

## Changes to the Motions process 4.18

### Motions

1. Motions may be submitted by Members for debate at a Council meeting on any issue over which the meeting has power or which affects the District.
2. Motions must be received in writing, including from a known or recognised e-mail address, by the **Monitoring Officer** by noon on the eighth working day before the meeting.
3. Notwithstanding the deadline for motions, Members are encouraged to submit motions early and to discuss potential motions with officers to enable a review in case of any budgetary implications.
4. Motion may be:
  - 4.1. amended by the Monitoring Officer for the purpose of clarification, in consultation with the Member(s) who submitted it; or
  - 4.2. amended or withdrawn by the Monitoring Officer, after informing the Member who submitted it, if it appears the wording is not in order or is framed in improper or unbecoming language.
5. Motions will be published on the agenda for which they have been submitted.
6. If a submitted motion is not proposed either by the Member who has given the notice or by some other Member with their written authority it shall be abandoned and must be submitted afresh if it is to be considered at any future meeting.
7. Once a submitted motion is moved and seconded, the Chairman and/or the Monitoring Officer will indicate that the Motion will be dealt with in one of the following ways:
  - 7.1. be referred without debate to a relevant Body for decision because the subject matter falls within their remit for such (for the avoidance of doubt, except in respect of the Council Budget Meeting, any Motion that would materially increase expenditure, involve capital expenditure, materially reduce the revenue of the Council, or involve the disposal of a significant asset, falls within the remit of the Executive);
  - 7.2. stand adjourned and be referred without debate to a relevant Body for initial consideration and report back because the subject matter falls within their remit for such;
  - 7.3. be debated at the Meeting in accordance with the Rules of Debate; or
  - 7.4. stand adjourned to a future Meeting.
8. ~~If a motion is referred to the Executive or any Committee or Sub-Committee of which the proposer is not a Member, they shall be given notice of the meeting at which it is proposed to~~

~~consider the motion and shall have an opportunity of explaining it, but shall not have a right to vote on it.~~

9. Motions will be dealt with at the meeting in the order that they are received. The Chairman will determine whether motions can be considered consecutively where they cover similar matters.
10. The Chairman will have absolute discretion during the meeting to move from the item of business considering Motions to the next item of business on the Agenda, where the Chairman considers that to be necessary for the effective administration of the business on the Agenda.
11. Where a Motion has been moved and seconded but is not to be considered at the Meeting:
  - 11.1. the mover of the Motion shall be entitled to speak to the Motion for a five minute period;
  - 11.2. the Leader or relevant Executive Member shall be entitled to speak in response for a five minute period;
  - 11.3. the Motion shall be referred to the next appropriate Meeting of the relevant Body;  
and
  - 11.4. the Mover of the Motion, the Leader and the relevant Executive Member shall receive a copy of the Agenda for that Meeting and shall be invited to attend that Meeting;  
and:
  - 11.5. the Mover of the Motion shall be entitled to speak to the Motion in accordance with the Rules of Debate; and
  - 11.6. the Leader or relevant Executive Member shall be entitled to speak in response in accordance with the Rules of Debate; and
    - 11.6.1. if the Motion has been referred to the relevant Body for decision, a Report as to the outcome will be included in the Agenda of the next appropriate meeting of the referring Body; or
    - 11.6.2. if the Motion has been stood adjourned and referred to the relevant Body for initial consideration, a Report as to the outcome will be included in the Agenda of the next practical/appropriate Meeting of the referring Body and the Motion shall be debated at that Meeting in accordance with the Rules of Debate.