



**RULES REGULATING THE  
ESTABLISHMENT  
AND  
OPERATION  
OF  
WARD COMMITTEES**

## **PREAMBLE**

### **WHEREAS**

Section 152 of the Constitution places the participation of communities at the centre of service delivery and other matters of Local Government.

The Municipal Structures Act of 1998 and the Municipal Systems Act of 2000 provides the legislative framework for the establishment of Ward Committees.

Section 73(3) of the Municipal Structures Act provides that:-

“a Metro or Local council must make rules regulating

- a) the procedure to elect members of a Ward Committee, taking into account the need:-
  - i. for women to equitably represented in a Ward Committee; and
  - ii. for a diversity of interests in the ward to be represented;
    - the circumstances under which those members must vacate office; and
    - the frequency of meetings of Ward Committees.”

eThekwini Municipality is a Municipality with a collective executive system combined with a ward participatory system, in terms of Notice 648 of 2005.

**NOW THEREFORE**, the rules below will regulate the establishment and operation of Ward Committees within the eThekwini Municipality.

## **1. APPLICATION OF RULES**

- 1.1 These Rules apply to all meetings of Ward Committees.
- 1.2 The ruling of the Ward Councillor/Chairperson to the application or interpretation of these rules and other procedural matters not dealt with in the Rules is final and binding.

## **2. DEFINITIONS**

In these Rules, a word or a phrase has the meaning assigned to it in the Local Government Municipal Structures Act 1998, and the Local Government Municipal Systems Act 2000, unless the context indicates otherwise.

## **3. OBJECTIVE**

The objective of a Ward Committee is to enhance participatory democracy in local government.

A Ward Committee:-

- 3.1 is an advisory body without any executive powers;
- 3.2 is independent;
- 3.3 is a representative structure of the ward;
- 3.4 is impartial and performs its functions without fear, favour or prejudice;

- 3.5 is not politically oriented;
- 3.6 is an integrative umbrella body responsible for coordination of ward developmental initiatives.

#### **4. MEMBERSHIP OF WARD COMMITTEES**

Section 73(2) of the Municipal Structures Act provides that a Ward Committee consists of the Municipal Councillor representing the ward in the Municipal Council, who must also be the Chairperson of the Committee and not more than 10 other persons.

#### **5. MEMBERSHIP CRITERIA**

A person shall only qualify to be elected to the committee if he or she:-

- 5.1 is a registered voter in that ward and whose name appears on the Voters Roll segment for that Ward;
- 5.2 is elected by his/her interest group to serve on the committee;
- 5.3 is not indebted to the Municipality for a period longer than three (3) months, unless he/she can prove that arrangements for the settlement of the account have been made and remain in good standing for the duration of the term of office;
- 5.4 is not an employee of the Municipality;
- 5.5 is not a Community Development Worker or Cadre/foot soldier appointed by any National or Provincial Government Department;
- 5.6 has not been convicted after February 1997 of an offence for which he/she was sentenced to imprisonment without the option of a fine for a period of not less than 12 months; and
- 5.6 is not a person of unsound mind who has been declared so by a competent court.

#### **6. ROLE OF PR COUNCILLORS**

- 6.1 The Speaker shall, in consultation with the Whips of different political parties in Council, deploy PR Councillors to Ward Committees.
- 6.2 PR Councillors shall serve on Ward Committees in an ex-officio capacity.
- 6.3 PR Councillors shall assist and complement the work of the Ward Councillors.
- 6.4 PR Councillors shall participate in the deliberations of Ward Committees but will not have the right to vote.

#### **7. FUNCTIONS OF WARD COMMITTEES**

- 7.1 A Ward Committee may make recommendations on any matter affecting its ward to the Ward Councillor, or through the Ward Councillor to the Municipal Council, the Executive Committee or Support Committee.
- 7.2 The Ward Committee will be regarded as the statutory structure recognized by the Municipal Council as its consultative body and communication channel on matters affecting the ward, including, but not limited to:-
  - representing the community on the compilation and implementation of the IDP;

- ensuring constructive and harmonious interaction between the Municipality and the community;

7.3 To serve as a mobilizing agent for community action. This may be achieved as follows:-

- Attending to all matters that affect and benefit the community
- Acting in the best interest of the community;
- Ensure active participation of the community in;
  - Service payment campaigns;
  - The Municipality's budgetary process;
  - Decisions about the provision of Municipal services;
  - Decisions about by-laws
  - Such other functions as may be assigned to it by the Municipal Council.

7.4 A Ward Committee may express dissatisfaction in writing to the Speaker on the non-performance of a Ward Councillor.

## **8. DETERMINATION OF INTERESTS TO BE REPRESENTED IN WARD COMMITTEES**

8.1 Representation in Ward Committees should be in compliance with Legislation [Sect. 73 (3) Municipal Structures Act] which states that:-

*“73. Establishment of ward committees. (1) If a metro or local council decides to have ward committees, it must establish a ward committee for each ward in the municipality.*

*(2) A ward committee consists of*

- (a) the councillor representing that ward in the council, who must also be the chairperson of the committee; and*
- (b) not more than 10 other persons.*

*(3) A metro or local council must make rules regulating*

- (a) the procedure to elect the subsection (2) (b) members of a ward committee, taking into account the need*
  - (i) for women to be equitably represented in a ward committee; and*
  - (ii) for a diversity of interests in the ward to be represented;*
- (b) the circumstances under which those members must vacate office; and*
- (c) the frequency of meetings of ward committees.*

*(4) A metro or local council may make administrative arrangements to enable ward committees to perform their functions and exercise their powers effectively.”*

## **9. ELECTION OF WARD COMMITTEE MEMBERS**

9.1 The Speaker shall call a meeting in the Ward for the election of a Ward Committee.

9.2 Nominations shall be open for ten but not more than fifteen nominees.

9.3 Closure of nominations may be proposed when there are ten nominations and, if carried, there shall be no voting.

9.4 If nominations exceed ten, then voting shall take place.

9.5 The Ward Councillor and Community Participation and Action Support Unit must ensure that:-

- a) Meetings are a fair representation of all recognized sectors identified by the Municipality and prioritized for that particular ward and a quorum of at least 100 qualifying community members are present to vote.
  - b) An attendance register is completed.
- 9.6 The procedure for electing members must take into account the need for women to be equitably presented in a Ward Committee and for a diversity of interests in the ward to be represented.
- 9.7 The ward committee shall nominate the secretary from among the ward committee members.

## **10 TERM OF OFFICE**

The term of office of the Ward Committee shall be determined by Council resolution in terms of section 75 of the Local Government: Municipal Structures Act (No 117 of 1998).

## **11 MEETINGS**

### **11.1 Meeting Procedure**

- a) Ward Committee meetings are convened and chaired by the Ward Councillor.
- b) A Ward Councillor may delegate in writing the chairing of a meeting in his/her absence to a member of the Ward Committee.
- c) If there is no delegation by the chairperson, members must elect amongst themselves the chairperson of the day.
- d) A Ward Committee may establish one or more sub-committees necessary for the performance of its functions and involve organizations more broadly.
- e) Each Ward Committee member shall chair all sub-committee meetings linked to the portfolio he/she represents at Ward Committee level.
- f) Members of the sub-committee must be appointed by the Ward Committee.
- g) All stakeholders in the Ward are encouraged to participate in sub-committees that are relevant to their fields of interest and to their day to day functioning as a sector.
- h) Members of the Ward Committee must submit items to be discussed to the Chairperson at least seven days in advance.
- i) The Chairperson and the Secretary shall be responsible for preparing an agenda for Ward Committee meetings.

### **11.2 Frequency of meetings**

- a) A Ward Committee must meet at least once a month.
- b) A Ward Committee must determine a programme for meetings at the beginning of the year to be in line with the Municipal Council programme.
- c) Regular meeting intervals need to be determined.

### **11.3 Quorum and decisions**

- a) A majority of Ward Committee members must be present before a vote may be taken on any matter (50% plus 1 member).

- b) A Ward Committee shall endeavour to take decisions based on consensus.
- c) If consensus on any matter cannot be achieved, such matter may be determined by a supporting vote of the majority of the members of the committee (50% + 1 of the committee members present).

#### 11.4 Public meetings

- a) Public meetings are mainly held in order-
  - i. To register the concerns and inputs of the community with regard to service delivery, general development of the community, disaster management and any other municipal concern the community may have.
  - ii. To report back to the public on issues that affects it.
- b) The Ward Councillor should chair ward or public meetings called by the Ward Committee. A Ward Councillor may delegate in writing the chairing of the meeting in his/her absence to a PR Councillor or any member of the Ward Committee.
- c) A notice may be issued to convene a public meeting at least fourteen days in advance in a newspaper circulating in the area concerned or by any other acceptable means of public notification stating the time, date and place of the meeting or each meeting and inviting the public to attend the meeting or meetings.
- d) When the committee publishes a notice, it must convey, where appropriate, by radio or other appropriate means of communication, such as direct mail outs and posters or notices in key areas such clinics, schools, bus stops, libraries, and the contents of the notice in the area concerned.
- e) The scheduled date, time and place of the meeting should be convenient so as to encourage the greatest number of people to attend. The venue-
  - i. Must be in a well known place;
  - ii. Must be easily accessible and, also disabled-friendly; and
  - iii. Should be large enough to accommodate all people present.
- f) At a public meeting a representative of the committee must-
  - i. Explain the meeting procedures, such as adoption of agenda, time allowed for questions, etc.
  - ii. Explain the issues the committee has to consider, including any options open to the committee;
  - iii. Allow members of the public attending the meeting to air their views on these issues;
  - iv. Answer relevant questions;
  - v. Keep minutes of the meeting and inform the public that Ward Committee meeting and public meeting minutes are public documents and that the community has access to these documents and may make copies at their own cost; and
  - vi. Give feedback on previous issues, including reasons if there is a lack of progress.
- g) For the purposes of participation in community meetings, a Ward Committee may keep a register of interest groups and organizations that are active in the ward.
- h) Public meetings are not political platforms and Ward Committee members and public should refrain from making political statements, campaigning and canvassing.

## 11.5 Procedures

Business of the Ward Committees shall be conducted in terms of the Rules of Order as approved by Council and attached hereto marked “Annexure A”.

The Office of the Speaker shall be responsible for making sure that there is feedback to the Ward Committee on all matters referred to Council.

## 11.6 Work Programme

The Ward Committee:

- a) Must submit a programme with specific outputs of work for one year to the office of the Speaker in April of each year;
- b) Must perform the functions as set out to achieve and indicated in the work programme;
  - i. on request by the Municipal Council administration; and
  - ii. in accordance with priorities and reasonable time frames agreed upon.
- c) Programme must be aligned to Council Programmes

## **12 REIMBURSEMENT OF OUT OF POCKET EXPENSES**

There shall be no remuneration for Ward Committee members except for the reimbursement of out of pocket expenses in respect of their participation in Ward Committees as contemplated in Government Notice Number 973 of 09 October 2009.

## **13 FILLING OF VACANCIES AND VACATION OF OFFICE**

- 13.1 Whenever there is a vacancy all recognized stakeholders shall be notified three weeks before the filling of that vacancy through a by-election.
- 13.2 The by-election process shall be similar to the one normally observed in the Public Voting process and shall not be in conflict with any Legislation governing Local Government. (see Section 25 of the Municipal Structures Act)
- 13.3 Where it is impossible and/or impractical to wait for the by-election process due to time constraints, urgent and other related issues as determined by the Office of the Speaker, it is recommended that vacancies be filled in by way of co-option provided the number does not exceed three (3).

## **14 TERMINATION OF MEMBERSHIP**

The following shall serve as sufficient motivation to terminate the membership of Ward Committee members:

- 14.1 Death;
- 14.2 Resignation;
- 14.3 Relocation from ward;
- 14.4 Election of Ward Committee member to stand for Municipal elections
- 14.5 Appointment to a position of a Government cadre eg CDW

- 15.6 Proven involvement in fraud and corruption, misuse of state resources including misrepresentation for personal gain
- 14.7 Failure to attend three consecutive meetings of the Ward Committee without apology;
- 14.8 Failure to attend five consecutive meetings with apology;
- 14.9 Failure to adhere to meeting procedure or misconduct during Ward Committee meetings;
- 14.10 Becomes involved in activities that undermine the Council;
- 14.11 Is insolvent or declared mentally incompetent by a competent court;
- 14.12 The community has passed a vote of no confidence. Reasons for passing the vote of no confidence should be reduced in writing by the person appointed to chair that particular meeting and forwarded to the Speaker's office for further consideration.

## **15 CAPACITY BUILDING AND TRAINING**

- 15.1 It is the duty of the Municipality to provide training for the Ward Committee members.
- 15.2 Community Participation and Action Support Unit must do an annual capacity building and training needs assessment for members of the Committee.
- 15.3 An annual capacity building and training programme must be developed for each member of the Ward Committee.
- 15.4 Annual budget for the Capacity Building and Training Programme shall be prepared according to the needs assessment.
- 15.5 The following requirements may be included in the training and capacity building programmes of eThekweni Municipality:
  - a) Generic training needs, including:
    - i. Communication;
    - ii. Interpersonal skills;
    - iii. Conflict Management and negotiation skills;
    - iv. Democracy and community participation and
    - v. Leadership.
  - b) Training needs on municipal policy and processes, including:
    - i. Principles of good governance;
    - ii. The establishment of Ward Committees, its terms of reference, nature and functions;
    - iii. Municipal structures, legislation and processes;
    - iv. Intergovernmental community development and
    - v. Payment for services (credit control)
  - c) Specialized training needs, including:
    - i. Meeting procedures and secretarial services (minute taking, report writing, letter writing, etc.);
    - ii. Administration (clerical/administrative skills, bookkeeping, basic accounting, etc.);
    - iii. Budgeting;
    - iv. Monitoring and evaluation;
    - v. Policy development;
    - vi. Project Management;

- vii. Performance Management and
- viii. Community Based Planning.

## **16 ADMINISTRATIVE SUPPORT**

In determining the level of Administrative Support that should be afforded to the Ward Committees, it is specifically recorded that the provisions of Clause 3 (the Role of Municipalities in supporting Ward Committees) contained in the Government Notice Number 973 of 09 October 2009 shall be taken into account.

- a) Community Participation and Action Support Unit shall make administrative arrangements to enable Ward Committees to perform their functions and exercise their powers effectively.
- b) Resources shall be allocated to each Ward Committee to ensure community participation.
- d) Administrative support to be given to Ward Committees shall include:
  - i. The promotion of Ward Committees in the community – informing the communities of the roles and responsibilities of Ward Committees. A practical example in this regard may be the provision of formal identification cards to Ward Committee members so that they are recognized as legitimate Ward Committee members amongst the communities;
  - ii. To identify or arrange central meeting places in the ward where communities have access to information and where Ward Committees can meet;
  - iii. Assisting with the translation of information and documentation for the community;
  - iv. Developing and providing capacity building and training programmes for Ward Committees on an ongoing basis during their term of office; and
  - v. Facilitation of Ward Committee elections.

## **17 BUDGET**

eThekwini Municipality shall annually budget for the operation of Ward Committees.

## **18 ACCOUNTABILITY**

As the accounting officer for the Ward Committee, the Ward Councillor must:

- 18.1 Ensure that records of:
  - a) Minutes of the meetings;
  - b) All income and expenditure of the Committee; and
  - c) All assets, liabilities and financial transactions of the Committee are kept safe
- 18.2 Ensure that the Committees' available resources are properly safeguarded and used in the cost effective and efficient way;
- 18.3 Ensure that all statutory measures applicable to the Committee are complied with;

- 18.4 Ensure that all decisions taken by the Ward Committee are formalized and submitted to the office of the Speaker for presentation at the Council at an interval determined by the Speaker;
- 18.4 Must report a collective view adopted by the Ward Committee to the Council;
- 18.6 Submit a progress report to the Office of the Speaker for a review of the performance of the Committee indicating major achievements and areas of failure of the Committee with reasons within two months after the end of the financial year
- 18.7 Implement any corrective measures to ensure effective and efficient performance of the Committee as suggested by the Office of the Speaker.

## **19 LINKAGE OF WARD COMMITTEES TO COUNCIL'S COMMITTEE SYSTEM**

Matters emanating from Ward Committees that require consideration by the Council, its Committees and/or its Officials shall be submitted by the Ward Councillor via the Secretariat.

## **20 DISSOLUTION OF WARD COMMITTEES**

- 20.1 The Council may dissolve a ward committee if the committee fails to fulfill its object.
- 20.2 The following may serve as an indication that a committee may exceed its functions and fails to fulfill its object:-
  - a) When it fails to meet three consecutive times;
  - b) When members decide to dissolve it; and
  - c) When maladministration, fraud, corruption or any serious malpractice has occurred or there is reason to believe that it is occurring in a committee.
- 20.3 There should be due notice before a council proceeds to dissolve a ward committee.

## **CODE OF CONDUCT FOR WARD COMMITTEE MEMBERS**

### **PREAMBLE**

The aim of this code is to provide ward members with guidelines on what is required of them in their personal behaviour and relationships. The intention is not to restrict anybody's freedom of action. General principles are suggested, which circumstances and experience over time may prove to be desirable.

Certain aspects of the code are already regulated by law.

The essence of the code is simply that, on assumption of duty, every member assumes a very special responsibility to his/her local authority and fellow citizens. This responsibility should be carried out diligently. Personal interest cannot play a part in matters concerning the interest and welfare of the community as a whole, and it is the duty of every ward member to avoid situations which may require him/her to compromise his/her conscience or good name. It is also the duty of every member not to do anything which may compromise a fellow member.

If a member by any act (or omission) should in any way cause the ordinary citizen to lose

confidence in the honest and impartial administration of the affairs of his/her metro, such a member would be breaking the code of conduct. The local government process must remain above suspicions at all times.

## **PART 1**

### **PROVISIONS OF THE CODE APPLICABLE TO COMMITTEE MEMBERS**

1. Members must not favour any person or instance which cannot in similar circumstances be shown to any other person or instance.
2. Members must constantly strive to increase the public's confidence in local government; for that reason their conduct and actions in official as well as private matters should always be above reproach. They should take care not to say or do anything which could create an impression that they have been improperly influenced in carrying out their official functions.
3. Confidential information obtained by a member may not be used for personal gain or for the personal gain of anybody else, and such confidential information may also not be made public.
4. The provisions of existing legislation regarding members who are involved in transactions with the eThekweni Municipality or who represent the Council before parties must be strictly observed. It is equally important that members honour the spirit of this code and avoid any conflict between their public duties and personal affairs.
5. Where a member is engaged in deliberations and it becomes evident that his/her personal interests are either directly or indirectly involved, he/she should withdraw immediately.

In this regard the following simple rules apply:

- (a) Before a member takes part in any official procedure, he/she should carefully consider whether or not he/she has any direct or indirect personal interest in the matter. If so, he/she should not take part.
  - (b) Should there be any doubt as to whether participation by a member in any procedure would be ethically correct, he/she should not participate.
  - (c) Even if a member is certain that he/she will act impartially in a specific matter, he/she must consider how an objective outsider would view his/her position and whether a reasonable person might not doubt his/her impartiality.
  - (d) If a public discussion of the proposed action would be embarrassing, members will know that they should withdraw.
6. The interrelationship among members must demonstrate their respect for each other's standpoints, and their conduct must not discredit the system of local government.

## **PART II**

### **WARD COMMITTEE MEMBERS AND THEIR RELATIONSHIP TO THE PUBLIC**

1. A member is primarily the elected representative of his/her local authority and not only of his/her ward. His/her first duty is therefore to the community as a whole and he/she may act as spokesman for his/her ward only if this does not clash with his/her communal commitments. He/she must not promote the interest of a group at the community's expense.
2. Members' principal function is to serve as part of a Ward Committee dealing with the affairs of the ward. The Ward Committee will:
  - (a) Consider and make recommendations on such matters referred to it by Council from time to time.
  - (b) Consult at regular intervals with ward residents on matters relating to the ward, and develop and submit reports and recommendations on such matters, as and when required, via the Ward Councillor, to Council.
  - (c) At all times actively promote and further the best interests of the ward to the extent that this is in line with the best interests of the entire metro.
3. It is not the object of this code to interfere with the right of members to advise and assist members of the public in their dealings with the Council. However, it is preferable in all cases to submit representations to the Council through the proper channels.

### **ANNEXURE A**

#### **RULES OF ORDER FOR WARD COMMITTEE MEETINGS**

##### **1. Commencement of Ward Committee meeting**

The Chairperson must open each meeting of the Ward Committee at the scheduled time for the meeting and immediately proceed with the business of the meeting.

##### **2. Order of Business**

Business at ordinary meetings of the Ward Committee should be flexible but must preferably proceed in the following order:-

- (a) Apologies, applications for leave of absence.
- (b) Signing of minutes.
- (c) Disclosure of interest.
- (d) Statements, communications or business brought forward by the Chairperson.
- (e) Interviews with deputations or persons summoned to attend the meeting.

- (f) Statutory business.
- (g) Business which by resolution at a prior meeting has precedence.
- (h) Matters adjourned from any preceding meeting.
- (i) Submission by the Secretariat of reports, communications, memorials, petitions as well as applications dealing with matters of urgency.
- (j) Communications/correspondence
- (k) General business.

However, a member may at any time during the proceedings move as a motion of course that precedence be given to any matter appearing on the agenda and may briefly state the reasons for such motion. If this motion is seconded, it must be put to the vote immediately and without discussion. If carried, the matter must receive precedence.

### **3. Introduction of urgent business**

- (a) The Chairperson may at any meeting without notice make any statement or read any communication. Any member who wishes to introduce a matter of exigency must submit it to the Ward Committee through the Chairperson. A maximum of three items of such a nature may be introduced at a meeting.
- (b) A member may introduce urgent business if it is delivered to the Chairperson at least 24 hours before the date of the meeting at which it is intended to be introduced.

### **4. Attendance Register**

Every member present at a meeting of the Ward Committee must sign his/her name in an attendance register, which must be provided for that purpose.

### **5. Minutes**

- (1) Minutes of the proceedings of every meeting of the Ward Committee must be drawn up and printed or type-written and must be submitted by the Chairperson for confirmation at the next ordinary meeting.
- (2) The minutes must be taken as read for the purpose of confirmation, if a copy thereof was sent to each member of the Ward Committee at least forty-eight hours previously.
- (3) Except as to accuracy, no motion or discussion on the minutes will be allowed.
- (4) A motion of course to correct the minutes will be permissible, and if carried, the

minutes must immediately be corrected and signed.

## **6. Order of priority**

The sequence, in which members speak, will be determined by the Chairperson.

## **7. Precedence of Chairperson**

Whenever the Chairperson wishes to speak during a debate, any member then speaking or offering to speak must be silent and all members must be silent so that the Chairperson may be heard without interruption.

## **8. Chairperson's ruling on questions of order**

- (1) The ruling of the Chairperson on a point of order, point of information, or on the admissibility of a personal explanation, will be final and not open to discussion.
- (2) The ruling of the Chairperson upon any point raised as to the interpretation of these regulations will be entered in the minutes by the Secretary.

## **9. Unopposed business**

- (1) When a meeting of the Ward Committee has lasted more than two hours, the Chairperson may interrupt the proceedings and direct that the Ward Committee immediately proceed to dispose of business other than opposed business.
- (2) After the disposal of such business, the proceedings must resume at the point at which they were interrupted, unless all other remaining business has been adjourned until the next meeting.

## **10. Quorum**

Whenever at the start of a meeting or during a meeting of the Ward Committee there is no quorum, the Chairperson must announce it, and if within fifteen minutes thereafter there is still no quorum, the names of the members present must be called by the Secretary and recorded in the minutes, and the Chairperson must declare the meeting ended.

## **11. Voting by show of hands**

The decision of the Ward Committee on any questions before it, must be determined by a show of hands and by simple majority, i.e. 50% + 1 of the members present.

## **12. Meetings of Ward Committee**

- (1) Meetings must be conducted once a month, and be scheduled annually one year in advance.

- (2) Should the Ward Committee not form a quorum within fifteen minutes of the time it should have commenced, the meeting may not proceed.
- (3) A member of the Ward Committee who without leave of absence previously granted by the Ward Committee, fails to attend three consecutive meetings of such Committee, will cease to be a member thereof and will not qualify for re-election to any Ward Committee for a period of six months from such cessation.
- (4) A member of the Ward Committee may resign from such Ward Committee by notice in writing, signed by him and submitted to the Secretary.

### **13. Maintenance of order at Ward Committee meetings**

- (1) If a member misconducts him/herself or obstructs the business of any meeting of the Ward Committee or challenges the ruling of the Chairperson on any point of order or declines to withdraw any expression when required to do so by the Chairperson, or indulges in tedious repetition or unbecoming language, or commits any breach of these Rules, the Chairperson will direct such member to conduct him/herself properly and resume his/her seat.
- (2) In the event of a persistent disregard of the directions of the Chairperson, the Chairperson will direct such member to retire from the meeting venue for the remainder of the meeting and may, if necessary, cause him/her to be ejected there from.
- (3) (a) Any such member who:
  - (i) refuses or fails to comply with a direction of the Chairperson given in terms of sub-regulation (3); or
  - (ii) returns to the place of meeting prior to the conclusion of the meeting from which he/she was directed to retire; or
  - (iii) offers resistance whilst being ejected from the place of meeting. will be guilty of an offence and will receive a formal written warning and a one-meeting suspension, which will be deemed to be an absence without leave.
- (b) Should such member commit the same or similar offence twice, he/she will be disqualified as a member of the Ward Committee, and rule 16(3) will apply *mutatis mutandis*.
- (4) Members may not bind the committee or make official statements to the press unless they have the prior approval of the Chairperson of the Ward Committee.