



Motions Procedure

1. Submitting a motion

- 1.1. A member may submit a motion to a Council meeting by giving written notice to the Director of Corporate Services at least 10 clear working days before the date of the Council meeting.
- 1.2. The motion must relate to one of the Council's functions or affect the wider district.
- 1.3. Motions shall be limited to one motion per member per council meeting.
- 1.4. Motions shall be no longer than one side of A4.
- 1.5. The Director of Corporate Services shall decide whether the motion will be:
 - a) Included within the agenda to be moved and debated at the next Council meeting
 - b) Deferred to a later Council meeting either for further information to be gathered or in order to manage the number of agenda items
 - c) Referred to the Cabinet or relevant Committee/Panel where the motion has legal, financial or other regulatory implications, in order that those implications can be fully considered and understood in the most appropriate forum.
 - d) Reworded to enable the motion to be debated at Full Council. This may be necessary for example, where the matter being debated is an Executive function, and cannot therefore be resolved at Full Council, the motion would in this case need to be a recommendation from Council to Cabinet or other committee to consider, taking into account the views of Council.
 - e) Rejected as it does not relate to a function of the Council or affect the wider district, or where the motion, in the view of the Director of Corporate Services, contains more than one, unrelated motion or is unreasonably lengthy.
- 1.6. The Director of Corporate Services will inform the member who submitted the proposed motion, and the Chairman of the Council of his decision.
- 1.7. If more than one motion is accepted for any given Council meeting the motions will be taken in order of receipt.

2. Motions without notice

The following motions may be proposed and seconded without prior notice:

- a) To appoint a Chairman of the meeting where the Chairman is absent.
- b) To amend the minutes of the previous meeting.
- c) To adjourn a debate.
- d) To adjourn a meeting.
- e) To propose a closure motion.
- f) To exclude the press and public in accordance with legislation.
- g) To propose an amendment/s to a motion or recommendation (see counter motions below).
- h) Minor amendments which do not change the meaning (see counter motions).

3. Counter motions

- 3.1. During the meeting, a member may propose a counter motion or an amendment to a motion without prior notice. Where an amendment is minor in nature and does not significantly change the meaning of the original motion such amendments will be dealt with orally during the meeting. Where a member proposes a more significant change, either in length or in altering the nature of the motion, the proposer will be asked to read out the amendment, and if seconded pass a written copy of the amendment to the Democratic Services Officer who will share this with the Chairman.
- 3.2. The counter motion must relate directly to a motion that has been tabled in the agenda pack and must not be a new motion which would require 10 clear working day's notice.
- 3.3. Members are encouraged to share their counter motions with the leaders of all political parties in advance of the meeting in order to avoid duplication, and with the Director of Corporate Services in order to assist the effective running of the meeting.
- 3.4. The Director of Corporate Services will share all notified counter motions with the Council Chairman and relevant officers in order to ensure the smooth running of the meeting.
- 3.5. All counter motions received in advance will be circulated to members in hard copy at the meeting.

4. Debating a motion

- 4.1. The time allowed for motions to be debated shall be restricted to 30 minutes in total. After which the Chairman may:
 - 4.1.1. Allow the current motion being debated to conclude in the normal manner, or
 - 4.1.2. Close the debate and put the matter to the vote.
- 4.2. Any motion not yet debated will be deferred to a subsequent meeting of the Council.
- 4.3. At the Council meeting each motion must be proposed and seconded before it is debated.
- 4.4. The Chairman will invite the member who proposed the motion to speak first before inviting other members to speak in turn.
- 4.5. The Chairman will then invite any member who proposed a counter motion in advance to propose and second their counter motion.
- 4.6. The Chairman will then invite the relevant Cabinet member or committee Chair to speak before inviting other members to speak in turn.
- 4.7. Following the debate the Chairman will first take a vote on the counter motion, the result of which will be noted in the minutes of the meeting.
- 4.8. If there is no counter motion or the counter motion vote is lost then the Chairman will take a vote on the original motion, the result of which will be noted in the minutes.

4.9. If there are multiple counter motions the counter motion submitted last will be voted on first.

4.10. If a motion is referred to the Cabinet or relevant Committee/Panel the member who proposed the motion will be invited to address the Cabinet or Committee/Panel.

5. Delegations

For the avoidance of doubt in the absence of the relevant person/s the following substitutes are authorised to carry out the above:

- a) For the Chairman, the Vice-Chairman
- b) For the Director of Corporate Services, the Divisional Manager for Democratic Services (or in the absence of both the Democratic Services Manager, or any Director of the Council)