

# Part 3 Chapter 1

## County Council Standing Orders – 18 and 19

### 18. Notices of Motion

#### 18.1 Procedure for giving Notice of Motion

18.1.1 Every Notice of Motion shall be in writing, signed by the Member or Members giving the notice, and delivered 10 clear Working Days before the next Meeting of the County Council at the office of the Chief Executive (to the Head of Democratic and Member Services via [members.services@hants.gov.uk](mailto:members.services@hants.gov.uk)) by whom it shall be dated, numbered in the order in which it is received and entered in a book which shall be open to the inspection of every Member.

18.1.2 The requirement regarding submission of the notice in writing and signature shall not apply where notice is given by e-mail, authenticated by the identification of the Member concerned.

#### 18.2 Notices to be inserted in the Summons

The Chief Executive shall insert in the Summons for every Meeting of the County Council all Notices of Motion duly given, in the order in which they have been received, unless the Member giving such notice has, when giving it, intimated in writing that it is proposed to move it at some later Meeting, or has withdrawn it in writing.

#### 18.3 Motion not moved

If a Motion, notice of which is specified in the Summons, is not moved by its originator, it shall, unless postponed by consent of the County Council, be treated as abandoned and shall not be moved without fresh notice.

#### 18.4 Procedure for Notices of Motions

Motions under this Standing Order, after being moved and seconded, and spoken to by the proposer of the Motion in accordance with Standing Order 19.1, shall be debated by the County Council unless immediately following the seconding of the motion and after any observations of the Leader or Executive Member for the function(s) concerned or the Chairman of the appropriate Committee or Committees, the County Council resolve to refer the Motion to the Executive or any Committee or Committees. Upon being so resolved, the Motion shall stand referred, without discussion, to the

Executive or to such Committee or Committees as the County Council may determine for consideration and report to the next Meeting of the County Council, unless circumstances necessitate a report to a later Meeting.

**18.5 Proposer of Motion may attend subsequent Executive or Committee Meeting**

A Member of the County Council who has proposed a Motion which has been referred to the Executive, or to any Committee, shall have notice of the meeting of the Executive or Committee and any Sub-Committee or Standing Panel at which it is proposed to consider the Motion and, if they attend, shall have the opportunity of explaining it, but shall not take part in the voting.

**19. Rules of debate – Motions**

**Motions and Amendments to be in writing and seconded.**

- 19.1 Notices of Motion will only be received in accordance with Standing Order 18, the mover of any Motion or Amendment shall, immediately on moving the Motion or Amendment, and before speaking to it – put it in writing and deliver it to the Chairman. The Motion or Amendment shall not be discussed until after the mover has spoken to it and the Motion or Amendment has been seconded.
- 19.2 A Member may with the consent of the seconder, and of the County Council signified without discussion, alter a Motion that they have proposed provided that the Alteration is in accordance with Standing Order 19.6.

**Withdrawal of Motion or Amendment**

- 19.3 A Motion or Amendment may be withdrawn by the proposer with the concurrence of the seconder, and the consent of the County Council, which shall be signified without discussion, and no Member may speak upon it after the proposer has asked permission for its withdrawal, unless such permission shall have been refused.

**Right of reply to Notice of Motion**

- 19.4 The proposer of a Motion shall have a right of reply at close of the debate upon the Motion immediately before it is put to the vote (and after any Proposal ‘that the vote on the Motion be now put’ or ‘that the County Council do proceed to the next item of business’ is put and carried). If an Amendment is proposed, the Leader or other appropriate Executive Member and proposer of a Motion shall be entitled to a reply at the close of the debate upon the Amendment. The proposer of the Motion shall speak last. The mover of an Amendment shall not be entitled to a right of reply. A Member exercising a right of reply shall not introduce new matter. After every reply to which this Standing Order refers, a decision shall then be

taken without further discussion.

### **Reservations of speech by seconder**

- 19.5 The seconder of any Motion or Amendment may, if they want to and they indicate their intention when seconding, reserve their speech until a later period of the debate.

### **Relevance of Amendments to original Motion**

- 19.6 An Amendment shall be relevant to, and a modification of, the Motion.
- 19.7 An Amendment shall be:

19.7.1 to leave out words, or;

19.7.2 to leave out words and insert or add other words, or;

19.7.3 to insert or add words

but such omission or insertion of words shall not have the effect of introducing a materially new issue into or of negating the Motion before the County Council.

### **One Amendment at a time**

- 19.8 When an Amendment to a Motion has been moved and seconded, the Chairman shall call for any other Amendments to the Motion to be moved and seconded. The Chairman may then permit all the Amendments to the Motion to be discussed in the ensuing debate, if the Chairman considers that this course would facilitate the proper conduct of the County Council's business. Otherwise, any Amendments to a Motion shall be discussed in the order they were proposed.

### **Member not to move or second more than one Amendment**

- 19.9 A Member who has moved or seconded an Amendment to any Motion shall thereafter neither move nor second any further amendment to that Motion, or to any Amendment which has displaced it.

### **Notices of further Amendment**

- 19.10 Notice of the terms of all further Amendments to a Motion must be given before the reply to the debate commences (or, in the absence of a reply, before the vote is taken) on the Motion.
- 19.11 When any Motion or Amendment thereto has been duly put and either carried or lost, it shall be the Chairman's duty to refuse to put, at the same

Meeting, any subsequent Amendment which would substantially contradict, override, repeat or reintroduce the subject matter of the previous Motion or Amendment.

### **Substantive Propositions**

- 19.12 Amendments to a Motion shall be voted on against the original Motion in reverse order. This means that the last Amendment to a Motion shall be voted on first. Where an Amendment to a Motion is carried, the original Motion shall be displaced by the Amendment, which shall itself become the Substantive Proposition. Where the last Amendment fails and all other Amendments to a Motion have failed, the question shall be put on the Substantive Proposition without further debate.

### **Right to speak**

- 19.13 A Member shall not speak more than once on any Motion or Amendment, except when the Chairman determines any Amendments to a Motion should be debated separately, or in exercising their right of reply given by Standing Order 19.4, or on a point of order, or by way of personal explanation.

### **Formal Proposals moved in accordance with Standing Order 20 – Motions and Recommendations**

- 19.14 A Member who has not spoken may, at the conclusion of a speech of another Member, move without comment ‘that the vote on the Motion be now put’, or ‘that the County Council proceed to the next item of business’, or ‘that the Meeting or debate now adjourned’, on the seconding of which the Chairman shall put that Proposal to the vote without amendment or discussion and if it is carried, the Motion (or Amendment as the case may be) before the Meeting shall (after allowing an opportunity for a Member to speak in seconding any Motion or Amendment which has been moved, and subject to the right of reply given by Standing Order 19.4 such Proposal shall be put to the vote provided that if, on the moving and seconding of any such formal Proposal, the Chairman decides that the matter has not been sufficiently discussed the Chairman may either refuse to accept the Proposal at that time, or may indicate how many more Members will be permitted to speak before putting the Proposal.

### **Point of order and explanation**

- 19.15 A Member may rise to a point of order or in personal explanation and, on rising, shall be entitled to be heard forthwith. The ruling of the Chairman on a point of order, or on the admissibility of a personal explanation, shall not be open to discussion.

### **General conduct and demeanour of Members**

- 19.16 Members shall stand when speaking and address the Chair. If two or more Members indicate that they wish to speak on the same item, the Chairman shall decide the order in which they are to speak. No Member, upon rising in their place, shall commence to address the Meeting until the Chairman calls on them.
- 19.17 Whenever the Chairman rises, no other Member shall remain standing, and, until the Chairman sits, no Member shall rise. The Council shall be silent so that the Chairman may be heard without interruption.