



SUMMARY OF PROPOSED AMENDMENTS OF THE CURRENT COUNCIL RULES OF ORDER

OLD RULE	NEW RULE	PROVISION	PROPOSED AMENDMENT	RATIONALE
1	1	DEFINITIONS	<p>Some definitions such as Council; Ethics Committee; Mayoral Committee; Party; Structures Act; Speaker; Municipal Manager, etc are proposed for deletion, while new definitions such as Adjourn; Adopt; Deputation; General consent or unanimous consent; Hybrid meeting; Meditation; Precinct; Presiding Officer; Roll call vote; Sergeant-at-arms; Show of hands vote, etc are proposed for inclusion.</p> <p>The definition of “Immunity” is expanded to include freedom of speech and privileges as provided for in Section 161 of the Constitution read with section 28 of the Structures Act.</p> <p>“Privileged or confidential information” means and includes any information concerning any matter (a) listed under Rule 14(6); (b) discussed in closed session by the Council or a committee of the Council; (c) disclosure</p>	<p>To limit definitions to only the words that have the potential to create interpretational challenges.</p> <p>To bring the definition in line with the wording of the Constitution read with section 28 of the Structures Act.</p> <p>There is a need to clarify what comprises privileged or confidential information and how such information should be made available to councillors for</p>

			of which would violate a person's right to privacy; or (d) declared to be privileged, confidential or secret in terms of any law, is added.	the purpose of discussion in a Council meeting.
			The definition of “Written” or “in writing” is expanded to include documents signed electronically as provided for in the Electronics Communications and Transactions Act, 2002.	To make the Electronics Communications and Transactions Act, 2002 (ECTA) applicable in so far as same may be necessary
N/a	2	PURPOSE	A new rule providing for overarching Purpose of the Rules of Order is proposed for inclusion.	To give context to, and guide understanding and interpretation of the Council Rules of Order
2	3	APPLICATION	An additional rule in the following terms is proposed for inclusion under Application 'Any authority or responsibility herein conferred to a person or position shall equally apply to an acting person or position.'	The additional Rule is necessary to cover for acting positions.
3	4	SUPPLEMENTATION	<p>(a) The scope of the Speaker's rulings is proposed for an extension to include circumstances in which 'there is a conflict between two or more rules in these Rules.'</p> <p>(b) An amendment is proposed for the Speaker's ruling to be final and binding until it is</p>	<p>(a) There could be unforeseen or unintended conflict of rules, in which case the Speaker should be empowered to resolve same.</p> <p>(b) In its current form Rule 3.1 creates the</p>

			<p>subsequently overturned by Council following a specific process.</p>	<p>impression that the Speaker's ruling is not final and binding pending pronouncement of reasons for the ruling. Opening the Speaker's rulings for discussions could lead to drawn out debates and interpretations</p>
			<p>A rule is added empowering the Speaker to adjourn meetings temporarily to take advise.</p>	<p>The Speaker must be correct in his/ her application and interpretation of the rules as it may affect the further proceedings of the Council. It would always be prudent for the Speaker to rather consult and make an informed decision rather than to speak off the cuff and unnecessarily create arguments</p>
			<p>An additional Rule is proposed as follows: "Unless the Speaker's ruling was reviewed, amended or corrected, as provided in Rule 4(3), such ruling as recorded in the "The Speaker's Rulings Book" will be deemed to be supplementary to this Rules of Order.</p>	<p>This will create "live" to such rulings and create precedent to avoid similar issues from being raised by members.</p> <p>It may be advisable to add a footnote to the Rules each and every time that the Rulings Book</p>

				was updated. Example: Speakers Ruling 1/2023 dated 4 July 2023: The speakers ruling says ABC.
4.1	5.1	ROLE OF THE SPEAKER	Roles of the Speaker are added and others added or imported from other parts of the Document to reside under Rule 5. These include the role of Councillors; Municipal Manager; Sergeant-at-arms; Council/Committee Secretary; and Members of the Public	To improve the flow and quality of the Rules and for clarification of key players in the Council proceedings.
			The Speaker's authority to direct members to withdraw or apologise for what he/she rules to be unacceptable statement or remark is subjected to the member's right to invoke the right of freedom of speech, privileges and immunities. Where a member refuses to withdraw the remark or statement the Speaker may not order him/her to leave the meeting but may instead refer the member to the Rules and Ethics Committee	Although the sentiment to the original provision is agreeable to, it is submitted that this right cannot be taken away. Should a Councillor refuse to withdraw such a statement it would be best to avoid debate and arguments and to rather refer same to the Rules and Ethics committee.
4.1.2	5.1(2)	ELECTION OF ACTING SPEAKER	Proposal is made to amend Rule 4.1 (2) to state that the acting speaker in the circumstances is elected for chairing the meeting and for the duration of the meeting only, and further that only non-	The clarity is necessary to avoid the acting Speaker elected for chairing a particular meeting going on to perform the other functions of the Speaker beyond

			executive councillors are eligible to be elected as acting Speaker	the meeting in issue. Electing an Executive Councillor (Member of the Mayoral Committee) would be in conflict with letter and spirit of the role of the Speaker as provided for in the Constitution and the Municipal Structures Act (as amended).
5.1	10	ATTENDANCE OF MEETINGS	Additional provision is proposed for the virtual meetings' attendance register requiring members logging using non-official credentials to accordingly inform the Presiding Officer so that the information can be recorded in the minutes.	Councillors attendance records should be beyond reproach due to their evidentiary value.
5.7	6	DRESS CODE	The rule prohibiting the wearing of safety hard-hat is expanded to prohibiting bringing same into Council Chamber or place of meeting	Availability and access to the safety hard-hat may defeat the very reason why they cannot be worn in a meeting, namely because they pose safety risk.
N/a	7.1	INAUGURAL MEETINGS	A new provision is proposed for the business of the first Council sitting, namely election of political office bearers and the executive Mayor's Acceptance Speech	Inaugural meetings have proven to cause confusion and conflicting expectations, in the main regarding what need to be transacted on the day. The Rule seeks to make the inaugural meeting more of an elective and ceremonial occasion.

5.2	11	LEAVE OF ABSENCE	<p>(a) The requirement for members to obtain written leave of absence from the Speaker 24 hours prior the meeting they are unable to attend is amended as follows: 'A member must at least three (03) hours before the commencement of the meeting, lodge with the Speaker an application in writing, telephonically or through an e-mail, SMS, or whatsapp message, for leave of absence from the whole or any part of the meeting concerned, provided that applications made through SMS and whatsapp message shall be reduced to writing and transmitted to the Office of the Speaker within 24 hours of the date of the meeting.'</p> <p>(b) The Speaker is also authorised, on good cause, to grant leave of absence (after the meeting and ensure that such authority is reported to the next Council meeting) to a member who has been prevented by special circumstances from obtaining leave of absence from the</p>	<p>(a) Obtaining prior written confirmation 24 hours before the meeting is logistically difficult. In most cases members miss meeting due to unforeseen developments that happen closest to the date/time for the meeting. The new rule seeks to also promote convenience that come with the use of technology.</p> <p>(b) There could be instances that a councillor may not be able to apply for leave of absence for reasons beyond his/her control. Considering the legal implications for absence without leave of absence, it is important to provide for circumstances such as the one in issue.</p>
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			Council within the required 24 hours timeframe.	
6.1	7.2	CONVENING MEETINGS URGENT AND SPECIAL	An additional Rule is proposed to authorise the Speaker to make or authorise amendments of the approved dates, time and venues of the Council or Committee meetings where necessary, and is required to report such changes to the Council on a quarterly basis.	There could be valid reasons for change of dates, time or venues of meetings that would need to be approved from time to time without undermining the authority of the Council approved Corporate Calendar.
6.2	7.3	URGENT & SPECIAL MEETINGS	<p>(a) An additional provision is proposed for members requesting a special Council meeting to sign the request and to be precluded from adding or withdrawing from the list once it is submitted to the Speaker.</p> <p>(b) Rule 6.2.8 is amended to read as follows: 'If the speaker refuses or fails to call a meeting of the council as requested in terms of Rule 36, the municipal manager, or in the absence, refusal, or failure by the municipal manager, a person designated by the MEC for local government in the Province, may call and chair the meeting.'</p>	<p>(a) Additions and withdrawal of names may compromise the Speaker's decision making process in line with the requirements of the main rule, thus attracting some unintended legal implications.</p> <p>(b) This seeks to ensure that Council is never prevented from holding meetings even in circumstances where those that should convene it are conflicted.</p>
10.6	7.4	STATE OF THE CITY ADDRESS	The current Rule is amended for the Speaker to call a special Council meeting within 14 days to debate the Address	There could be some time between the delivery of the speech and the next ordinary

			instead of awaiting the next ordinary Council.	Council meeting resulting in the debate losing some relevance, which might have been significantly overtaken by events.
6.1.3- 6.1.9	8	NOTICE OF MEETING	<p>(a) The Notice of meeting is provided for separately with more details.</p> <p>(b) A provision is made for the notice and agenda to be served electronically and or by posting in the pigeon-holes allocated to members, provided that printing of hard copies shall be done on request.</p>	<p>(a) The validity of a meeting depends essentially on proper service of the Notice of the meeting. The details seek to anticipate all possible legal challenges.</p> <p>(b) To reduce printing costs and avoid wastage on uncollected agenda files and to gradually comply with the Municipality's smart governance imperatives.</p>
6.1.2	9	VENUE OF MEETING	<p>(a) Provision is made for Presiding Officers to convene meetings in venues that would accommodate members of the public who wish to attend.</p> <p>(b) Furthermore, members are required to choose their venue for virtual meetings that comply with specified requirements.</p>	<p>(a) Access to Council and Committee is a constitutional and legal requirement.</p> <p>(b) The requirements for virtual meeting venue are necessary to avoid disturbances and</p>

				disruptions during the meeting.
6.13	13	CLOSED SESSIONS	<p>(a) The Rule on Closed Sessions is expanded to define privileged and confidential reports and how they should be accessible to members before they are presented in the Council meeting.</p> <p>(b) Additional and opening Rule is proposed as follows: 'Council and all committees must conduct their business in an open manner and may only close its meetings to the public and media when it is reasonable and justifiable to do so in an open and democratic society...'</p> <p>(c) A proposed list of items/matters that may or may not be discussed in a closed session is included</p>	<p>(a) There is a need for clarity and to assist parties to prepare for closed items without compromising the confidentiality of the reports.</p> <p>(b) Section 160 (7) of the Constitution and section 20 of the Municipal Systems Act compel public access and allow meetings to be closed 'only when it is reasonable to do so having regard to the nature of the business being transacted.'</p> <p>(c) To promote certainty on items/matters that may or may not be discussed in a closed session as guided by various pieces of legislation.</p>
6.3	14	COMMENCEMENT AND CLOSURE OF MEETINGS	<p>(a) Additional provisions are made for the opening rituals such as the Speaker affording members an opportunity for silent prayer or</p>	<p>(a) The rituals are already a norm and are formalised in the Rules so that it is clear what is expected</p>

			<p>meditation, constituting the meeting, opening remarks, and reading out of messages sympathies and congratulations by both the Speaker and party leaders.</p> <p>(b) The authority of the Speaker to close the meeting (Rule 6.3.2) is qualified by adding '<u>having exhausted the agenda of the meeting or as provided for in these Rules.</u>'</p>	<p>thereof. Political parties are given a minute each to give messages of sympathies and congratulations which may be party political.</p> <p>(b) There are cases in which the Speaker would abruptly close the meeting for some personal or other reasons. Case law indicates that the Speaker does not have the authority to close or adjourn a meeting before it has exhausted its agenda, 'in the absence of circumstances preventing the effective continuation of business.'</p>
N/a	16	ADJOURNED MEETINGS	A new Rule is proposed providing for adjournments and how to proceed with adjourned meetings including convening of a continuation meeting.	To provide the necessary clarity and certainty on the wayforward from uncompleted meetings.
6.5	18	ORDER OF BUSINESS	Provision is made for order of business for all types of meetings, namely Inaugural meeting; Ordinary Council meetings; Special Council Meetings; In-	To promote consistency and certainty.

			quarter meetings; and Meetings for the State of the City Address.	
6.7	23	MINUTES	<p>(a) Rule 6.7.1 is amended to dispense with the requirements for the minutes to be made available in electronic and printed format and to be signed by the Speaker in the meeting. The amended Rule reads as follows: 'The Municipal Manager must ensure that signed minutes of the proceedings of every Council and committee meeting are compiled in printed form and kept safely.'</p> <p>(b) A new provision for the substantive content of the minutes is added.</p> <p>(c) New provisions are proposed for the person chairing the meeting at which the minutes are approved to sign the minutes and the resolutions.</p> <p>(d) New provisions proposed for minutes of the closed session to be separated from the open session minutes and approved in a closed session.</p>	<p>(a) Signing minutes in the meeting could unduly delay the meeting especially where there are many sets of minutes to be approved and where there are corrections to be effected.</p> <p>(b) Seeks to standardise content of the minutes for quality, consistency and completeness.</p> <p>(c) Signing of the minutes and resolutions is a confirmation that they are as approved by the Council/Committee, and only the person who was chairing the meeting should be able to do so.</p> <p>(c) To safeguard the confidentiality of close session discussions.</p>

6.12	32	REVIEW OF COUNCIL'S RESOLUTION	<p>(a) The heading of Rule 6.12 is amended from 'Review of Council's Resolution' to 'Consideration and Review of Decisions of Delegated Structures'</p> <p>(b) An additional rule is proposed as follows: 'The matters disposed of by the Committee in terms of Rule 182 (1) (b) are for noting by the Council but the Presiding Officer may allow debate on any of these matters, upon the prior written request of a member, which shall be handed to the Speaker at least 24 hours prior to the meeting.'</p> <p>(c) The following Rule is proposed for deletion: 'A request by a member for the review of a resolution in terms of section 59(3) of the Municipal Systems Act shall be submitted during the course of a meeting, and the request must state the reasons for the review.'</p>	<p>(a) Content of the Rule refers to provisions of section 29(3) of the Municipal Systems Act which empowers Council to review decisions of its delegates.</p> <p>(b) To add value to the system of delegation of powers by giving their decision a binding status subject to specific review process. However where a member wishes same to be debated, a request should be properly made.</p> <p>(c) This defeats/circumvents the purpose of section 29(3)(a) of the Municipal Systems which requires '<i>at least</i>' a submission by a quarter of the councillors for council to review a decision 'in consequence of a delegation.' There was a reason for the legislator to specify a minimum</p>

				requirement in this regard.
7.2.3 & 7.2.3	28.8(3) &(4)	ORDER OF DEBATE	Additional content is proposed to Rule 7.2.3 and 7.2.4 by providing procedures for excluding and recalling members of the public and media to the meetings.	All the sub-rules under Rule 7.2 but sub-rules 7.2.3 and 7.2.4 have procedural content. The proposals seek to close the apparent lacunae.
8	24	MOTIONS & QUESTIONS	<p>(a) The current Rule provides for the caucus leader to move a motion whose owner is not present at the meeting. A new proposal is that the motion should rather lapse unless the original mover has notified the Speaker or Committee Chairperson in writing of a substitute to move the motion.</p> <p>(b) The current Rule requires that the report or answer on a motion or question should be provided to the Council by relevant Portfolio Committee. It is proposed that the Portfolio Committee be replaced by the Executive Mayor/Mayoral Committee.</p> <p>(c) The Rule on motions and questions is expanded for initiators of the motions or questions to state if they want</p>	<p>(a) The current arrangement could result in unfairness to parties with one member or independents as the electoral law reforms seek to provide for.</p> <p>(b) The Executive Mayor/Mayoral Committee is responsible for execution and therefore best placed to report on motions and answer the questions by members of the Council.</p> <p>(c) Councillors may find it more convenient or effective to have their motions or questions dealt with at Committee level than at Council level. Practically, more</p>

			<p>same to be processed at Committee or Council level and to extend the timeline for submission of motions or questions that must go through Portfolio Committee from 10 to Council to 21 working days.</p>	<p>time is required if the motion or questions are to be processed through Portfolio and Mayoral Committee.</p>
8.2.	28.9	POINTS OF ORDER AND POINTS OF CLARITY	<p>(a) Rule 8.2.1 (ii) is amended to require that a point of order be raised immediately after the perceived deviation is made.</p> <p>(b) Rule 8.2.1 (iii) is amended to exclude deviations from 'By-law or any other law.'</p> <p>(c) A new Rule is added as follows: 'A point of order requires no second, is not debatable or amendable.'</p> <p>(d) An additional Rule is proposed as follows: 'The Speaker must immediately rule on the point of order or indicate when a ruling shall be made.'</p>	<p>(a) In its current form the Rule may be interpreted as to allow a point of order to be raised at any other stage of the meeting concerning a deviation that could have happened earlier.</p> <p>(b) It is inconsistent with the definition of a point of order. There could be no other by-laws or law regulating Council proceedings.</p> <p>(c) For clarity.</p> <p>(d) To enable the Speaker the opportunity to consider and or take proper advice on complex matters on which he/she is called upon to make a ruling.</p>

<p>9.2</p>	<p>31</p>	<p>DECISION AND VOTING</p>	<p>(a) Rule 9.2.10 is amended to make the Speaker's casting voting optional instead of mandatory.</p> <p>(b) A new provision is added that in the event of the Speaker electing not to exercise his/her casting vote, the matter must be referred back.</p> <p>(c) The Rules on voting procedure are expanded to provide for electronic voting system</p>	<p>(a) Voting is generally optional, hence the provision for abstention. Making the casting vote mandatory appears to infringe on the Speaker's rights.</p> <p>(b) It is respectfully submitted that there could be no other way to break the tie or move out of the impasse.</p> <p>(c) The electronic system will be expeditious.</p>
<p>9.2.4 & 9.2.5</p>	<p>N/a</p>		<p>The following Rules (9.2.4 & 9.2.5) are proposed for deletion:</p> <p>(a) 'If the Speaker asks the meeting whether it is in agreement with the recommendation, and the recommendation is not opposed by any member present, the recommendation is adopted.'</p> <p>(b) 'Where there is opposition to any proposal to be decided, voting must be by a show of hands or by means of an electronic voting system</p>	<p>These duplicate Rule 6.10 (i) and (ii).</p>

			when available, unless otherwise resolved.'	
9.3.6		DECISION AND VOTING	<p>Rule 9.3.6 is proposed for deletion ('As per the Municipal Finance Management Act, 56/2003 MFMA the Supply Chain Management Policy of a Municipality or Municipal Entity must, irrespective of the procurement process followed, state that the municipality or municipal entity may not make any award to a person-</p> <ul style="list-style-type: none"> (i) Who is a government employee; (ii) If that person is not a natural person, of which any director, manager, principal shareholder or stakeholder is a person in the service of the state; or (iii) Who is an advisor or consultant contracted with the municipality or municipal entity.' 	The Rule reiterates requirements of the MFMA regarding the SCM Policy provisions in respect of awards to government employees, etc, and appears to be irrelevant to the Council proceedings.
New	31	VOTING PROCEDURE	<p>The following proposals are made in respect of voting procedure:</p> <ul style="list-style-type: none"> (a) 'The Speaker shall determine whether a vote on any motion 	(a) The decision of the Speaker to either refuse or grant secret ballot voting request is

			<p>should be decided by an open or secret ballot, provided that prior notice of intention to request a secret ballot in respect of any motion was given to the Speaker.'</p> <p>(b) Further provision is made for secret voting in virtual meetings as follows: 'Voting in virtual meetings shall be by a roll call vote or by raising of hands where the technology used has verifiable, reliable, and efficient capabilities.'</p>	<p>notorious for attracting political and legal consequences and may not be taken lightly. The provision is to give Speaker ample opportunity to consider his/her decision in this regard.</p> <p>(b) Necessary in the event of secret voting being granted in a virtual meeting.</p>
10.1	33.1	PUBLIC ACCESS	The revised Rule enjoins the Speaker and Chairpersons of Committees to ensure public access to both physical and virtual meetings, and provides for them to regulate conduct of members of the public to ensure they would not disrupt meetings, both public and virtual.	Section 160 (7) of the Constitution and section 20 of the Municipal Systems Act compel public access.
10.7	35.2	PRIVILEGE AND IMMUNITY OF COUNCILLORS DURING MEETINGS	Addition is made as follows: 'As provided for in section 28 of Municipal Structures Act, members of the Council have freedom of speech in a municipal council and in its committees and are not liable to civil or criminal proceedings, arrest, imprisonment or damages for:	To amplify the current provision and for legal certainty as to the extent of the privilege and immunity

			<ul style="list-style-type: none"> • anything that they have said in, produced before or submitted to the Council or any of its committees; or • anything revealed as a result of anything that they have said in, produced before or submitted to the Council or any of its committees.' 	
10.9	N/a	AWARDS TO CLOSE FAMILY MEMBERS OF PERSONS IN THE SERVICE OF THE STATE	<p>Rule 10.9 is recommended for deletion, reading in the following terms: 'The notes to the annual financial statements of a municipality or municipal entity must disclose particulars of any award (the amount of which is stipulated in terms of national legislation) to a person who is a spouse, child or parent of a person in the service of the state, or has been in the service of the state in the previous twelve months, including –</p> <ul style="list-style-type: none"> (a) The name of that person; (b) The capacity in which that person is in the service of the state; and <p>The amount of the award.'</p>	<p>The Rule provides for notes to the AFS to disclose awards to spouses/children or parents to persons in service of the state and appears to be of no relevance to the meeting procedures and processes.</p>

N/a	33.2	PUBLIC PARTICIPATION IN COMMITTEES	Provision is made for the public participation in Council and committees through mechanisms such as deputations, whose procedure is added.	Chapter 4 of the Municipal Systems Act obligates municipalities to develop a culture of municipal governance that complements formal representative government with a system of participatory governance.
N/a	19	DECLARATION OF INTERESTS	A new Rule is proposed for members to declare their personal or pecuniary interests and to recuse themselves from the meeting when an item on which they have the interest is to be discussed.	To avoid conflict of interest in Council or committee meetings.
N/a	20	MANDATORY REPORTS AND TIMELINES	A new Rule is proposed providing for mandatory reports that should serve in the Council and the timelines within which they should serve	To compel all Council committees and functionaries to account to Council on regular and fixed timelines on their assigned or delegated powers and functions. This seeks to improve performance and efficiency of all such Council committees and functionaries.
N/a	21	SUBSTANTIVE CONTENT OF MANDATORY REPORTS	A new Rule is proposed providing for guidelines on the substantive content of all the mandatory reports to Council.	To guide the work of the Committees and Council functionaries and improve the quality of their reports to the Council

N/a	22	AMENDMENTS TO RECOMMENDATIONS	Provision is added for any member proposing an amendment as contained in the report before the meeting to indicate the financial and legal implications of the proposed amendment	To reduce the risk of recommendations being changed from the floor without due regard to the financial and or legal implications thereof.
N/a	29	LEGISLATIVE PROCESS	A new Rule is proposed, outlining the process to be followed in developing a by-law.	<p>The Constitution, Municipal Structures Act and Municipal Systems provide a broad framework in terms of which a municipal council must pass by-laws. Council is required to provide for specifics in order to create valid by-laws. The framework requires that:</p> <ul style="list-style-type: none"> (a) By-law making power may not be delegated by Council. (b) Reasonable notice should be given to members when Council is to consider a by-law. (c) A by-law may be enforced only after it has been published in the official gazette of the relevant province. (d) Only a member or committee of a municipal council may introduce a

				<p>draft by-law in the council.</p> <p>(e) A by-law must be made by a decision taken by a majority of members of municipal council in accordance with the rules and orders of the council.</p> <p>The proposed process is therefore mandatory, particularly in terms of s 12 (2(a) of the Municipal Systems Act which provides that a municipal by-law be made in accordance with the rules and orders of the council.</p>
N/a	34	COMMITTEE SYSTEM	<p>A new Rule is proposed providing for all the aspects concerning establishment of a committee in terms of s 79 of the Municipal Structures Act, including substantive contents of the Terms of Reference; composition; appointment of members; term of office; appointment and powers and functions of Committee Chairperson; appointment of acting Committee Chairperson; general powers of committees; and referral of matters to committees.</p>	<p>This is necessary as Council functions through committees, and for effective implementation of the Separation of Powers Model.</p>

N/a	35.1	OATH OF OFFICE	A new Rule is proposed providing for councillors to take oath of office before assuming duties	There is no constitutional/legislative provision for oath of office for municipal councillors and their political office bearers. However, the practice of councillors/office bearers taking oath has become a norm which now being formalised through the Council Rules of Order.
10.14	N/a	INTERPRETATION	Rule 10.14 is recommended for deletion. It provides for (c) Speaker's rulings to be recorded in the minutes; (d) Register for Speaker's rulings; (e) Referral of the ruling to Mayoral Committee for reconsideration if thus requested.	(a) Repetition in that Rule 3.2 provides for same. (b) Repetition in that Rule 3.3 provides for same. (c) Recommendation is made in the present review for the Ethics Committee to replace the Mayoral Committee in this regard.
N/a	Schedule 1	PROCEDURE FOR REMOVAL OF A MEMBER FROM THE MEETING	A Schedule is proposed to outline in details, procedures and steps to remove a member (s) from the meeting	To ensure that legally sound and dignified processes are followed in removing a member from the meeting.
N/a	Schedule 2	PROCEDURE FOR SECRET BALLOT VOTING	A Schedule is proposed to outline the voting and counting process where the Speaker has granted a secret ballot voting in physical meeting where the electronic system is not available.	To ensure free and fair secret voting process and that the results thereof are credible to all parties.

Schedule 1	Schedule 3	PROCEDURE FOR NOMINATION OF SPEAKER	Schedule 3 is amended to cater for nomination of Executive Mayor and Whip of Council	For clarity and completeness
N/a	Schedule 4	TIMELINES	Schedule 4 is added to incorporate in a summary form all important timelines prescribed by the Rules.	This gives a summary of the important time limits to adhere to in order to avoid searching for specific rules in this regard