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11.1 Notice

Except for motions which can be moved without notice under rule 12, written notices of motion can be submitted to the Chief Executive for inclusion on the Council agenda as follows:

- Notification of a Notice of Motion must be received **at least 41-8** clear working days prior to the meeting.
- The Notice of Motion must be ~~signed~~ **confirmed** by at least 2 members **in writing** (email confirmation will suffice) and be with the Chief Executive at least 5 clear working days prior to the meeting if it is to be included on the Council agenda.
- The Notice of Motion must be verified as valid by the S151 Officer, Monitoring Officer and Chief Executive before it is included on the Council agenda.
(see 11.3 for the scope of motions)

11.2 Motion Set Out in Agenda

Motions or a topic for which notice has been given will be listed on the agenda in the order in which notice was received, unless the Member giving notices states, in writing, that they propose to move it to a later meeting or withdraw it.

11.3 Scope

Motions must be about matters for which the Council has a responsibility or which affect the Borough.