contain the request of the petitioners or signatories and be signed by at least 5 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 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) A copy of the text of the petition shall be included on the agenda for the next *Ordinary meeting*.
- (9) Every page of a petition 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.

- (10) The only motions that may be moved in relation to petitions set out in the *agenda* are:
- (a) That the petition be received;
  - (b) That the petition be received and a report be submitted to a specific meeting cycle for consideration;
  - (c) That the petition be considered at a specific time or in conjunction with a specific item;
  - (d) That the petition be dealt with in conjunction with another item on this agenda or any other Council or Special Committee agenda; and
  - (e) That the petition be referred to the *Chief Executive Officer* for consideration and response.
- (11) If a petition relates to an operational matter, *Council* must refer it to the *Chief Executive Officer* for consideration.
- (12) No member of the public is permitted to speak to the petition when presented at an *Ordinary meeting*. Individuals may request to speak to the petition when any report on the item is considered by a *Special Committee* at a later meeting.

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

## **DIVISION 13 - BEHAVIOUR**

### Clause 88 - Offences

- (1) It is an offence for:
- (b) a person to inscribe upon a petition or joint letter a name or signature purporting to be the name or signature of another person;

**Penalty: 5** penalty units