

Motions Flowchart

Dealing with all Motions/ Amendments/ recommendations from Committees

1. Recommendations from Committees

(for the purposes of Rules of Debate each recommendation arising out of a Committee's minutes shall be deemed a separate motion. The Chairman of the Committee from which the recommendation has come or in their absence any other member, shall move the recommendation which shall be seconded by another member. Each recommendation is open to discussion in accordance with the rules on Motions without Notice)

2. Process for all Motions including Recommendations from Committees

- Mover of motion to move his /her motion and speak (5 minutes)
- Seconder to speak (or can reserve the right to speak later, but must speak before relevant Committee Chairman) (3 minutes)
- Any other Member who wishes to speak in the debate (except mover of original motion or relevant Chairman) (3 minutes)
- Seconder must have spoken
- Committee Chairman to reply to motion (5 minutes)
- Summing up by original mover of the motion (3 minutes)
- Proceed to the vote on the motion

A member may move an amendment to a motion.

3. Process for Amendments

All proposed amendments must be in writing

- Mover of amendment moves amendment and identifies Seconder, and speaks to the amendment (5 minutes)
- Seconder of amendment to speak (or reserve right) (3 minutes)
- Any other member who wishes to speak in the debate (except Mover of original motion or relevant Chairman) (3 minutes)
- Seconder of amendment (if not spoken already)
- The Chairman's right to reply (to speak at close of debate) (5 minutes)
- The Mover of the original motion may reply to the proposed amendment. (3 minutes)
- Proceed to the vote on the amendment

If the amendment is agreed it **then becomes the substantive motion before the Council, which the Mayor will read out to confirm. The motion will then be debated in accordance with 2 above.**

Any further amendments on the same item to be moved and dealt with as above