

**Council Procedure Rules
Rules of Procedure/Standing Orders**

Summary of Time Limits - Members

Notices of Motion (Standing Order 14)	To Chief Executive at least <u>102 working</u> days before the date of the appropriate meeting of the <u>Council, the</u> Cabinet or a Committee.
<u>Motion to amend a motion of which notice has been given under Standing Order 14</u>	<u>To the Democratic Services Manager in writing by 10:00am on the working day before the meeting.</u>
<u>A motion to amend a motion on a matter referred from the Cabinet or an overview or other committee to the Council for decision.</u>	<u>To the Democratic Services Manager in writing by 10:00am on the working day before the meeting.</u>
Questions at meetings of the full Council On proceedings before the Council not determined under delegated powers (Standing Order 19)	Question to be put before consideration of proceedings concluded.
On proceedings before the Council of the Fire Authority (Standing Order 19A)	Question to be given in writing to the Chief Executive three working days before the meeting of the Council.
Relating to any business of the Council or to any function of the Fire Authority other than in above categories (Standing Order 20(1))	Question to be given in writing to the Chief Executive not later than 10.00 am three working days before the meeting of the Council.
Rescission of Preceding Council Resolution within six months (Standing Order 38)	Notice of motion to rescind must bear names of at least ten members and must be given to the Chief Executive at least ten days before the meeting of the Council.
Questions at meetings of Committees Relating to the business of a committee (Standing Order 20(2)). Note: questions must be from a member of the committee	Question to be given in writing to the Chief Executive by 10.00 am three clear working days before the date of the meeting of the committee.
Speeches Except in the case of a member of the Cabinet or the Chairman of a Committee presenting a report.	Up to 5 minutes.
A member moving a motion	Up to 10 minutes.
A member moving an amendment	Up to 7 minutes.
Questions on the proceedings of the Council, the Cabinet or Committees	2 minutes

Summary of Time Limits – Public

	<u>Notice to Democratic Services</u>	<u>At the meeting</u>
Make a Statement at meetings of the County Council, Cabinet or Committees that are open to the public (Standing Order 21(2))	Midday the day before the meeting	3 minutes (subject to the discretion of the Chairman)
Ask a Question at meetings of the County Council, Cabinet or	10:00am, 3 working days before the	3 minutes (subject to the

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Committees that are open to the public (Standing Order 21(1))	meeting	discretion of the Chairman)
Petitions (In accordance with the thresholds in the Petitions Scheme)	16 working days before the date of the meeting	10 minutes, followed by 15 minutes discussion

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Notices of Motion

14. ~~Submission of Notice of Motion~~Notice

- ~~(1) A member may submit a notice of motion in writing to the Chief Executive.~~
~~(2) Where the notice of motion is within the terms of reference of the Cabinet, or a committee or sub-committee of the County Council, the Chief Executive shall arrange for it to be included on the agenda of the Cabinet or the appropriate committee or sub-committee for consideration.~~
~~(3) In exceptional cases including the following, paragraph 14(2) above does not apply and the motion would be referred direct to the County Council for debate:-~~

- ~~• motions which ask the Cabinet (or a Committee) to initiate consideration of a particular area of activity;~~
- ~~• motions which the Chairman of the County Council, after consultation with the Chief Executive considers to be of an urgent notice requiring decision by the full Council where submission of the notice to the Cabinet (or Committee) would cause unwarranted delay.~~

- ~~(4) Every notice of motion shall be in writing, signed by the member or members giving the notice and shall be delivered at the office of the Chief Executive at least 12 days before the date of the appropriate meeting. These will be entered in a book open to public inspection.~~

(1) Any member of the County Council wishing to propose a motion for consideration at a meeting of the Council shall give to the Chief Executive the proposed wording of the motion in writing or by electronic mail before 10:00am on the 10th working day before the meeting.

(2) A motion which, in the opinion of the Chairman, following advice from the Monitoring Officer, offends against the requirements in rule 15 shall be excluded from the agenda but the member who gave notice of it shall first be advised and given the opportunity to modify the motion to make it acceptable.

(3) Motions for which notice has been given will be listed on the agenda in the order in which notice was received by the Chief Executive, and subject to rule 15(2) only one motion may be brought forward from each political group.

15. Scope

(1) A motion should not exceed 250 words, shall be of direct relevance to the functions and responsibilities of the County Council or local issues involving other local public bodies and shall include nothing which is defamatory, frivolous or offensive.

(2) Except with the agreement of the Chairman given only after consultation with group leaders, the maximum number of motions to be presented on notice to the Council under this order shall be one motion for each political group.

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- (3) In the event that more than one member of a political group gives the Chief Executive notice of a motion in accordance with rule 14(1) then the Chief Executive shall refer all such motions to the relevant group leader and the group leader shall determine which motion shall be presented to the Council.
- (4) An ungrouped member may only present a motion to the Council in accordance with these rules if no motion is being presented to the Council by a member of one or more of the political groups.
- (5) No motions may be presented under these rules to a meeting of the Council held during the pre-election Purdah period for a general election or at the annual budget meeting.

16. Recommendations of the Cabinet, a committee or an officer

Any recommendation from the Cabinet, a committee of the Council or an officer shall be treated as a motion on notice but rules 14, 15, 17 and 18 shall not apply.

17. Treatment of motions

- (1) Any motion included in the agenda will be proposed and if seconded at the meeting the County Council will:
 - (i) In the case of a motion which if adopted would constitute the exercise of an executive function, be presented to the Council by the proposer be referred automatically to the Cabinet without debate by the Council;
 - (ii) In the case of any other motion be presented to the Council by the proposer be referred automatically to the relevant committee without debate by the Council.
- (2) Where a motion is referred to the Cabinet, or an overview or other committee of the County Council the Chief Executive will ensure that the motion is placed on the next appropriate agenda for that body in accordance with the relevant procedure rules set out in this constitution. That body will then consider how the motion will be dealt with.
- (3) The member whose motion has been referred to the Cabinet or a scrutiny or other committee of the Council and their seconder may attend and speak to, but not vote on, the motion at the meeting when the motion is debated. This does not prevent a member exercising his/her rights by virtue of membership of the Cabinet or the relevant committee.
- (4) Any motion or amendment not proposed and seconded in accordance with standing orders shall be considered as dropped.
- (5) No motion to amend a motion of which notice has been given under this rule shall be considered by the Council. The motion as proposed and seconded is referred automatically to the Cabinet or the appropriate overview committee or other committee of the County Council.
- (6) A motion to amend a motion on a matter referred from the Cabinet or an overview or other committee to the County Council for decision shall be considered only if presented to the Democratic Services Manager in writing by 10:00am on the working day before the meeting.

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(7) Unless determined otherwise by the Chairman the maximum time to be allowed to present each motion shall be 10 minutes.

18. Submission of a motion direct to the Cabinet or an overview or other committee

(1) In addition to being able to propose a motion for consideration at a meeting of the County Council a member may instead wish to propose a motion direct to the Cabinet or to an overview or other committee of the County Council. Any member wishing to propose such a motion shall give the Chief Executive the proposed wording of the motion in writing or by electronic mail before 10:00am on the 10th working day before the meeting.

(2) Any such motion which is within the terms of reference of the Cabinet or an overview or other committee shall be included on the agenda of the relevant body provided that the motion does not exceed 250 words and includes nothing which in the opinion of the chairman of the relevant body is defamatory, frivolous or offensive.

(3) The proposer and seconder of a motion, whether one referred by the full Council to the Cabinet or an overview or other committee or a motion referred directly shall be invited to the meeting at which it is proposed to consider the motion, to speak to it.

~~(1) Reference to the Cabinet, Committees or Sub-Committees~~

~~(1) The Cabinet or the committee or sub-committee considering the motion shall report on it to the next meeting of the Council.~~

~~(2) The member proposing the motion shall have the right to move it and, upon its being seconded, the motion shall be debated.~~

~~(3) The Chairman of the Cabinet or committee or sub-committee which has considered the motion shall move the recommendations of the Cabinet, committee or sub-committee on the motion and, if these differ from the motion, they shall first be debated and voted upon, as an amendment to the motion. (Standing Order 32 shall not apply to the amendment, in these circumstances).~~

~~(1) In the event of this amendment being carried, it shall take the place of the member's motion as the motion before the Council.~~

~~(2) In the event of the amendment being lost, other amendments may be moved on the member's motion, in the usual way.~~

~~(2) Proposer of motion referred to the Cabinet or a Committee may attend the meeting~~

~~A member who has proposed a motion which has been referred to any committee shall be invited to the meeting of the Cabinet, committee or sub-committee at which it is proposed to consider the motion, to explain it.~~

~~(3) Relevance of Motion~~

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~~Every notice of motion shall be relevant to some power or duty of the Council or on a subject which affects the Dorset County area.~~

~~(4) —~~ **Motions not in order**

~~If it appears to the Chief Executive that a motion of which he/she has received notice is not in order, or is in improper language, he/she shall take the direction of the Chairman of the Council. If the Chairman of the Council decides that a motion shall not be referred to the Cabinet or a committee a member may move the Council for leave to bring forward the motion at the next meeting of the Council.~~