

## Appendix 2

### RULE 11 – with track changes accepted

#### NOTICES OF MOTION

- (1) Notice of every motion to be moved at an ordinary meeting of the Council, other than a motion under Rule 12, shall be given in writing, signed by the mover and seconder and delivered not later than 8 working days before the publication of the summons to the Chief Executive. The notice shall state for which meeting of the council the notice is given. The notice shall be dated and numbered on receipt in the order in which it is received and entered onto a public register which shall be open to inspection by every Member of the Council.
- (2) All motions received must have a proposer and seconder.
- (3) The Chief Executive shall set out in the Agenda for every meeting of the Council all motions of which notice has been duly given in the order in which they have been received, unless the Members giving such a notice intimated in writing, when giving it, that they proposed to move it at some later meeting or have since withdrawn it in writing.
- (4) If a motion thus set out in the Agenda be not moved and seconded either by the Members who gave notice thereof or by some other Members on their behalf it shall, unless postponed by consent of the Council, be treated as withdrawn and shall not be moved without fresh notice.
- (5) The Chief Executive and Solicitor to the Council, **in consultation with the Chairman of the Council**, shall decide, without discussion or debate, that the motion should be more appropriately referred to a Committee in which event it shall be placed on the agenda for the next available meeting of that Committee. Otherwise, motions will be dealt with at the Council meeting to which they are submitted. If a motion includes a proposal for the Council to take any substantive action or incur any expenditure in excess of £x it shall only be considered in principle to the extent that either the matter is noted by the Council or is referred to the relevant Committee or sub-Committee for consideration. No decision will be made by Council without a further report on budget and financial implications.
6. The Policy and Resources Committee may issue guidance on the application of Rule 11(5) with regards to the levels of any expenditure.
- (7) Every notice of motion shall be relevant to some matter in relation to which the Council has powers or duties, or which affects the District.
- (8) A motion of which notice has been duly given in accordance with the foregoing shall not **be amended or varied at any time except in accordance with the following:-**

A Member who had given notice of the motion may, with the consent of the Council signified without discussion –

  - (a) alter the motion; or
  - (b) with the further consent of his/her seconder alter a motion which s/he has moved;

**Commented [SH1]:** Members to advise if they wish the Chairman to be consulted.

**Commented [SH2]:** Members to advise a suggested level of expenditure

**Commented [SH3]:** Officers believe this point should be included under Rule 16 – Rules of Debate

provided (in either case) the alteration is one which could be made as an amendment thereto.

- (9) A Member of the Council who has moved a motion which has been referred to any Committee shall have notice of the meeting of the Committee at which it is proposed to consider the motion. S/he shall have the right to attend the meeting and if s/he attends shall have an opportunity of explaining the motion.
- (10) The rules of debate, contained in Rule 16 shall, with any necessary modification, apply to this Rule.