



CITY OF CAPE TOWN
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RULES OF ORDER REGULATING THE CONDUCT OF VIRTUAL MEETINGS OF THE SECTION 79 AND 80 COMMITTEES OF THE CITY OF CAPE TOWN

Latest version as adopted by Special
Council on 27 May 2020 – SPC03/05/20

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RULES OF ORDER REGULATING THE CONDUCT OF VIRTUAL MEETINGS OF THE SECTION 79 AND 80 COMMITTEES OF THE CITY OF CAPE TOWN

**NB: THESE RULES ARE SUPPLEMENTARY TO THE EXISTING RULES
OF ORDER FOR SECTION 79 AND 80 COMMITTEES**

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**RULES OF ORDER REGULATING THE CONDUCT OF VIRTUAL MEETINGS
OF THE MUNICIPAL COUNCIL OF THE CITY OF CAPE TOWN**

1. DEFINITIONS

In these Rules –

‘Rules of Order’ means the *Rules of Order Regulating the Conduct of meetings of the Section 79 and 80 Committees of the City of Cape Town adopted by Council on 11 August 2016*.

‘These Rules’ means the *Rules of Virtual Meetings* adopted by Council for the conduct of virtual meetings

‘Virtual meetings’ mean meetings of Section 79 and 80 Committees conducted by any form of technology supported by the City’s IS&T department to which Councillors have access.

2. APPLICATION OF THE RULES

- 2.1 The *Rules of Order* remain in operation and are supplemented by these Rules in order to provide for virtual meetings of Section 79 and 80 committees.

3. INTERPRETATION

- 3.1 A reference in the Rules to a meeting of the Section 79 and 80 committees is not limited to a meeting of members all of whom, or any of whom, are present in the same place and any reference to a “*place*” where a meeting is held, or to be held, includes reference to more than one place including electronic, digital or virtual locations such as internet locations, web addresses or conference call telephone numbers.
- 3.2 Any reference in the Rules to being “present” at a meeting, includes being present through remote attendance.
- 3.3 A member in remote attendance attends a meeting when such member is able at that time of a meeting to link into the digital platform on the day of the meeting and to:
- (a) hear, and where practicable see, and be so heard and, where practicable, be seen by, the other members in attendance,
 - (b) hear, and where practicable see, and be so heard and, where practicable, be seen by, any members of the public entitled to attend the meeting in order to exercise a right to speak at the meeting, and
 - (c) be so heard and, where practicable, be seen by any other members of the public attending the meeting.

- 3.4 The presence of a member in terms of sub-rule 3.3 shall be deemed to be evidence for the attendance register.
- 3.5 A requirement in the Rules of Procedure that a meeting be open to the public, is satisfied if –
- (a) the meeting is streamed live on the website of the Council; or
 - (b) the minutes of the meeting are recorded and made available on the website of the Council as soon as practicable after the meeting.

4. NOTICE AND VENUE OF MEETING

- 4.1 The Municipal Manager shall issue a notice and agenda for a virtual meeting, which must include the date and time of the meeting;
- 4.2 All documents of the meeting shall be distributed by electronic means to which members have access; and
- 4.3 The venue of a virtual meeting shall be deemed to be City venues identified for such meetings in City of Cape Town.

5. QUORUM

- 5.1 In a virtual meeting: –
- (a) the quorum requirements shall be those as determined in the Rules of Order; and
 - (b) members who have accessed the meeting via the secure link sent to their email address shall be deemed present for the purposes of establishing a quorum, taking a decision or voting on a matter.

6. DECISIONS AND VOTING

- 6.1 The Chairperson must announce the commencement of voting and the agenda item being voted on before any vote is taken.
- 6.2 Members shall be entitled to cast their votes electronically or manually.
- 6.3 Only members who are present when a vote is called shall be permitted to vote.
- 6.4 When voting is concluded, the Chairperson must announce that the system is closed.
- 6.5 The Chairperson must announce the results of a vote which must be recorded in the Minutes.

7. DEBATE MANAGEMENT

- 7.1 Points of order or clarity must be texted into the debate via the instant messaging tool. The Chairperson will exercise discretion in terms of allowing such points to be heard.
- 7.3 Microphones must be muted at all times unless called on by the Chairperson to speak.

8. AMENDMENTS TO RECOMMENDATIONS PROPOSED AT THE MEETING

- 8.1 The Chairperson must request the administration to present the amendment proposed by a councillor on screen for consideration and once legally verified will call for a seconder.

9. REMOVAL OR EXCLUSION OF COUNCILLORS

- 9.1 The Chairperson may prevent councillors from speaking via the virtual platform if in breach of Rules 22 and 23 of the main Rules of Order document for section 79 and 80 Committees.

10. FACILITATION OF PUBLIC AND MEDIA INVOLVEMENT

- 10.1 The Media must have access to the City's digital platform to access open proceedings.
- 10.2 Whenever the committee decides to exclude the public and media from a virtual meeting, electronic access to the meeting must be suspended in order to close all or part of the meeting to the public and media
- 10.3 Minutes of all open meetings will be made available on the City's official website.

11. PRIVILEGES AND IMMUNITIES

- 11.1 Councillors enjoy the same privileges and immunities which they ordinarily enjoy in physical Council proceedings.

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