

## Short Learning Programme Course Outline

### The Role of the Speaker and Mayor in Local Government

**Training duration - 8 contact hours**

#### **Purpose of short learning programme (SLP)**

The purpose of this 1-day short learning programme is to provide an overview for councillors of the legal role of the speaker as the chairperson and enforcer of the Code of Conduct for councillors and of the role of the Executive Mayor in an Executive Mayoral system.

#### **\*Admission/entrance requirements**

- A National Senior Certificate (NSC)
- A National Certificate (Vocational) Level 4 (NCV4) or
- An appropriate Further Education and Training Certificate or equivalent.
- Good reading and writing skills at NQF level 4 is recommended.

\* Please note that the entrance requirements are only applicable, if the student chooses to be assessed.

#### **Attendance requirements**

Kindly note students are required to remain in class for the duration of the course.

#### **Course outline**

##### **Constitutional foundation**

- The systems act
- Office of the speaker
- Meetings
  - Ordinary meeting
  - Extraordinary meeting
  - Obligatory meeting
  - Inaugural meeting
- Role of the chairperson
  - Constituting a meeting
  - Convening a meeting

**Procedural requirements**

- Proper notice
- Lawful chairperson
- Date, time, and venue of a meeting
- Quorum
- Eligible members
- Setting the agenda

**Chairing the meeting**

- Skills for chairing effective meetings
  - Encouraging participation
  - Allowing all relevant views and information to be aired
  - Clarifying and rephrasing points / views expressed by council members

**Complying with the rules of orders**

- Legal basis
- Legislation
- Common law

**Compliance at council meetings**

- Voting
- Proceedings

**Enforcer of the code**

- Enforcement in the council and council committees
- General enforcement

**Frequently asked questions**

- Does the speaker's power to make rulings on meeting procedure constitute administrative action?
- May a speaker of own volition invite an outsider to address a meeting of the council in the absence of a specific rule permitting such conduct?
- Does the speaker have the power to adjourn a council meeting of own volition?
- Can councillors be held liable for taking part in unlawful decisions?

**The executive mayor and the executive mayoral system**

- Why an executive mayoral system & what is it exactly?
  - The executive mayor and executive leadership of the municipality
  - Executive leader
  - Political leader
  - Social and ceremonial head

### **The executive mayor and the exercise of executive authority**

- Chief adviser of the municipal council
- Identifies the needs of the municipality
- Evaluates progress
- Monitors the administration
- Oversees provision of services
- Guardian of public's right to be heard
- Reports to council
- Appoints a mayoral committee
- Appeal authority
- Annual budgets
- Unforeseen and unavoidable expenditure
- Shifting of funds between multi year appropriations
- Short-term and long-term debt
- Provides political guidance over the fiscal and finance affairs
- Provides political guidance over the budget process
- Budgetary control
- Financial problems
- Non-approval of budget
- Exercise of rights and powers over municipal entities
- Tabling of annual reports
- Delegations of mayoral powers and duties
- Committees to assist executive mayor
- Responsibilities of political office bearer

### **The executive mayor assisted by a mayoral committee**

#### **Assessment practice (Optional)**

- Students need to obtain a 50% pass mark overall in order to be issued with a university Certificate of Compliance.

#### **Training delivery**

- Training can take place at the Nelson Mandela University's Bird Street campus in PE or on-site.

**Contact details**

For further information and to request quotations, please contact:

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