

APPENDIX 1 : Motions on Notice **CPR 12 – Proposed Wording**

MOTIONS ON NOTICE

12.1 NOTICE

Except for motions which can be moved without notice under CPR 13 and in cases of urgency, written notice of every motion, must be delivered to the Chief Executive either in hard copy (to be signed by **at least two members** proposer and seconder) or by email (~~the proposer is~~ **all signatories** required to **be copied** ~~in the seconder of the motion~~) not later than 10 a.m. 7 clear working days (i.e. clear days does not include the day the motion is received or the day of the meeting) before the Council meeting at which it is to be considered. Motions received will be entered in a book open to public inspection.

12.2 MOTIONS SET OUT IN AGENDA

Motions for which notice has been given will be listed on the agenda in the order received by the Chief Executive

12.3 SCOPE

Motions must be about matters for which the Council has a responsibility or which affect the wellbeing of the administrative area of the Council.

12.4 ONE MOTION PER MEMBER

No member may give notice of more than one motion for any Council meeting except with the consent of the Chair.

12.5 ALTERATION OF MOTION

- (a) Written amendments of Notices of Motion must be received by the Chief Executive 24 hours before the relevant Council meeting signed by ~~the mover and seconder~~ **two members**, and will be circulated to members by electronic means as soon as possible after receipt;
- (b) Only alterations which could be made as an amendment may be made i.e.:-
- (i) to refer the matter to an appropriate body or individual for consideration or reconsideration;
 - (ii) to leave out words;
 - (iii) to leave out words and insert or add others; or
 - (iv) to insert or add words as long as the effect is not to negate a motion.