

FERRYHILL TOWN COUNCIL



POLICY

MOTIONS

- a) motions may be submitted to the Clerk in writing (including via email) and should include a brief explanation of their purpose. All motions shall relate to the responsibilities of the meeting which they are tabled for 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. The appropriate officer to prepare a report for Council providing all relevant information relating to the motion
- b) no motion, unless of an emergency nature see (see Standing Order 10), may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 7 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- 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 7 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) **Subject to standing order 9 (e) above**, 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 in a book for that purpose and numbered in the order that they are received.
- h) Motions rejected shall be recorded in a book for that purpose with a clear and valid explanation by the Proper Officer for their rejection and brought to the next full Council meeting together with the explanation for the rejection.