

# **FARINGDON TOWN COUNCIL**

The Pump House, 5 Market Place FARINGDON, Oxfordshire, SN7 7HL

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Clerk: Sally Thurston



## **Councillor Motion Under Notice Form**

**Motion:**

**Proposer:**

**Date:**

**Seconder:**

**Date:**

**Background** *(The proposer will be required to explain the reasons for the motion at the meeting):*

**Financial implications:**

## **Motion Under Notice Guidance**

Whilst a councillor is carrying out their role and engaging with residents, he/she will identify improvements and services that will benefit the town.

If a councillor has a suggestion or idea then he/she should put forward a motion under notice, so it can be debated and either approved or rejected by council.

Most of the items on an agenda should represent items that councillors want to get resolved at meetings.

The Town Council may consider any matter in which it has a statutory power to act, which in the council's opinion is for the benefit of its area or its inhabitants.

Faringdon currently has the power of general competence because the Town Clerk is appropriately qualified, and more than two thirds of councillors were elected at the last election. This power gives the Town Council more freedom to act and means that the council has the power to do many things.

The purpose of a motion is to propose that a meeting decides a particular course of action.

### **How to submit a motion (See also Standing Order 9)**

Please use the attached form to submit motions to the Proper Officer (Town Clerk).

Wording should be clear. A motion should be capable of being understood and of being accepted or rejected when put to the vote.

Motions cannot be submitted at the last minute. Standing Orders dictate that a motion must be submitted five clear days before a meeting.

A motion should relate to the responsibilities of the meeting for which it is tabled.

A motion should have a seconder.

The Proper Officer will review motions and decide if they can be included in the agenda. A motion may be rejected for the following reasons:

1. It is submitted outside 5 clear days.
2. The wording is ambiguous.
3. A motion is not relevant to the responsibilities of the meeting for which it is tabled.
4. A motion is defamatory or otherwise offensive.
5. A motion proposes to rescind a previous resolution that is not within the period that is permitted by standing orders.

### **Background**

Please give a brief background to the motion. The proposer will be asked to explain reasons at the meeting. Reasons could include, for example, evidence of need or where a councillor has received requests from residents.

### **At the meeting**

The proposer (or mover) should formally propose the motion. The seconder is not expected to support the motion when he/she seconds it but may speak later in the debate.

The proposer should explain his/her reasons for tabling the motion and why it should be supported when the meeting comes to vote on it. After the proposer has spoken the chairman should direct the order of speakers before there is a vote. The mover of the original motion has a right to reply to any debate before the vote is taken.

A meeting is under no obligation to consider an original motion in the form it appears on the agenda. In accordance with standing orders a meeting may:

1. Pass the motion with or without amendments.
2. Reject the motion.
3. Postpone consideration of the motion to a later meeting.
4. Delegate consideration of the motion to a relevant committee, sub committee or member of staff

## **Relevant Standing Orders**

### **9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER**

- a A motion shall relate to the responsibilities of the meeting for which it is tabled 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.
- b No motion 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 5 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), 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) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least 3 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 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 and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

### **10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE**

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
  - i. to correct an inaccuracy in the draft minutes of a meeting;
  - ii. to move to a vote;
  - iii. to defer consideration of a motion;
  - iv. to refer a motion to a particular committee or sub-committee;
  - v. to appoint a person to preside at a meeting;
  - vi. to change the order of business on the agenda;
  - vii. to proceed to the next business on the agenda;
  - viii. to require a written report;
  - ix. to appoint a committee or sub-committee and their members;
  - x. to extend the time limits for speaking;
  - xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
  - xii. to not hear further from a councillor or a member of the public;
  - xiii. to exclude a councillor or member of the public for disorderly conduct;
  - xiv. to temporarily suspend the meeting;
  - xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
  - xvi. to adjourn the meeting; or
  - xvii. to close the meeting.