

**EXTRACT SHOWING RECOMMENDED CHANGES TO
STANDING ORDERS**

Part Four - Rules of Procedure

A. COUNCIL STANDING ORDERS

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23. General Limitations to all Motions

The following limitations shall apply to all forms of motion and amendment.

Negatived motions

- 23.01 No motion shall be moved to the same effect as any motion that has been negatived within the preceding six months. This is provided that this Standing Order shall not apply to a motion to adopt a recommendation of the Cabinet or a committee.

Form of motion or amendment to increase expenditure

- 23.02 No Member of the Council shall make a motion or move an amendment to a motion that would have the effect of increasing the expenditure of the Council except in the form of a reference to the Cabinet.

Relevance of motion or amendment

- 23.03 Every notice of motion or amendment shall be relevant to some question over which the Council has power or to some question that directly and explicitly affects the Borough.

- 23.04 Every amendment shall be relevant to the motion.

Terms of motion or amendment to be stated

- 23.05 Upon any Members of the Council rising to make a motion or propose an amendment, they shall state the terms of such motion or amendment, and shall be precluded from speaking in support until they have so stated their proposal.

Proposer and seconder of original substantive motion to speak before amendments taken

23.06 The Mayor will allow such time as he considers appropriate on the original substantive motion to allow the proposer and seconder to make their speeches and for others to contribute. Thereafter amendment(s) will be moved as below with priority being given to those who have not yet spoken.

Amendments to be taken in the order they are submitted, and dealt with individually

23.07 Amendments will be taken in the order they are submitted and where an amendment is carried, thus making any second amendment to the motion nonsensical, the proposer of any subsequent amendment will be given the opportunity to withdraw or vary their amendment (i.e. redraft it before proceedings recommence, if it is still relevant to the, now amended, motion), otherwise it will fall.

23.08 When an amendment has been moved and seconded, it shall be disposed of before any further amendment to the same motion is moved. If an amendment be carried, the motion as amended shall become the substantive motion, on which a further amendment may be moved.

No right of reply when amendment is carried

23.09 The right of reply shall not extend to the mover of any amendment that, having been carried, has become a substantive motion.

Members to speak only once

23.10 Except as otherwise specifically provided by Standing Orders, no Member shall address the Council more than once on any motion or on any amendment.

24. Motions for Main Debate

Process

24.01 A notice of motion for main debate shall:

- (a) be in writing
- (b) be signed by two Members, one as mover and the other as seconder;
- (c) reach the Town Clerk and Chief Executive no later than **noon** on the sixth working day before the day of the meeting at which it is to be submitted.

24.02 An amendment to a motion for main debate shall:

- (a) be in writing
- (b) be signed by two Members, one as mover and the other as seconder;

(c) reach the Town Clerk and Chief Executive no later than noon on the day of the meeting.

24.03 All notices of motion for main debate and notices of amendment thereto shall:

(a) be dated and numbered as received.

(b) be entered in a book to be retained for that purpose by the Town Clerk and Chief Executive, which book shall be open to personal inspection by every Member.

(c) appear on the agenda, with the names of the mover and seconder, in the order in which they are received (save in the case of notices of amendment which shall appear in a supplemental agenda grouped under the heading of the motion to which they relate and in the order in which they are received).

(d) be excluded from the agenda paper if the Mayor deems it to be out of order and so instructs the Town Clerk and Chief Executive. However, the Mayor may make alterations to any notice of motion or amendment to bring it in to due form. If the Mayor decides that a notice of motion or notice of an amendment shall be excluded or altered, the Member concerned shall be so informed.

Limitations

24.04 No Member of the Council shall sponsor more than one notice of motion for main debate or amendment thereto on the agenda at the same time, whether as mover or seconder.

24.05 After a motion is printed on the agenda or an amendment has been moved and seconded, it shall not be withdrawn without the consent of the Council.

Procedure in debate

Order in which motions are debated

24.06 The Council may vote on the order in which motions are debated. Those motions which have not been dealt with by the end of the time allotted to this item on the agenda, shall fall. The Council may also vote on the order in which any proposed amendments to a motion are debated.

Motion to be moved and seconded

24.07 A motion for main debate of which notice has been given or a proposed amendment thereto of which notice has been given shall be moved and

seconded by the Members who have given notice or, with the consent of the Council, by any other Member.

Right to speak – seconder of motion

- 24.08 No motion for main debate or motion for amendment shall be discussed unless it has been seconded, but any Member, when seconding a motion or amendment, if he or she then declares their intention to do so, may reserve their speech until a later period in the debate.

Reference to Cabinet or Committee

- 24.09 Where any motion of which notice has been given has been moved and seconded any Member may formally move that the motion be referred to the Executive or to the relevant committee or committees for consideration and report. Such reference, if formally seconded, shall be put to the vote and, if it is carried, the original motion shall stand so referred and there shall be no further debate on it.

Length of speech – mover of motion

- 24.10 The mover of a motion for main debate or of an amendment thereto may speak for up to **five** minutes.

Right of reply – relevant Cabinet Member

- 24.11 The relevant Cabinet Member or the Chairman of the relevant committee or someone nominated by him or her shall, provided he or she has not already spoken, have the right to speak when called upon by the Mayor, immediately before the mover of the motion or amendment exercises his or her right of reply. He or she may speak for up to **five** minutes.

Right of reply – mover of motion

- 24.12 The mover of a motion or of an amendment shall have a right of reply and may speak for up to five minutes. However, he or she will confine himself or herself to answering previous speakers and shall not introduce any new matter in to the debate.

Broad discretion to the Mayor

- 24.13 The Mayor has broad discretion in relation to the conduct of debates on motions and accompanying amendments. In particular he/she will determine the stage at which amendments are taken and the length of time allocated to debate on an amendment and debate on the substantive motion. The proposer of a substantive motion or of an amendment, plus the relevant Cabinet Member will speak for no more than five minutes though the Mayor may encourage brevity where these individuals have already spoken at

length in the preceding debate. The Mayor will determine the appropriate point at which the matter is put to the vote, unless a motion to that effect is requested by another Member first. The Mayor shall exercise his discretion in a manner designed to ensure effective and orderly debate.