

## Motions Flowchart

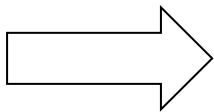
### 1. Recommendations from Committees

(each recommendation arising out of a Committee's minutes deemed a separate motion. The Chairman of the Committee or in their absence any other member can move. Each recommendation is open to debate).

Once moved, the Mayor will ask the Meeting whether to refer a motion on to a Committee, the vote is by simple majority. **FCR16.7**

### 2. Process for all Motions including Recommendations from Committees – FCR 16.13

<b>Mover of motion</b> once moved his /her motion, speak	<b>7 mins</b>
<b>Secunder to motion</b> once seconded, to speak (unless reserved the right to speak later, <u>but must speak before relevant Committee Chairman</u> )	<b>5 mins</b>
<b>Any other Member</b> who wishes to speak in the debate (except mover of original motion or relevant Chairman)	<b>3 mins</b>
<b>Secunder must have spoken</b>	
<b>Committee Chairman</b> to reply to motion	<b>5 mins</b>
<b>Summing up by original mover</b> of the motion (if not chairman)	<b>5 mins</b>



**Proceed to the vote on the motion**

### 3. Process for Amendments (Original Mover to be asked if they accept (FCR 16.10 -16.12) (amendments to be in writing FCR 16.13)

<b>Mover of amendment</b> moves amendment and identifies seconder and speaks to the amendment	<b>5 mins</b>
<b>Secunder of amendment</b> to speak (unless reserved the right to speak later, <u>but must speak before relevant Committee Chairman</u> )	<b>3 mins</b>
<b>Any other Member</b> who wishes to speak in the debate (except mover of original motion or relevant Chairman)	<b>3 mins</b>
<b>Secunder must have spoken</b>	
<b>Committee Chairman</b> to reply to reply	<b>5 mins</b>
<b>Mover of the original motion</b> may reply to the amendment	<b>3 mins</b>



**Proceed to the vote on the amendment**

If the amendment is agreed it **then becomes the substantive motion before 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

## **Rules of debate – FCR 16**

- Members when speaking shall stand and address the Mayor.
- When Points of Order and Personal Explanation are being raised, all other members will remain.
- Only one member shall speak at any one time. All other members shall remain seated, unless rising to make a point of order/personal explanation.
- If a member stands to raise a point of order or point of personal explanation, the Member shall be heard immediately, and any member then speaking shall give way.

## **Points of Order – FCR 16.4**

- A Member may raise a point of order at any time.
- The Mayor will hear them immediately.
- A point of order may only relate to an alleged breach of Standing Orders or the law.
- The Member must identify the Standing Order or rule of law being breached before the Member sets out their reasoning in which he/she considers it has been broken.
- The ruling of the Mayor on a point of order will be final.

## **Personal Explanation – FCR 16.5**

- A Member may make a personal explanation at any time.
- A personal explanation may only relate to some material part of the earlier speech by the member (made at the meeting), which may appear to have been misunderstood in the present debate.
- The member raising the point shall specify what the Member said earlier and how they feel this has been misunderstood.
- The ruling of the Mayor on the admissibility of a personal explanation will be final.