

**OVERSTRAND MUNICIPALITY:
AMENDMENT BY-LAW ON RULES OF ORDER FOR INTERNAL ARRANGEMENTS, 2015**

GENERAL EXPLANATORY NOTE:

[] Words in bold type in square brackets indicate omissions from the existing enactments

_____ Words underlined with solid line indicate insertions in existing enactments.

To amend the provisions in the Overstrand Municipality Standard By-law on Rules of Order for Internal Arrangements, P.N. 7188, 18 October 2013.

BE IT ENACTED by the Council of the Overstrand Municipality, as follows:

Amendment of Section 1 of the Overstrand Municipality Standard By-law on Rules for Internal Arrangements

1. Section 1 of the Overstrand Municipality Standard By-law on Rules of Order for Internal Arrangements (hereinafter referred to as the principle By-law) is hereby amended

By inserting the following definitions:

“**Attire (Female)**” means clothing made up out of a jacket / blazer, skirt or pants, blouse, dress shoes or traditional wear, and which do not reflect any political affiliation or electioneering.

“**Attire (Male)**” means clothing made up out of a blazer, pants, long sleeve shirt, dress shoes and a neck tie or traditional wear, and which do not reflect any political affiliation or electioneering.

“**Smart Casual**” means for men a collared shirt with pants or jean pants without tie, the patterns and colour of the jacket do not have to match the pants and a jacket is optional and means for women a wide range of options of which skirts or pants or jean pants are acceptable and a jacket is optional.

Amendment of Section 9 of the Overstrand Municipality Standard By-law on Rules for Internal Arrangements

2. Section 9 of the principle By-law is hereby amended

- (a) By omitting the words in Section 9(1) **[signing a leave form and delivering the completed leave form to the Municipal Manager at least 72 hours before the meeting]** and inserting the words submitting a written application for leave by means of e-mail, facsimile or hard copy to the Speaker at least 72 hours before the meeting
- (b) By the deletion of sub rule 9(2).
- (c) By the renumbering of sub rule 9(3), 9(4), 9(5), 9(6), 9(7) and 9(8) to read 9(2), 9(3), 9(4), 9(5), 9(6) and 9(7).

Amendment of Section 19 of the Overstrand Municipality Standard By-law on Rules for Internal Arrangements

3. By the inserting the following after rule 19:

Dress Code for Attendance of Meetings

19.A (1) Councillors -

- (a) must dress in business or traditional attire when attending council meetings;
- (b) may wear smart casual clothing when attending committee meetings of council;
- and
- (c) must not wear any clothing affiliated to any political party during council and committee meetings

Amendment of Section 21 of the Overstrand Municipality Standard By-law on Rules for Internal Arrangements

4. Section 21 of the principle By-law is hereby amended

- (a) By omitting the words in Section 21(2) **[provided that such councillor has been invited in writing by the chairperson to attend such meeting for a specific item on the agenda]** and inserting the words after being recognised by the chairperson of such committee.
- (b) By the deletion of sub rule 21(3)
- (c) By the renumbering of sub rule 21(4), 21(5), 21(6), 21(7) and 21(8) to read 21(3), 21(4), 21(5), 21(6) and 21(7).

Short title

- 5. This by-law is called the Overstrand Municipality Amendment By-law on Rules for Internal Arrangements, 2015.**