

Short Learning Programme Course Outline: Rules of Procedure: Conduct at Meetings of a Municipal Council

Training duration - 8 contact hours

Purpose of short learning programme (SLP)

To train councillors on the legal rules pertaining to the conduct of meetings, the procedural requirements and the consequences of non-compliance.

***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

Sources of rules

- The constitution
 - Decisions
 - Political structures and office bearers
 - Passing of by-laws
 - Open sessions
 - Composition
- Other legislation
 - The structures act
 - The systems act

- Local government municipal finance management
- Promotion of administrative justice act
- Common law
- Case law
- Principles of rules of procedure
 - Protecting the rights of individual members
 - Orderly proceedings
 - Freedom of participation
 - Careful consideration
 - Admittance of public

Non- compliance with rules of procedure

Terminology and debate procedure

- Terminology
 - Rules of procedure
 - Meeting
 - Notice convening a meeting
 - Agenda
 - Agenda item
 - Properly constituted
 - Debate of agenda items
 - Debate instruments
 - Voting
 - Minutes
- Debate procedure

Privileges and immunities

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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