

Appendix 2

4.9 Motions on Notice (only applicable to Full Council)

4.9.1 Notice Except for motions which can be moved without notice under 4.10 notice of every motion, must:

- (a) be delivered in writing or by electronic mail,
- (b) signed by at least five Members, and
- (c) be delivered to the Democratic Services Team not later than ten clear working days before the date of the meeting.

The councillor proposing the Notice of Motion must provide evidence that they have the support of a seconder and three other councillors. The evidence shall accompany the Notice of Motion when first submitted. This should be done by the proposer attaching the emails of support to the email used to submit the Notice.

4.9.2 Motion set out in agenda

Motions for which notice has been given will be listed on the agenda as the last item of business in the order in which notice was received, unless the Member giving notice states, in writing, that they propose to move it to a later meeting or withdraw it.

4.9.3 Scope

The relevant motion must fall within the following scope which will be determined by the Monitoring Officer:

- (a) Motions must be about matters which are related to the responsibilities of the Council or which directly affect the District
- (b) Motions may not relate to the personal affairs or conduct of individual Members.
- (c) Motions must not include inappropriate or inflammatory language.
- (d) Motions must not relate to matters that have been debated in the last six months
- (e) Provide sufficient evidence to demonstrate that it meets one or more of the following criteria
 - It is a district level function over which the district has some control
 - It is a recently introduced policy, service area of activity which would be timely for review
 - It is a policy which has been running for some time and is due for review
 - It is a major proposal for change
 - It is an issue raised via complaints received
 - It is an area of public concern
 - It is an area of poor performance

4.9.4 Process

If for any reason the proposer of a motion is unable to be present at the meeting, then one of the persons supporting the Notice may move it.

The councillor proposing the Notice of Motion may at the same time propose that the motion be referred to a committee without debate.

Prior to the debate of a motion, there will be opportunity for an appropriate person to give a statement regarding the facts of the motion to ensure that the debate is well informed

The person proposing the Motion has a right of reply on their motion and any amendment to their motion.

Only one amendment can be moved and debated at any given time

Amendments that seek to materially alter or change the subject or meaning of the original motion are not permitted.

If the meeting votes to accept the amendment, that becomes the final motion, subject to any further amendments.

4.9.5 Time Limits

The overall time limit for dealing with Notices of Motion is 60 minutes

The proposer may speak for a maximum of five minutes. Other councillors are limited to two minutes.

Members may speak only once on a motion with the exception of the proposer who has a right of reply immediately before a vote is taken.

At the end of the period of sixty minutes motions not heard shall carry forward to the next meeting.