



Motions Guidance and Template

A Motion which has been submitted on Notice, will be included on the Full Council agenda, if it has been received by Democratic Services in writing or by electronic mail, no later than midday 10 clear working days before the day of the meeting. Please email your Motion to DemocraticServices@eastsoffolk.gov.uk A list of the deadlines for Motions is saved within the Democratic Services area on Fred.

Motions for which notice has been given will be listed on the Full Council Agenda in the order in which the notice was received, unless the Member giving notice states, in writing, that they propose to move the Motion to a later meeting or withdraw it.

A Notice of Motion is a request for Full Council to make a decision or to undertake an action. This request must be about matters for which the Council has a responsibility, or which affects the East Suffolk district.

A Notice of Motion can be rejected by the Monitoring Officer on a number of grounds, including:

- The Motion being an expression of opinion on foreign affairs – this is not concern of a local authority
- If a Motion is vague and unequivocal.
- If the Motion is out of order, illegal, irregular, improper or vexatious.
- If the Motion is very similar to a previous Motion that was submitted within the last 6 months.
- If the Motion would require the release of exempt information under the Exempt paragraphs 1 – 7 under Schedule 12A of the Local Government Act 1972, eg Paragraph 3 relating to the financial or business affairs of any particular person (including the authority holding that information) or Paragraph 7 relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

If a Motion is rejected, the Member who proposed the Motion will receive a full explanation of the reasons for the rejection from the Monitoring Officer.

It is important that Motions are succinct and to the point, using plain English. This is because the Member proposing the Motion will be able to elaborate and explain the purpose of their Motion in more detail, during the second part of the process, where Full Council considers whether to debate the item at the meeting or refer the matter to Cabinet or a Committee.

An example of a good Motion layout would be:

Motion title

Proposer:

Secunder:

This Council notes that:

- Insert any key information which is critical to understanding the motion.
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- -
- -
- -

This Council resolves to:

- Insert actual commitments and actions Council is being asked to take.
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- -
- -
- -

Please note that Motions have a 250 word limit in order that they remain succinct and to the point.

Please note that Members will be asked to read out their Motion in full when they are invited to Move their Motion. This is to assist those members of the public watching the meeting via YouTube who may not have access, or be able to read, the meeting papers. Reading out the Motion in full also assists the Council to be inclusive, open and transparent in the way it conducts its business at Full Council.

The consideration of a Motion on Notice will follow the same process at each meeting and it involves 3 main stages:

Step 1 – the Member proposing the Motion must read it out in full and move it. The Motion then needs to be seconded by another Member.

Step 2 – Full Council then needs to consider whether or not to discuss the Motion at the meeting or whether it would prefer to refer it on to Cabinet or another relevant Committee for further consideration. This is the point where the mover of the Motion will be invited to state their case and they can explain why they believe that Full Council should approve their Motion, make sure that you include all relevant information. After all those wishing to speak have spoken, there will be a vote on whether to debate the Motion at the Full Council meeting or whether it should be referred to Cabinet or a relevant Committee. If the Vote is for referral to Cabinet or a relevant Committee, there is no further debate on the matter. A report will be brought back to Full Council in due course, to update Members on decisions taken by the Cabinet or relevant Committee, in relation to the Motion.

Step 3 – If the vote was for the Motion to be discussed at the meeting, the Motion will be debated in full and amendments may be proposed. A decision on whether to accept or reject the Motion will be taken after the debate.

Once a Motion on Notice has been considered, the Chairman will ask Members to consider the next Motion on Notice listed on the agenda, or the next item of business

Please refer to the Motions Flow Chart for more detailed information about how the Motion will be dealt with at the meeting.