

10. NOTICES OF MOTION

10.1 Notice

Except for motions which can be moved without notice under these Procedural Standing Orders and unless the Chair is of the opinion that the motion should be considered as a matter of urgency, written notice of motions for discussion at full Council meetings must be delivered to the Chief Executive not later than 10 a.m. five clear working days before the date of the meeting. Motions are not considered at the first annual meeting of a new Council. The Chief Executive will maintain a record of all motions submitted and the public may inspect that record except in respect of motions considered in the absence of the press and public.

10.2 Motion set out in the agenda for a meeting

10.2.1 Motions for which proper notice has been given under this Procedural Standing Order will be listed on the agenda in the order in which they are received;

10.2.2 Unless the Chair, in consultation with Group Leaders, decides otherwise, subject to Procedural Standing Order 10.8, there will be no time restrictions on motions from each political group (for the purposes of this Procedural Standing Order 10.2.2 only, all independent Councillors are considered as a political group);

10.2.3 If the Chief Executive considers that such a motion qualifies to be considered by the full Council in the absence of the press and public, the Chief Executive may decide appropriate agenda wording to avoid public disclosure of confidential or exempt information.

10.3 Scope

Motions must be about matters which are related to the responsibilities of the Council or which affect the County. The Chair's decision on whether or not a motion is relevant to the responsibilities of Council will be final.

10.4 Subject to Procedural Standing Order 10.9, unless the Chair, in consultation with Group Leaders, decides otherwise a motion that has been properly notified and which has been moved and seconded will be discussed by full Council at the meeting for which notice has been given (excluding the first annual meeting of a new Council).

10.5 If the motion relates to an executive function and whether or not it is discussed at full Council at that time, full Council may:

10.5.1 Refer the motion to Cabinet who will consider the matter in the light of any views expressed by the full Council and advise the full Council of its decision; or

- 10.5.2 Refer the motion to the relevant Overview and Scrutiny Committee who will consider the matter in the light of any views expressed by the full Council. Following consideration, the Overview and Scrutiny Committee will refer the motion to Cabinet, Leader of the Council or Cabinet Member who will consider the matter in the light of any views expressed by full Council and the Overview and Scrutiny Committee and advise the full Council of its or their decision.
- 10.6 If a motion is referred by full Council to the Cabinet or another Council body (or both under Procedural Standing Order 10.5.2) the proposer and seconder of the motion may attend the meeting of the Cabinet or other Council body (or both) and speak to the motion but not vote unless a Member of the Cabinet or other Council body.
- 10.7 If a motion is referred by full Council to the Leader of the Council or Cabinet Member (either directly or via an Overview and Scrutiny Committee under Procedural Standing Order 10.5.2) the proposer and seconder of the motion may attend the meeting of the Overview and Scrutiny meeting and speak to the motion but not vote (unless a Member of the Overview and Scrutiny meeting) and/or submit in writing to the Leader of the Council or Cabinet Member, their views on the motion
- 10.8 The total period of time spent on motions on the day of a meeting shall not exceed two hours. However, debate on motions may be extended beyond the two hour limit to allow those members who have indicated to the Chair, before the end of the two hour period, their intention to speak on the motion being debated at that time. The mover of the motion will then have the opportunity to sum up and the vote will take place. This Procedural Standing Order may not be suspended.
- 10.9 In the event a motion has not been discussed at the meeting for which notice has been given, that notice of motion shall then be void.

11. MOTIONS WITHOUT NOTICE

- 11.1 The following motions may be moved without notice:
- 11.1.1 To appoint a Chair of the meeting;
 - 11.1.2 Concerning the accuracy of the minutes;
 - 11.1.3 To change the order of business in the agenda;
 - 11.1.4 To appoint a Council body or Member to a Council body arising from an item on the agenda for the meeting;
 - 11.1.5 To receive or adopt reports and recommendations of the Cabinet, Leader of the Council, Cabinet Member, an Overview and Scrutiny Committee, or, as appropriate, any other Council body or from Officers and any decision following from them;
 - 11.1.6 To amend or withdraw a motion but a Member who has already spoken on a motion being debated may not, during that debate, move or second a motion to this effect;

- 11.1.7 To adjourn the meeting but a Member who has already spoken on a motion being debated may not, during that debate, move or second a motion to this effect;
 - 11.1.8 To adjourn the debate but a Member who has already spoken on a motion being debated may not, during that debate, move or second a motion to this effect;
 - 11.1.9 To proceed to the next business but a Member who has already spoken on a motion being debated may not, during that debate, move or second a motion to this effect;
 - 11.1.10 That the question be put but a Member who has already spoken on a motion being debated may not, during that debate, move or second a motion to this effect;
 - 11.1.11 By the Chair not to allow another contribution to the debate from a Member named or to exclude a Member from the meeting under the Procedural Standing Order relating to Members' conduct;
 - 11.1.12 To exclude the public and media in accordance with the Access to Information Procedure Rules;
 - 11.1.13 That the subject of debate be referred to the Cabinet or appropriate Council body;
 - 11.1.14 To extend the time limit for speeches;
 - 11.1.15 That a Member be invited to remain at the meeting under the Procedural Standing Order relating to Members' interests;
 - 11.1.16 To suspend a Procedural Standing Order except Procedural Standing Order 10.8;
 - 11.1.17 To give the consent of the Council where such consent is required.
- 11.2 Standing Order 12 shall not apply to motions moved under this Procedural Standing Order, which shall be proposed, seconded and voted upon without debate, save that:
- 11.2.1 The proposer of a motion may speak for up to three minutes to explain why they have moved their motion;
 - 11.2.2 If a motion is moved under this Procedural Standing Order during a debate, the Chair may consent to one other Member speaking for up to three minutes against the motion moved under this Procedural Standing Order.