

7. Notices of Motion

- (1) Subject to Standing Order 17, notice of every motion except of one under Standing Order 8 shall be given in writing, signed by the Elected Member in whose name it stands (“the Proposer”) and seconded by another Elected Member (“the Secunder”) **no later than the Monday of the second week before each ordinary meeting of the Council** to the Head of Legal and Member Services.
- (2) The Head of Legal and Member Services shall set out in the Summons for every meeting of Ordinary Council all motions of which notice has been duly given under Standing Order 7(1) and to be debated (as determined under Standing Order 7(4)) in the following order, unless the Proposer of the motion has since withdrawn it in writing:
 1. Largest Political Group Notice of Motion;
 2. Second largest Political Group Notice of Motion;
 3. Third largest Political Group Notice of Motion;
 4. A Notice of Motion not received from a Political Group;
 5. The order above thereafter to be repeated.
- (3) If a motion set out in the Summons is not moved by the member who gave notice of it or by another member on his/her behalf, or is not duly seconded, it shall, unless postponed with the agreement of the Council, be treated as withdrawn and shall not be moved without fresh notice.
- (4) If the Mayor does not consider it convenient or conducive to the dispatch of business or the majority of councillors present do not agree that the motion will be dealt with at the meeting at which it is brought forward, it shall be referred without discussion to the Leader or such committee as the Mayor may determine for consideration.
- (5) Where a motion has been referred to any committee or the Cabinet under the previous paragraph, any debate on that motion at a subsequent Council meeting shall take place upon the report or the recommendation of the committee(s) or the Cabinet and there shall be no separate debate upon the motion itself.
- (6) The Proposer and Secunder of a motion which has been referred to the executive or any committee shall be given notice of the meeting at which it is to be considered. Either the Proposer or Secunder shall have the right to attend the meeting and an opportunity of explaining the motion.
- (7) Every motion shall be relevant to some matter which affects the Borough or be related to the Council's powers or duties.

- (8) If the Head of Legal and Member Services after consultation with the Mayor is of the opinion that a notice of motion is out of order it shall not be included in the Council Summons and that officer shall arrange for the members who signed it to be so informed.
- (9) All amendments to motions submitted under Standing Order 7(1) and to be debated (as determined under Standing Order 7(4)) must be submitted to the Head of Legal and Member Services by 10.00am on the Friday immediately preceding the Ordinary Council meeting at which the motion is to be debated. All such amendments shall be published by the Head of Legal and Member Services.
- (10) In the case of a Notice of Motion being referred to the Leader, Cabinet or a Committee of the Council by the Civic Mayor, the Standards and Constitutional Oversight Committee shall determine the procedure for how such a referral shall be dealt with.