

Protocol for Dealing with Referred Notices of Motion

- i) This Protocol shall apply where a Notice of Motion has been referred by the Civic Mayor to the Executive or a Committee of the Council under Standing Order 7(4) of the Constitution.
- ii) The Proposer and Seconder of a motion which has been referred under (i) above shall be given at least 7 days notice of the meeting at which the motion is to be considered. The Proposer (or in his/her absence, the Seconder) shall be expected to attend the meeting and explain the Motion.
- iii) The Chairperson may call an extraordinary meeting of the Committee if he/she considers the matter to be time sensitive and the matter should be considered before the next scheduled meeting of the Committee.
- iv) At the discretion of the Chairperson, other persons with expertise on the subject of the Motion may be invited to attend the meeting at which it is to be considered.
- v) The following shall apply to speakers:-
 - (a) the Proposer (or in his/her absence, the Seconder) of the Motion – shall have up to 5 minutes to explain the motion (unless otherwise permitted by the Chairperson).
 - (b) any other person – up to 3 minutes (unless otherwise permitted by the Chairperson).
 - (c) the Proposer (or in his/her absence, the Seconder) of the Motion shall have the right of reply - not exceeding 3 minutes (unless otherwise permitted by the Chairperson).
 - (d) Questions may be asked of speakers by the Committee – not to exceed 5 minutes (unless otherwise permitted by the Chairperson).

- vi) Should both the Proposer and Seconder of the motion be unable to attend, no written submission on their behalf will be permitted and the motion shall be considered in their absence.
- vii) Consideration of the motion may be deferred to a future meeting to allow further information to be provided or other persons to attend.
- viii) Subject to (vii) above, the Committee shall debate the Motion and reach a decision.
- ix) Any decision taken in respect of the motion shall be referred to the next Ordinary Council meeting for consideration.