

## **Procedure for Motions on Notice at Council**

### **Proposed revision to Section 9 of the Council Procedure Rules, contained in Part 4 of the Constitution:**

9.1 A "motion on notice" is a request to Council for a decision to be made or action to be taken. It is a written document, that outlines the background to why the request is being made, what is being asked at Council and the potential implications for the Council of making that decision.

9.2 Motions must be about matters for which the Council has a responsibility, or which affects the administrative area of the council or part of it, or the inhabitants of that area. The Service Manager – Democratic Services shall, in consultation with the Chair, reject any motions that are deemed ultra vires, illegal, or improper by virtue of being defamatory or offensive.

9.3 Unless there are overriding exceptional circumstances, at least 21 days prior to the Council meeting, Members expecting to submit a motion must notify the Service Manager - Democratic Services of their intention to do so. The Service Manager – Democratic Services will then engage with other relevant officers or Members as required by the nature of the motion. The Councillors and Officers may then seek to liaise with each other about the nature of the motion, including discussion with the proposer, on any relevant action the Council is already taking in respect of the issue and clarification on the wording of the motion.

9.4 Overriding exceptional circumstances would be those cases where the Councillor proposing the motion could not have reasonably foreseen the need to notify their intent to submit the motion at least 21 days prior to Council. They may only be included on the Council agenda with the written permission of the Chair.

9.5 The final version of the motion on notice must be delivered in writing or by electronic mail to the Service Manager – Democratic Services no later than midday ten working days before the day of the meeting. These will be dated, and available for public inspection on request.

9.6 Each Member may put one motion on notice at each Council meeting. A maximum of three motions may be considered at each Council meeting unless the Chair agrees, by virtue of special urgency, that additional motions may be considered. Any motions that cannot be considered at the meeting will be deferred for consideration at a future meeting of Council.

9.7 The motion on notice can be moved and seconded at the meeting by any Member. If the motion on notice is not moved, it will be treated as withdrawn and may not be moved without another notice in accordance with these rules. A motion may be withdrawn at any time by the proposer of the motion.

9.8 Once the motion has been moved and seconded, the Chair will invite Members to debate the motion. Only five Members, in addition to the proposer and seconder, may speak to the motion. Each Member may speak only once, for a maximum of three minutes on the motion. The proposer has the right of reply at the conclusion of the debate for three minutes.

9.9 The Chair has the discretion to extend the time allowed and / or the number of speakers to discuss the motion, to allow for the proposer (with the agreement of the seconder) to amend the motion, or to allow for the proposer to respond to questions or points of clarification on the motion.

9.10 At the conclusion of the debate, the motion shall be put to a vote and determined by a simple majority of those present and voting.

9.11 Where an agreed motion on notice refers a matter to a committee for consideration, then a report shall be presented in due course to the Council on how the motion on notice was considered by that committee and any consequential outcomes as a result.