



Kings Hill Parish Council

Motions from Councillors Policy

Review Due May 2024

Controlled Document

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Version	Date	Author	Description of Change
1	17/02/2021	FHR Committee	New policy
2	11/05/2023	KHPC	Review

Item 9 of the Standing Orders sets out clearly the procedure for motions for meetings of the full council and committees.

- "9. *MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER*
- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.*
 - b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least six clear days before the meeting. Clear days do not include the day of the notice of agenda or the day of the meeting or a Sunday.*
 - c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.*
 - d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least seven clear days before the meeting.*
 - e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.*
 - f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.*
 - g Motions received shall be recorded and numbered in the order that they are received.*
 - h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection."*

The next section will set out the procedure for councillors who wish to table a motion to a committee of which they are not a member.

When a councillor is not a committee member

- i. All councillors must look at the terms of reference to ascertain which committee their motion will fall under.

https://www.kingshillparish.gov.uk/Policies_and_Grants_3514.aspx
- ii. All councillors must follow the procedure set out in section 9 of the Standing Orders when tabling a motion to a committee for which they are not a member.
- iii. A written report must be submitted to the proper officer at least three clear days before the meeting explaining the motion so that it can be considered at the meeting.

- iv. The chairman of the committee shall suspend standing orders to allow the non-committee member to speak on the motion for a maximum of three minutes.
- v. If no report is received at least three clear days before the meeting or the councillor is not in attendance the motion shall be rejected.