

*TRIENNIAL  
ELECTION  
PROCEDURE*

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## **TRIENNIAL ELECTION PROCEDURE**

Within three months of each triennial election of Councillors, the Council will call a public meeting for the public to select their representatives to serve on the Hall Advisory Committee. The number of members of the Committee is required to be not less than five and not more than ten, excluding the appointed Council member as required by the Local Government Act. No one user group is to have more than two representatives on the Committee without the approval of the Council.

### **Procedure:**

1. The Council will:
  - (a) Advise the Advisory Committee Secretary that the inaugural public meeting needs to take place and request a date or range of dates when the hall is available.
  - (b) Advertise the meeting.
  - (c) Forward to the Secretary an agenda and a form to be completed and returned with the names of the appointments recommended at the public meeting.
  - (d) Formally appoint the new Advisory Committee.
2. The new Advisory Committee must at the first meeting following the triennial election, after the Council has formally appointed the Committee, elect from its members:
  - (i) A Chairperson
  - (ii) A Secretary/Treasurer (these may be two separate positions if desired)

The Committee shall also appoint, but not necessarily from its members, a Custodian to control keys, record bookings, collect all hall hire charges, and issue receipts as necessary.