



NOTICE OF MOTION TO COUNCIL

AGENDA ITEM		AGENDA DATE	
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Title of Motion	
Proposed by	
Seconded by (<i>If possible at time of submission</i>)	
Detailed background including any financial implications (provided by the proposer)	<i>See attached Report</i>
Additional Background (provided by the Proper Officer) if appropriate	<i>Comment, attach Report or annotate as "n/a"</i>
Financial implications (anticipated by the Proper Officer)	
Legal implications (comment by the Proper Officer)	

Proposer must complete all points in Blue. Clerk or Deputy Clerk to complete points in Black.

Guidance Notes: (Standing Orders 9 and 10 apply to notices of motion)

9. Motions for a meeting that require written notice to be given to the Proper Officer

(a) A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.

(b) No motion may be moved at a meeting unless it is on the agenda and the mover has given seven clear day's written notice of its wording to the Proper Officer.

(c) The Proper Officer may, before including a motion on the agenda received in accordance with Standing Order 9(b) above, correct obvious grammatical or typographical errors in the wording of the motion.

(d) If the Proper Officer considers the wording of a motion received in accordance with Standing Order 9(b) above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer so that it can be understood at least five clear days before the meeting.

(e) If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the Councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.

(f) The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.

(g) Motions received shall be recorded and numbered in the order that they are received.

(h) Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

10. Motions at a meeting that do not require written notice

The following motions may be moved at a meeting without written notice to the Proper Officer;

- i. to correct an inaccuracy in the draft minutes of a meeting;
- ii. to move to a vote;
- iii. to defer consideration of a motion;
- iv. to refer a motion to a particular committee or sub-committee;
- v. to appoint a person to preside at a meeting;
- vi. to change the order of business on the agenda;
- vii. to proceed to the next business on the agenda;
- viii. to require a written report;
- ix. to appoint a committee or sub-committee and their members;
- x. to extend the time limits for speaking;
- xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;

- xii. to not hear further from a councillor or a member of the public;
- xiii. to exclude a councillor or member of the public for disorderly conduct;
- xiv. to temporarily suspend the meeting;
- xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
- xvi. to adjourn the meeting; or
- xvii. to close the meeting.

Proposal carried or fallen	
Minute reference	
If rejected, explanation.	