

Statutory Instrument of 2023.

[CAP. 29:13]

Manyame Rural District Council (Disclosure of Documents
and Publication of Proceedings) By-Laws, 2023

ARRANGEMENT OF SECTIONS

Section

PART I

PRELIMINARY

1. Title
2. Interpretation of terms
3. Filing of signed minutes
4. Recording of Resolutions in the Minute Book
5. Confirmation of Minutes
6. Procedure of Disclosure of Council Minutes only to the
Public
7. *Unauthorized disclosure and publication of proceedings*

8.Recordings and taking of images during proceedings

9.Schedule of fines

PART II

DISCLOSURE OF DOCUMENTS AND PUBLICATION OF PROCEEDINGS

PART I

PRELIMINARY

IT is hereby notified that the Minister of Local Government and Public Works, in terms of section 90 of the Rural District Councils Act [*Chapter 29:13*], approved the following by-laws made by Manyame Rural District Council.

1. Title

These by-laws shall be cited as the Manyame Rural District Council (Disclosure of Documents and Publication of Proceedings) By-laws, 2023.

Interpretation

2. In these by-laws —

“Authorized Officer” means any person authorised by the Manyame Rural District Council to perform any functions under these by-laws.

“Council” means Manyame Rural District Council

“Disclosure” means to reveal Council information.

“Proceedings” means a record of minutes of a meeting

“Publication” means the sharing of record of proceedings of Council meetings or its sub-committees for purposes of filing or inspection by citizens and stakeholders

Filing of signed minutes

- 3 (1) All Council signed minutes must be kept by the Authorized Officer under lock and key or on a secure data base.

(2) All signed minutes shall be executive bound at the end of each calendar year.

Recording Of Resolutions in the Minute Book

4 All Council resolutions shall be recorded in the Council Resolution Minute Book.

Confirmation of Minutes

5 All Council minutes shall be confirmed and signed at the subsequent meeting of the relevant Committee or Council.

Procedure of Disclosure of Council Minutes

6 (1) Council Minutes are open for inspection and reproduction to the public upon request subject to payment of the prescribed fee.

(2) Access to such minutes for inspection or reproduction follows a proper authorization which shall be granted by the Authorized Officer.

Unauthorized disclosure and publication of proceedings

7. (1) It shall be an offense for a Council official, Councillor or Policy Maker to disclose or publish proceedings without authorization.

(2) Any council official, Councillor or Policy Maker who discloses or publishes council proceedings without authorization will be found guilty and shall be subjected to disciplinary proceedings in terms of their code of conduct.

Recordings and taking of images during proceedings

8. (1) The recording or taking of images during proceedings cannot be done without the approval of Council.

(2) The recording device, may be confiscated and may only be returned after the confirmation of the minutes of the meeting. The owner of the device, with the supervision of Information Technology personnel of Council shall be responsible for deleting the recorded material on the recording device, cloud and any other platforms he/she may have posted.

(3) Any person who contravenes this section shall be guilty of an offense and liable to a fine as prescribed in the Council budget.

(4) Failure to adhere to subsection 2 will attract a fine as prescribed in the Council budget.

9. Schedule of fines