

## Motions to Council Request Form

For all requests for Motions to be added to an agenda, this pro-forma must be fully completed.

You will need to set out the title you wish your motion to be referred to, the proposer, the seconder and the relevant committee and Committee chair.

If you are making more than one motion, each request for a motion must be on a separate proforma.

The order for motions will be put in order of receipt on the agenda and will be numbered and titled in the agenda papers.

Please send or email this form to the Chief Legal Officer with a cc to the Democratic Services officer at xxx

<b>Please complete all boxes</b>	
<b>Proposed Title of Motion</b>	
<b>Proposer</b>	
<b>Secunder</b>	
<b>Motion</b>  Set out motion in full	
<b>Relevant Committee(s)</b> <b>Motion would relate to</b>	
<b>Name of the Chairman of such Committee</b>	

**Democratic Services Use only**

Motion received	Date	Time
Has it been received in time for proposed meeting	Yes	No
Check title of motion		
Check Proposer and Seconder as Members of Committees affected		
Is motion able to proceed?  If no, set out next steps	Yes	No
Update Chief Legal Officer	Date	
Notify relevant Committee Chair of Motion	Date	
Add Report to agenda setting out Motions and order of speeches as necessary		