

Appendix I: Existing wording marked up with 'track changes'

15. Notices of Motion

(i) Motions submitted by Members

With the exception of ~~Motions~~ motions which can be moved without notice, written notice of every motion, signed or forwarded by email by a proposer and seconder (or appropriate number of Members if the motion is submitted pursuant to Council Procedure Rule 210) must be given to the proper ~~Officer~~ officer not later than 4.30pm on the Friday before the agenda is despatched. These will be recorded and open to public inspection.

No more than two motions submitted by members will be listed on the agenda for debate per meeting. Motions will be listed on the agenda in order of receipt. If notice of more than two motions is received by the proper officer for any meeting, those received after the first two will be added to the agenda for subsequent meetings in the order that they were received. Motions will remain on agendas unless the member giving notice states in writing the she wishes to withdraw the motion or move it to a later meeting.

The Mayor may agree to late motions, in addition to a ~~the~~ maximum of two that have already been accepted for debate ~~listed on the agenda for debate,~~ being added to the agenda where he/she is of the opinion they are urgent.

~~Each Motion will be set out on the agenda, in the order of receipt, and dealt with on a first come first served basis, unless the Member giving the notice states in writing that they wish to withdraw the motion or move it to a later meeting.~~

No Member can have more than two notices of motion on the agenda; any submitted in excess of two will be referred to the subsequent meeting where the same rule applies (i.e. no more than two motions).

~~Motions submitted by Members will be limited to a maximum of 30 minutes debate for each motion and no more than two motions will be accepted and debated per meeting. No motions ~~to~~ will be accepted, subject to the Mayor's discretion in respect of urgent ~~matters~~ motions, at key budget decision meetings. The latter are defined as the budget setting meeting and the meeting setting the Council's fees and charges.~~

Amendments to the budget are to be made in writing and delivered to the proper officer by 5pm on the Monday before the meeting. In proposing any changes to the budget any amendment must ensure that the proposal achieves a balanced budget.

~~The Mayor may agree to late motions, in addition to a maximum of two that have been accepted for debate, being added to the agenda where he/she is of the opinion they are urgent.~~

If a ~~Motion~~-motion set out on the agenda is not moved at the meeting, either by the Member that gave the notice or by another Member, it shall, unless postponed by the consent of the Council, be treated as withdrawn and shall not be moved without fresh notice.

~~If the subject falls within the terms of reference of another meeting it shall, upon being moved and seconded, be referred without discussion to the meeting as the Council determines, for consideration and report. Alternatively, the Mayor can decide that the Motion can be considered at the Council meeting.~~

Motions submitted by Members will be limited to a maximum of 30 minutes' debate for each motion.

Motions must be about matters for which the Council has responsibilities ~~for~~ or which affect the Borough.

It is acceptable for motions to set a tone or general direction for future more detailed policy development work by the appropriate council committees, or to provide an initial stimulus to that work, but the wording of a motion or an amendment to a motion must not be such that it could be interpreted as circumventing or seeking to circumvent the council's constitutional decision-making processes.

Motions about policy areas which are an executive matter should request cabinet or cabinet members to undertake the necessary work to enable an executive decision to be taken, while motions about non-executive matters should request the relevant committee to do the same or request cabinet to undertake the work necessary to bring an evidenced proposal to a future council meeting.

The monitoring officer will review the wording of all motions submitted, and where necessary will work with the member(s) who wish to propose the motion to bring the wording into compliance with this rule in a way which is acceptable to both the member and the monitoring officer.

In the event that no agreement on wording can be reached, the monitoring officer may, in consultation with the mayor, reject a motion on the basis that its wording is in breach of this rule or that it is otherwise out of order, illegal, irregular or improper. When such a rejection occurs, the monitoring officer will advise the member(s) who wished to propose the motion in writing of the reasons for the decision, and will submit a report of the decision to the council meeting at which the motion would have been debated. This report will be noted without discussion.

In the event that a motion seeking to set a tone or general direction for, or to provide initial stimulus to, future policy development work is moved and seconded but not carried when put to the vote, this will in no way prevent the executive or any relevant committee from working to develop policy along the lines proposed in the motion. In general the rejection of a motion at full council will have no bearing on the future work of the council, the executive or any committee (but refer to Rule 20.2 for the bearing it can have on future motions).

~~No Member can have more than two notices of motion on the agenda; any submitted in excess of two will be referred to the subsequent meeting where the same rule applies (i.e. no more than two motions).~~

~~If Notice is given of any Motion which the Proper Officer considers to be out of order, illegal, irregular or improper, he will advise the Mayor that the notice should not be accepted. The Mayor shall determine whether it can be considered taking this advice into consideration. If the motion is not accepted, the Proper Officer will let the Member concerned know the reasons for the rejection and a report of the action will be submitted to the next Council meeting.~~

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17.4 Amendments to Motions

An amendment shall be relevant to the ~~Motion~~motion and will either be:-

- (a) to refer the matter to an appropriate body or individual for consideration or reconsideration;
- (b) to leave out words;
- (c) to leave out words and insert or add others;
- (d) to insert or add words;

as long as the effect of (b) to (d) is not to negate the ~~Motion~~motion or to bring its wording into conflict with any of the provisions of Rule 15.

Only one amendment may be moved and discussed at a time and no further amendment shall be moved until the amendment under discussion has been disposed.

If an amendment is lost, other amendments may be moved on the original ~~Motion~~motion.

If an amendment is carried, the ~~Motion~~motion as amended shall take the place of the original ~~Motion~~motion. This becomes the substantive ~~Motion~~motion upon which any further amendments are moved, except such as would have the effect of reviving the original ~~Motion~~motion.

Amendments to recommendations contained in Cabinet or officer reports to be considered by Council will be debated in the same way as amendments to motions; however, there is no restriction on what the amendment to the recommendation may be.

Appendix II: Clean version of revised wording

15. Notices of Motion

(i) Motions submitted by Members

With the exception of motions which can be moved without notice, written notice of every motion, signed or forwarded by email by a proposer and seconder (or appropriate number of Members if the motion is submitted pursuant to Council Procedure Rule 20) must be given to the proper officer not later than 4.30pm on the Friday before the agenda is despatched. These will be recorded and open to public inspection.

No more than two motions submitted by members will be listed on the agenda for debate per meeting. Motions will be listed on the agenda in order of receipt. If notice of more than two motions is received by the proper officer for any meeting, those received after the first two will be added to the agenda for subsequent meetings in the order that they were received. Motions will remain on agendas unless the member giving notice states in writing that she wishes to withdraw the motion or move it to a later meeting.

The Mayor may agree to late motions, in addition to the maximum of two that have already been listed on the agenda for debate, being added to the agenda where she is of the opinion they are urgent.

No motions will be accepted, subject to the Mayor's discretion in respect of urgent motions, at key budget decision meetings. The latter are defined as the budget setting meeting and the meeting setting the Council's fees and charges. Amendments to the budget are to be made in writing and delivered to the proper officer by 5pm on the Monday before the meeting. In proposing any changes to the budget any amendment must ensure that the proposal achieves a balanced budget.

If a motion set out on the agenda is not moved at the meeting, either by the Member that gave the notice or by another Member, it shall, unless postponed by the consent of the Council, be treated as withdrawn and shall not be moved without fresh notice.

Motions submitted by Members will be limited to a maximum of 30 minutes' debate for each motion.

Motions must be about matters for which the Council has responsibilities or which affect the Borough.

It is acceptable for motions to set a tone or general direction for future more detailed policy development work by the appropriate council committees, or to provide an initial stimulus to that work, but the wording of a motion or an amendment to a motion must not be such that it could be interpreted as circumventing or seeking to circumvent the council's constitutional decision-making processes.

Motions about policy areas which are an executive matter should request cabinet or cabinet members to undertake the necessary work to enable an executive decision to be

taken, while motions about non-executive matters should request the relevant committee to do the same or request cabinet to undertake the work necessary to bring an evidenced proposal to a future council meeting.

The monitoring officer will review the wording of all motions submitted, and where necessary will work with the member(s) who wish to propose the motion to bring the wording into compliance with this rule in a way which is acceptable to both the member and the monitoring officer.

In the event that no agreement on wording can be reached, the monitoring officer may, in consultation with the mayor, reject a motion on the basis that its wording is in breach of this rule or that it is otherwise out of order, illegal, irregular or improper. When such a rejection occurs, the monitoring officer will advise the member(s) who wished to propose the motion in writing of the reasons for the decision, and will submit a report of the decision to the council meeting at which the motion would have been debated. This report will be noted without discussion.

In the event that a motion seeking to set a tone or general direction for, or to provide initial stimulus to, future policy development work is moved and seconded but not carried when put to the vote, this will in no way prevent the executive or any relevant committee from working to develop policy along the lines proposed in the motion. In general the rejection of a motion at full council will have no bearing on the future work of the council, the executive or any committee (but refer to Rule 20.2 for the bearing it can have on future motions).

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17.4 Amendments to Motions

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- (b) to leave out words;
- (c) to leave out words and insert or add others;
- (d) to insert or add words;

as long as the effect of (b) to (d) is not to negate the motion or to bring its wording into conflict with any of the provisions of Rule 15.

Only one amendment may be moved and discussed at a time and no further amendment shall be moved until the amendment under discussion has been disposed.

If an amendment is lost, other amendments may be moved on the original motion.

If an amendment is carried, the motion as amended shall take the place of the original motion. This becomes the substantive motion upon which any further amendments are moved, except such as would have the effect of reviving the original motion.

Amendments to recommendations contained in Cabinet or officer reports to be considered by Council will be debated in the same way as amendments to motions; however, there is no restriction on what the amendment to the recommendation may be.