

APPENDIX B – Meeting Procedure Rules

Meeting Procedure Rules

Part A – Shadow Council meetings

1 Shadow Council meetings

- 1.1 The Shadow Council will decide when its meetings will take place. Details will be contained in a calendar of meetings which will be approved by the Shadow Council.
- 1.2 Meetings of the Full Council will normally commence at 2:00 pm. The Chairman, or the Shadow Council, can agree to hold a meeting at a different place or time.
- 1.3 A special meeting can be called by resolution or by the Chairman, or five Shadow Councillors comprising more than one political group can ask the Chairman, in writing, to call a special meeting. If the Chairman does not agree, then those Shadow Councillors can call the meeting by giving written notice to the Monitoring Officer.

2 Chairman and Vice-Chairman of the Shadow Council

- 2.1 At its first meeting, the Shadow Council will elect its Chairman and appoint its Vice-Chairman for the Shadow Period.
- 2.2 The Chairman of the Shadow Council, or in his/her absence the Vice-Chairman (who will have the same powers and duties as the Chairman), will preside at meetings of the Shadow Council. Where both the Chairman and Vice-Chairman are absent, the Shadow Council will appoint another Shadow Councillor, other than a member of the Shadow Executive Committee, to chair the meeting, who will have the same powers and duties as the Chairman.

3 Quorum

- 3.1 No business shall be dealt with at a Shadow Council meeting if there are fewer than 20 Shadow Councillors present. Where the meeting has started, and the number of Shadow Councillors present is fewer than 20 Shadow Councillors, the Chairman will adjourn the meeting. Where the Chairman does not give a date and/or time, all business not completed will be considered at the next meeting.

4 What the Shadow Council can decide

- 4.1 The Shadow Council will decide such matters as required by the law, and those matters set out in Part 3 of this Constitution.

5 Order of business

- 5.1 Business shall be dealt with in the order in which it is set out in the agenda unless the Shadow Council decides otherwise.

APPENDIX B – Meeting Procedure Rules

6 Urgent business

- 6.1 Business cannot be dealt with at a Shadow Council meeting unless it is included in the summons or unless the Chairman has agreed in consultation with the Head of Paid Service that it is urgent and cannot wait until the next scheduled meeting. The Chairman must give the reasons for urgency, which must be recorded in the minutes of the meeting.

7 Confirmation of Minutes

- 7.1 Minutes of the last Shadow Council meeting must be confirmed at the next ordinary meeting of the Shadow Council.
- 7.2 Only matters relating to the accuracy of the minutes can be raised, which must be done by way of a motion which is proposed, seconded and voted upon. Where no issues are raised, or after the motion has been dealt with, the Chairman shall sign the minutes.

8 Record of Shadow Executive Committee decisions and minutes of Committees and Sub-Committees

- 8.1 The record of decisions of the Shadow Executive Committee and the minutes of any other committees will be submitted to the next ordinary meeting of the Shadow Council.
- 8.2 The record of decisions will be noted and the minutes will be received by a decision of the Shadow Council.
- 8.3 Any question about the accuracy of any matter before the Shadow Council from the Shadow Executive Committee or a Committee must be considered and determined by the Shadow Executive Committee or that Committee at its next meeting. It is not a matter for the Shadow Council.

9 Matters for decision by the Shadow Council

- 9.1 All matters for decision by the Shadow Council shall be included within the agenda.
- 9.2 When the item is reached on the agenda, the Leader or the Chairman of the relevant Committee will, where appropriate, move the recommendation or advice of the Shadow Executive Committee or Committee, or endorsement of a Shadow Executive Committee or a Committee decision. Another Shadow Councillor may second the motion and may reserve the right to speak until later in the debate.
- 9.3 The Chairman cannot ask the Shadow Council to agree to withdraw a recommendation of the Shadow Executive Committee or a Committee unless new and relevant information has become available after the decision of the body concerned. The information must be disclosed to the Shadow Council. The relevance of the information to be determined by the Monitoring Officer, in consultation with the Chairman.

APPENDIX B – Meeting Procedure Rules

10 Motions moved without notice

- 10.1 Appendix 1 lists those motions and amendments which can be moved at a Shadow Council meeting without notice.

11A Questions by Members at Shadow Council Meetings

- 11.1 A Shadow Councillor may ask the Chairman, Leader, or the Chairman of a Committee any question about a matter which the Shadow Council, the Shadow Executive Committee or a Committee has powers, duties or responsibilities.
- 11.2 Questions, which are to be limited to 50 words or fewer, must be sent in writing to the Monitoring Officer at least three clear working days before the meeting.
- 11.3 The Chairman may agree to take urgent questions where he considers that it has not been possible for a Shadow Councillor to give the required notice, provided that a copy of the question is given to the Monitoring Officer before the meeting starts.
- 11.4 A question will be rejected by the Chairman in consultation with the Monitoring Officer where it:
- (a) does not relate to a matter for which the Shadow Council/committee has a responsibility or which affects the Shadow Council's administrative area;
 - (b) is defamatory, frivolous, offensive, vexatious, unlawful or otherwise improper;
 - (c) requires the disclosure of confidential or exempt information;
 - (d) names or identifies individual service users, members of staff or members of staff of partner agencies; or
 - (e) is considered to be inappropriate for the particular meeting.
- 11.5 A Shadow Councillor may ask no more than one question at any meeting.
- 11.6 Subject to Rule 11.5 questions will be asked in the order of receipt and answered without discussion. In replying, the Shadow Councillor answering the question will use their reasonable endeavours to address the matters raised in the question. The Shadow Councillor to whom the question is addressed may decline to answer any question or may: reply direct, reply by reference to a publication, or reply by written answer with a copy to such other Shadow Councillors as the Shadow Council agrees, or refer the question to the Shadow Executive Committee or an appropriate committee.
- 11.7 Following the answer to each question, the questioner may, with the permission of the Chairman, ask a supplementary question which relates to the initial answer. A reply may not be given if the question is: not related to the initial

APPENDIX B – Meeting Procedure Rules

answer; is unduly lengthy; or is inappropriate. The Shadow Councillor answering the supplementary question will decide whether or not to reply.

11.8 Where a question submitted under this Rule relates to a matter that appears on the agenda for that meeting, the question shall be put and answered in accordance with this Procedure Rule, at the start of the consideration of that matter.

11.9 The time allowed for Members to ask questions under this Rule will be a maximum of 30 minutes, but is otherwise a matter for the discretion of the Chairman who, in exercising his/her discretion, will have regard to the business to be transacted at the meeting and the objective of ensuring that the meeting is managed efficiently.

11B Public Participation at Shadow Council meeting

11.10 A public speaking time and public question facility will apply to Shadow Council meetings as detailed in Appendix 6.

12 Notices of Motion

12.1 A notice of motion must relate to matters for which the Shadow Council has responsibility.

12.2 The arrangements for submitting and dealing with notices of motion are set out in Appendix 2.

13 Rules of Debate

13.1 The rules of debate to be followed at Shadow Council meetings are set out in Appendix 3.

14 Rescission of earlier resolution

14.1 Subject to Rule 14.2, at a meeting of the Shadow Council, no motion or amendment shall be moved to rescind any resolution of the Shadow Council which was passed within the preceding three months or which is to the same effect as one which has been rejected within that period.

14.2 Such a motion may be moved if:

- (a) it is recommended by the Shadow Executive Committee or a Committee; or
- (b) notice of such motion has been given under Rule 12 and signed by at least 20 Shadow Councillors who include members from more than one recognised political group.

15 Voting

15.1 Each Shadow Councillor has one vote.

APPENDIX B – Meeting Procedure Rules

- 15.2 Voting will be by a show of hands or where practical and the means are available to those present, by electronic means.
- 15.3 When a Shadow Councillor asks for a recorded vote to be taken, and 8 other Shadow Councillors show support for the request, the vote will be recorded to show whether each Shadow Councillor voted for or against the motion or abstained.
- 15.5 A Shadow Councillor may require, after a vote is completed, that the minutes of the meeting record how he/she voted or abstained.
- 15.6 A Shadow Councillor may, immediately after the item of business is voted upon, request that a lost motion or amendment be recorded in the minutes.
- 15.7 Where there are equal votes cast for a motion or amendment the Chairman or the person presiding will have a second or casting vote.

16 Offices and Appointments

- 16.1 Voting to elect or appoint the Chairman and Vice-Chairman of the Shadow Council, or Shadow Councillors to any office or position where more than one person is nominated shall be a show of hands or where practical and the means are available to those present, by electronic means.
- 16.2 If on a vote no person receives more than half of the votes cast, the name of the person with the least number of votes will be withdrawn. Further votes will be held until one person receives a clear majority.
- 16.3 The Chairman, or person presiding, will have a second or casting vote where the votes are equal.

17 Election of Chairman of Committees and Sub-Committees

- 17.1 The Chairman and Vice-Chairman of every Committee and Sub-Committee including the Shadow Executive Committee will be elected at the first meeting of the Shadow Council where possible.
- 17.2 The Shadow Councillor elected to each office must be a member of the relevant Committee or Sub-Committee.
- 17.3 Where a vacancy occurs in any office, an election will be held at the next ordinary meeting of the Shadow Council unless the Shadow Council decides otherwise.
- 17.4 Unless the Shadow Council decides otherwise, the election will be conducted by a show of hands and may relate to a number of offices. Rule 16 will apply.
- 17.5 Where a Chairman and Vice-Chairman are absent from a meeting of the relevant body, a Chairman will be appointed from those members of the body present, provided the meeting is quorate and subject to any restrictions on the eligibility of Shadow Executive Committee members for appointment.

APPENDIX B – Meeting Procedure Rules

18 Urgent Business – Non-Shadow Executive Committee matters

- 18.1 An item of urgent business which has to be decided before the next meeting of the Shadow Council and which does not fall within the Shadow Executive Committee's functions and responsibility can be determined by the lead officer of the Central Implementation Team, subject to the procedure in Appendix 4.

Part B – Committee and Sub-Committee Meetings

19 Programme of Meetings

- 19.1 Meetings of Committees and Sub-Committees will be set out in the calendar of meetings approved by the Shadow Council under Rule 1.1. There will be a presumption against alterations to the date, time and venue for meetings.
- 19.2 When it is necessary to alter the date, time and/or venue of a scheduled meeting, or to arrange a special meeting, the Monitoring Officer will consult the Chairman of the relevant Committee or Sub-Committee before any action is taken, ensuring the business requirements of the Council are taken into account.

20 Quorum at Committees and Sub-Committees

- 20.1 No item of business will be transacted at a meeting of a committee or sub-committee unless there are at least one-third of the members of the body present. However, where the total membership of any committee or sub-committee comprises 11 or fewer members, the quorum shall be 3.

21 Minutes of Committees and Sub-Committees

- 21.1 The minutes of a Committee or Sub-Committee must be confirmed at its next meeting.
- 21.2 Only matters relating to the accuracy of the minutes can be raised. Where accuracy is questioned, this must be by a motion which is proposed, seconded and voted upon.
- 21.3 Where no issues of accuracy are raised, or after any motion has been dealt with, the Chairman shall sign the minutes.
- 21.4 The minutes of any Sub-Committee must be submitted to the next meeting of the parent Committee by the Sub-Committee Chairman.
- 21.5 Members may ask a question or comment on any minute. The Chairman of the Sub-Committee will then reply. There will be no debate on any question or comment raised under this procedure and no further motions can be moved.
- 21.6 Where a member has a question or comment on an exempt, private or confidential minute, the question or comment must be taken in private session after the press and public have been excluded. This will normally be taken once all public business has been completed.

APPENDIX B – Meeting Procedure Rules

21.7 Any question about the accuracy of any minute of a body must be considered and determined by that body at its next meeting.

22 Motions moved without Notice at Committees and Sub-Committees

22.1 Appendix 1 lists those motions and amendments which can be moved without notice.

23 Rules of Debate at Committees and Sub-Committees

23.1 Appendix 3 sets out the rules of debate.

24 Voting

24.1 Voting at Committee and Sub-Committee meetings will be by a show of hands.

24.3 A Shadow Councillor may require, after a vote is completed, that the minutes of the meeting record how he/she voted or abstained.

24.4 A Shadow Councillor may request that a lost motion or amendment be recorded in the minutes by requesting this immediately after the vote is taken.

24.5 Where there are equal votes cast for a motion or amendment, the person presiding at the meeting will have, and must exercise, a second or casting vote.

25 INTENTIONALLY LEFT BLANK

26 Mover of a motion at Shadow Council under Rule 12: Attendance at Committee and Sub-Committee

26.1 Where a motion has been referred under Rule 12 from the Shadow Council to a Committee or Sub-Committee for consideration and report, the mover of the motion has the right to attend the meeting and to explain the motion.

26.2 The mover of the motion will be advised of the date and time of the meeting at which the matter is to be considered and he/she will be sent a copy of the relevant papers.

27 Requests by a Member for items of business to be included on agendas of a Committee or Sub-Committee

27.1 Appendix 5 to these Procedure Rules sets out details of the process by which a Shadow Councillor can ask for an item of business to be included on the agenda of a Committee or Sub-Committee meeting.

28 Questions submitted by Members of the Public

28.1 The Shadow Council has a procedure to enable members of the public to submit questions at ordinary meetings of its Committees and Sub-Committees. This is set out in Appendix 6.

APPENDIX B – Meeting Procedure Rules

30 Committee and Sub-Committee Agenda – Urgent items of business

- 30.1 Generally, business will only be transacted at meetings of Committees and Sub-Committees which appears in the agenda and which has been available for public inspection at least five clear working days before the meeting or, where the meeting is convened at short notice, from the time the meeting is convened.
- 30.2 The Chairman of the Committee or Sub-Committee may agree to deal with an item of business at the meeting, subject to consultation with the Monitoring Officer, if, in his/her opinion, the matter is urgent given the circumstances requiring a decision. The Chairman's ruling and the reasons for urgency will be recorded in the minutes of the meeting.

31 Attendance of Shadow Councillors at Committees and Sub-Committees of which they are not members

- 31.1 Notwithstanding their rights as a member of the public, a Shadow Councillor may attend any meeting of a Committee or Sub-Committee (except meetings of the Senior Officer Appointments Committee) to which he/she has not been appointed, for the purposes of performing his/her duties as a Shadow Councillor, including when exempt or private and confidential business is transacted.
- 31.2 A Shadow Councillor will be given, when he/she arrives at the meeting a copy of the agenda and relevant papers, subject to any restrictions imposed under the Access to Information Procedure Rules.
- 31.3 The Shadow Councillor has no right to vote, but may speak with the consent of the Chairman of the meeting.

32 Overview and Scrutiny Committees/Sub-Committees

- 32.1 In applying these Rules to Overview and Scrutiny Committees and Sub-Committees, regard shall be had to the Overview and Scrutiny Procedure Rules which are contained in Part 4 of this Constitution.

Part C – General Provisions

33 Records of Attendance

- 33.1 The Monitoring Officer will keep a record of Members attending any meeting of the Shadow Council, the Shadow Executive Committee, any Committee or Sub-Committee.

34 Disclosure of Confidential/Exempt Matters

- 34.1 No Shadow Councillor shall disclose to any person the whole or any part of the contents of any agenda, report or other document which is marked "confidential" or "not for publication" unless and until the document has been made available to the public or the press by or on behalf of the Shadow Council, the Shadow Executive Committee, a Committee or Sub-Committee.

APPENDIX B – Meeting Procedure Rules

- 34.2 No Shadow Councillor shall disclose to any person other than a Shadow Councillor any matter arising during the proceedings of the Shadow Council, the Shadow Executive Committee, any Committee or Sub-Committee and which comes to his/her knowledge by virtue of his/her office as a Member where such disclosure would prejudice the interest of the Shadow Council or would be contrary to law.
- 34.3 No Shadow Councillor shall, without the consent of the Chairman of the appropriate body, disclose to any person any decision or proceedings of that body except:
- (a) when a report on the matter has been circulated to the Shadow Council by that body; or
 - (b) when the decision has become public knowledge; or
 - (c) when the matter comes within the powers of that body and a final decision has been made upon it; provided that this paragraph shall not authorise any disclosure which would contravene Rules 34.1 or 34.2.

35 Disorderly conduct by Members

- 35.1 If at a meeting any Shadow Councillor, in the opinion of the person presiding, misconducts themselves in any way, the person presiding or any other Shadow Councillor may move "*That the Shadow Councillor be not further heard*". The motion, if seconded, shall be put and determined without discussion.
- 35.2 If the Shadow Councillor continues the misconduct after a motion under Rule 35.1 has been carried, the person presiding may: either move "*That the Shadow Councillor do leave the meeting*" (in which case the motion shall be put and determined without seconding or discussion); or adjourn the meeting.
- 35.3 In the event of general disturbance by Shadow Councillors at any meeting which, in the opinion of the person presiding, renders the due and orderly dispatch of business impossible, the person presiding, will have the power to adjourn the meeting.

36 Disturbance by members of the Public

- 36.1 If a member of the public interrupts the proceedings at any meeting the person presiding shall warn him/her. If he/she continues, the person presiding shall order his/her removal from the meeting. In cases of general disturbance in any part of the meeting room open to the public, the person presiding shall order that part to be cleared.
- 36.2 The Chairman has the right to maintain order during the meeting and ensure the proper, lawful and efficient transaction of the business specified on the agenda.

APPENDIX B – Meeting Procedure Rules

37 Variation and revocation of Procedure Rules

- 37.1 Any motion to vary or revoke these Rules shall, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Shadow Council.

38 Suspension of Procedure Rules

- 38.1 Subject to Rule 38.2, any of the preceding Procedure Rules may be suspended in respect of any business at a meeting of the Shadow Council, a Committee or Sub-Committee where its suspension is moved except where this would be in contravention of statute.
- 38.2 A motion to suspend Procedure Rules shall not be moved without notice (that is under Procedure Rule 10) unless there shall be present at least one-third of the Members of the Shadow Council or that Committee or Sub-Committee respectively.

39 Interpretation of Procedure Rules

- 39.1 The ruling of the person presiding as to the construction or application of any of these Procedure Rules, or as to any proceedings of the Shadow Council, shall not be challenged at any meeting.
- 39.2 The person presiding, prior to enacting Rule 39.1, shall consult on any question of interpretation with the Monitoring Officer or their designated nominee.

40 Submission of Notices by Members – Electronic Means

- 40.1 A Shadow Councillor may communicate, by electronic means, any notice under any of the Shadow Council's Procedural Rules to initiate any process or procedure provided it is clear that the notice has been originated by that Member.

APPENDIX B – Meeting Procedure Rules

Appendix 1 - Procedure Rules relating to the Shadow Council: Meeting Procedure Rules 10 and 29 – Motions which may be moved without Notice

1. Appointment of a Chairman of the meeting at which the motion is made;
2. Motions relating to the accuracy of the minutes of the Shadow Council, a Committee or Sub-Committee;
3. That an item of business specified in the summons should have precedence;
4. Reference to the Shadow Council, a Committee, Sub-Committee or the Shadow Executive Committee;
5. Appointment of or appointment to Committees, Sub-Committees or the Shadow Executive Committee occasioned by an item mentioned in the summons of the meeting;
6. Receipt of records of decisions and minutes of Committees and Sub-Committees;
7. Adoption of recommendations of the Shadow Executive Committee, Committees and Sub-Committees and any consequent resolutions;
8. That leave is given to withdraw a motion;
9. Receipt of reports of officers and any consequent resolutions;
10. Extending the time limit for speeches;
11. Amendment to motions;
12. That the Shadow Council proceed to the next business;
13. That the question be now put;
14. That the debate be now adjourned;
15. That the Shadow Council do now adjourn;
16. Authorising the dealing of documents;
17. Suspending Procedure Rules, in accordance with Procedure Rule 38;
18. Motion under Section 100A(4) of the Local Government Act 1972 (as amended) to exclude the press and public;
19. That a Shadow Councillor named under Procedure Rule 35 should not be heard further or should leave the meeting; or
20. Giving consent of the Shadow Council where consent of the Shadow Council is required by these Procedure Rules.

APPENDIX B – Meeting Procedure Rules

Appendix 2 – Procedure Rules relating to the Shadow Council: Meeting Procedure Rule 12 – Notices of Motion

1 Procedure

Notice of every motion (other than a motion which under Procedure Rule 10 may be moved without notice) shall be given in writing, signed by the Member(s) of the Shadow Council giving the notice, and delivered, at least seven clear working days before the next meeting of the Shadow Council, to the office of the Monitoring Officer by whom it shall be dated, in the order in which it is received.

2 Scope

Motions must be about matters for which the Shadow Council has direct responsibility. If it is determined by the Monitoring Officer, in consultation with the Chairman, that the proposed motion is irrelevant, defamatory, frivolous, vexatious, unlawful or otherwise improper, it will not be listed on the agenda.

3 Motions to be set out in Summons

The summons for every ordinary meeting of the Shadow Council will set out all motions of which notice has been duly given, unless the Member giving the notice has stated in writing, when giving it, that he/she proposed to move it at some later meeting, or has since withdrawn it. The motions will be listed in the summons according to whether they relate to Shadow Executive or non-Shadow Executive Committee functions but otherwise in the order in which they have been received.

4 Withdrawal of Motion which is before the Shadow Council

Where a notice of motion is before the Shadow Council having been formally moved and seconded and the mover wishes subsequently to withdraw it, he/she with the consent of the seconder may do so in writing and with the consent of the Chairman of the Shadow Council again in writing.

5 Motions not moved

If a motion set out in the summons is not moved either by a Shadow Councillor who gave notice of it or by some other Shadow Councillor on his/her behalf it shall, unless postponed by consent of the Shadow Council, be treated as withdrawn and shall not be moved without fresh notice.

6 Automatic reference to Shadow Executive Committee, Committee/Sub-Committee – non-Shadow Executive Committee Function

If the subject of any motion (which does not relate solely to any Shadow Executive Committee function or part of a function) comes within the powers, duties and responsibilities of any Committee or Sub-Committee or the Shadow Executive Committee, it shall, when it has been moved and seconded, stand referred without discussion to such of those bodies as the Chairman may

APPENDIX B – Meeting Procedure Rules

determine, for consideration and report. However, if the Chairman considers it conducive to the despatch of business, the motion may be dealt with at the meeting at which it was brought forward. Unless the Chairman has indicated that he/she proposes to deal with the motion at the meeting, the mover may formally move the motion and reserve the right to speak until the report on the motion comes before the Shadow Council.

Advice to the Shadow Council on any referred Notice of Motion under this section will be formulated by the Shadow Executive Committee and by such other bodies (Committees/Sub-Committees) as are deemed appropriate. The report to the Shadow Council will set out the views of all bodies consulted on the Notice of Motion. The minutes of a Committee or Sub-Committee containing advice to the Shadow Council on any referred Notice of Motion shall be dealt with separately from the other minutes of those bodies.

7 Automatic reference to the Shadow Executive Committee – Shadow Executive Committee Function

If the subject of any motion of which notice has been duly given comes solely within the powers, duties and responsibilities of the Shadow Executive Committee, it shall, when it has been moved and seconded, stand referred to the Shadow Executive Committee to determine subject to the advice from any other body whose views are sought as determined by Shadow Council. The mover on formally moving the motion has the right to speak to the motion. The seconder may also speak to the motion. The Chairman will allow a period of fifteen minutes for a debate on any notices of motion. This period shall include any speeches made by the mover and seconder of the motion in question. At the end of the debate if sooner or upon the expiration of the fifteen minutes, the appropriate Shadow Executive Committee member shall have the opportunity to respond. No speeches including the response will exceed three minutes. No amendments to the motion may be moved. The motion will then stand referred to the Shadow Executive Committee.

There are no rights of “*call in*” or “*reference to the Shadow Council*” where the Shadow Executive Committee has discharged a motion submitted under this Procedure Rule.

8 Deferment of a Notice of Motion

Where a notice of motion has been moved and seconded, and referred for advice, the consideration of the motion may be deferred where the mover and seconder signify in writing his/her agreement to the deferral and the Chairman of the Shadow Council indicates, in writing, his/her agreement on behalf of the Shadow Council. The matter would then come to a subsequent meeting of the Shadow Council for report and decision.

APPENDIX B – Meeting Procedure Rules

Appendix 3 - Procedure Rules relating to the Shadow Council: Committees and Sub-Committees – Meeting Procedure Rules 13 and 23 – Rules of Debate

1 Motions and Amendments

No motion or amendment shall be discussed unless it has been proposed and seconded. Where required by the Chairman, motions or amendments shall be put in writing and handed to the Chairman before they are further discussed or put to the meeting. At meetings other than those of the full Shadow Council, the Chairman of that meeting may, at his/her discretion, allow a motion or amendment to be put which is not in writing, provided that the Chairman has concluded that the wording of the motion or amendment is understood by all members of the body concerned. This requirement does not apply to motions submitted under Procedure Rule 12.

2 Secunder's Speech

When seconding a motion or amendment a Shadow Councillor may advise the Chairman that he/she will reserve his/her right to speak until a later period in the debate.

3 Only one Shadow Councillor to speak at a time

When speaking at a Shadow Council meeting a Shadow Councillor shall normally stand and address the Chairman. While a Shadow Councillor is speaking the other Shadow Councillors will remain seated, unless rising on a point of order or in personal explanation.

4. Content and length of speeches

A Shadow Councillor will confine his/her speech to the question under discussion, a personal explanation or a point of order. Except as indicated below, in the case of speeches made by Shadow Councillors when the Shadow Council is agreeing a budget, or where the Shadow Council, Committee or Sub-Committee otherwise agrees, the speech of the mover of a motion shall not exceed five minutes and all other speeches shall not exceed three minutes..

In advance of the meeting at which the Shadow Council is due to agree a budget, the Shadow Council's recognised political groups may agree a protocol which makes provision for a limited number of speeches to be made on behalf of each Political Group, and which exceed the three minute limitation contained in these Rules. The Chairman will have discretion as to how such a protocol will be implemented at the meeting and, where no agreement can be reached between the Political Groups, whether and (if so) how any extension of the three minute limitation might be permitted to operate.

APPENDIX B – Meeting Procedure Rules

5 When a Shadow Councillor may speak again

At a Shadow Council meeting a Shadow Councillor who has spoken on any motion shall not speak again whilst it is the subject of debate, except:

- (a) To speak once on an amendment moved by another Shadow Councillor;
- (b) If the motion has been amended since he/she last spoke, to move a further amendment;
- (c) If his/her first speech was an amendment moved by another Shadow Councillor, to speak on the main issue, whether or not the amendment on which he/she spoke was carried;
- (d) In exercise of a right of reply given by paragraph 11 or 13 of this Appendix;
- (e) On a point of order referring to the specific Procedure Rule;
- (f) By way of personal explanation; or
- (g) To move one of the motions specified in 12 (b) to (j), below when the procedure in those paragraphs shall be followed.

At Committees or Sub-Committees Shadow Councillors may, at the discretion of the Chairman, speak more than once.

6 Amendments to Motions

An amendment must be relevant to the motion and shall be either:

- (a) To leave out words;
- (b) To leave out words and add others;
- (c) To insert and add words;

But such amendment shall not have the effect of negating the motion before the Shadow Council.

7 Notice and Number of Amendments

7.1 A Shadow Councillor who wishes to propose an amendment to a motion submitted in accordance with Procedure Rule 13 shall be required to submit that motion to the Monitoring Officer no less than two clear working days before the start of the meeting. Amendments to reports of which notification has been included within the summons of the meeting may be moved without notice.

7.2 Only one amendment may be moved and discussed at a time. No further amendment shall be moved until the amendment under discussion has been disposed of, although the Chairman may allow two or more amendments to be discussed (but not voted on) together if this would facilitate the proper conduct of the business before the meeting.

8 Status of Amendments

If an amendment is lost, another amendment may be moved on the original motion. If an amendment is carried, the motion as amended shall take the place

APPENDIX B – Meeting Procedure Rules

of the original motion and shall become the motion upon which any further amendment may be moved.

9 Alterations to Motions or Amendments

A Shadow Councillor may alter a motion or amendment of which he/she has given notice and may also, with the consent of the seconder, alter a motion or amendment which he/she has moved. In both cases, the consent of the Shadow Council (the Committee or Sub-Committee) is required. There should be no discussion on whether consent should or should not be given.

10 Withdrawal of Motion

A motion or amendment may be withdrawn by the mover provided the seconder and the meeting, without discussion, agree. Once the mover has asked permission to withdraw, there should be no further discussion, unless the meeting refuses to agree to the request.

11 Right of Reply

The mover of the motion shall have a right to reply at the close of the debate on the motion, immediately before it is put to the vote. If an amendment is moved, the mover of the original motion shall have a right to reply at the close of the debate on the amendment but shall not otherwise speak on it. The mover of the amendment shall have no right of reply to the debate on his/her amendment.

12 Motions which may be moved during debate

When a motion is under debate no other motion shall be moved except the following:

- (a) To amend the motion;
- (b) To adjourn the meeting;
- (c) To adjourn the debate;
- (d) To proceed to the next business;
- (e) To suspend Procedure Rules;
- (f) To refer a matter to the Shadow Council, Shadow Executive Committee, a Committee or Sub-Committee for consideration or reconsideration;
- (g) That the question be now put;
- (h) That a Shadow Councillor be not further heard;
- (i) By the Chairman under Procedure Rule 35.2, that a Shadow Councillor do leave the meeting;
- (j) A motion under Section 100A(4) of the Local Government Act 1972 (as amended) to exclude the public.

13 Closure Motions

A Shadow Councillor may move, without comment, at the conclusion of a speech of another Shadow Councillor, "*That the Shadow Council proceed to the next business*", "*That the question be now put*", "*That the debate be now*

APPENDIX B – Meeting Procedure Rules

adjourned”, or “*That the Shadow Council do now adjourn*”. When one of these motions has been seconded the Chairman shall proceed as follows:

- (a) On a motion to proceed to next business – unless in his/her opinion the matter before the meeting has been insufficiently discussed, he/she shall first give the mover of the original motion the right to reply, and then put to the vote the motion to proceed to next business;
- (b) On a motion that the question be now put – unless in his/her opinion the matter before the meeting has been insufficiently discussed, he/she shall put to the vote the motion that the question be now put and, if it is passed, give the mover of the original motion the right to reply before putting the motion to the vote;
- (c) On a motion to adjourn the debate or the meeting – if in his/her opinion the matter before the meeting has been insufficiently discussed on that occasion he/she shall put the adjournment motion to the vote without giving the mover of the original motion the right to reply on that occasion.

14 Points of Order

A Shadow Councillor may rise on a point of order or in personal explanation and shall be entitled to be heard immediately. A point of order shall relate only to an alleged breach of a Procedure Rule or statutory provision and the Shadow Councillor shall specify the Procedure Rule or statutory provision and the way in which he/she considers it has been breached. A personal explanation shall be confined to some material part of a former speech by him/her which may appear to have been misunderstood in the current debate.

15 Ruling of Chairman on a Point of Order/Personal Explanation

The ruling of the Chairman of the meeting on a point of order or on the admissibility of a personal explanation shall not be open to discussion and shall be final.

16 Respect for the Chair

At the Shadow Council meeting whenever the Chairman rises during a debate a Shadow Councillor then standing shall sit down and the Shadow Council shall be silent. In Committee or Sub-Committee meetings, whenever the Chairman rises from his/her seat, the Shadow Councillors should remain in their seats and the Committee or Sub-Committee shall be silent.

APPENDIX B – Meeting Procedure Rules

Appendix 4 - Procedure Rules relating to the Shadow Council, Committees and Sub-Committees: Meeting Procedure Rules 18 and 30 – Urgent Business

Non-Shadow Executive Committee Functions

1 Approval of urgent business

Where any matter is urgent and cannot await the next meeting, the lead officer of the Central Implementation Team may take the necessary action, provided that he/she has first consulted the relevant Chairman (or Vice-Chairman if he/she is not available) and where appropriate the relevant statutory officer(s).

2 Consultation

A copy of the consultation document shall be sent to the Leader, the appropriate Shadow Executive Committee members, the Chairman of the Overview and Scrutiny Committee, the Party Group leaders and where appropriate the local ward Shadow Councillors.

3. Written Approval

Any such approval shall be in writing, and shall only be given after consultation with the Chief Finance Officer and the Monitoring Officer.

4. Obligations of the Monitoring Officer

The Monitoring Officer shall forthwith supply a copy of any approval requiring a report to Committee or Sub-Committee which has been given by him/her to the lead officer of the Central Implementation Team and the Chief Finance Officer.

5 Report to Committee

A report of any action under paragraphs 1 to 4 above of this Procedure Rule shall be made available by electronic means to all Shadow Councillors of the Shadow Council.

Shadow Executive Committee Functions

6 Consultation

The lead officer of the Central Implementation Team shall have sole discretion to decide the matter, having first taken into account any views of Shadow Councillors consulted under this procedure. A copy of the consultation document under this procedure shall also be sent to the Leader, the Chairman of the Overview and Scrutiny Committee, the appropriate Shadow Executive Committee member and the local ward Shadow Councillors.

7 Written Approval

Any such approval shall be in writing, and shall only be given after consultation with the Chief Finance Officer and the Monitoring Officer.

APPENDIX B – Meeting Procedure Rules

8 Obligations

A copy of any approval which has been obtained under paragraphs 6 to 7 above shall be supplied forthwith to the Monitoring Officer and the Chief Finance Officer.

9 Report to Shadow Executive Committee

A report of any decision under paragraphs 6 to 7 above shall be made available by electronic means to all.

10 Access to Information

In processing and deciding any matter under paragraphs 6 to 9 above, the relevant requirements of the Access to Information Procedure Rules will apply, as set out in this Constitution.

APPENDIX B – Meeting Procedure Rules

Appendix 5 – Procedure Rules relating to Committees and Sub-Committees: Meeting Procedure Rule 27 – Agenda items submitted by Shadow Councillors

- 1 This Rule does not apply to special meetings of Committees and Sub-Committees or to the Shadow Executive Committee.
- 2 A shadow Councillor may, by notice given to the Monitoring Officer no later than ten clear working days before the appropriate scheduled meeting request that an item of business be included on the agenda of a Committee or Sub-Committee.
- 3 A Shadow Councillor may not give notice of more than one item of business for any one meeting. The notice shall state the nature of the business and shall include the signature of that Shadow Councillor.
- 4 This procedure shall not apply where the item of business, if agreed, would have the effect of rescinding or amending any resolution passed by a Committee or Sub-Committee of the Shadow Council within the preceding 6 months.
- 5 This procedure will apply to Shadow Councillors of the Overview and Scrutiny Committee exercising their rights under Section 9FC of the Local Government Act 2000 and Overview and Scrutiny Committee Procedure Rule 32 to have an item, within the remit of that particular body, included on the agenda and discussed at the next meeting of that body. The restrictions in paragraph 3 on the number of items shall not apply.

APPENDIX B – Meeting Procedure Rules

Appendix 6 – Procedure Rules relating to Shadow Council meetings, Committees and Sub-Committees: Meeting Procedure Rules 11B and 28

- 1 Members of the public may ask questions at meetings of the full Shadow Council, Shadow Executive Committee, and Committees of the Shadow Council. The protocol for questions is as follows:
 - (a) Subject to the requirements of this protocol, a member of the public who lives, works or studies in the area of the Shadow Council may submit a written question to the Leader of the Shadow Council or the Chairman of the Shadow Council or Chair of a Committee of the Shadow Council.
 - (b) A person wishing to ask a question shall submit the question in writing which must be received by the Monitoring Officer by 12:00 NOON ten clear working days before the meeting of the Shadow Council at which it is to be asked. The person's name and address must be included.
 - (c) A question shall relate to Shadow Council business and shall be so framed as to elicit information rather than make a statement. The Monitoring Officer, in consultation with the Chairman, shall determine the validity of questions submitted.
 - (d) Questions shall be printed in order of receipt and circulated to Shadow Councillors prior to the commencement of the Shadow Council meeting. No discussion shall be allowed upon questions or answers.
 - (e) If questions are unsuitable in form, frivolous, defamatory, derogatory, repetition (the same question or similar has been put to the meeting in the previous 6-months) or relate to a matter which the Shadow Council would be likely to consider in the absence of the press and public, the Monitoring Officer, in consultation with the Chairman of the Shadow Council, shall have the right to rule the question out of order.
 - (f) A written response to each valid question received will also be circulated to councillors attending the meeting. Public questioners will not be permitted to ask supplementary questions.
- 2 Members of the public may make statements at meetings of the full Shadow Council, Shadow Executive Committee, and Committees of the Shadow Council in relation to reports on the agenda for that meeting. The protocol for statements is as follows:
 - (a) Subject to the requirements of this protocol, a member of the public who lives, works or studies in the area of the Shadow Council may be allowed to address the meeting to comment on a report listed on the agenda.

APPENDIX B – Meeting Procedure Rules

- (b) A person wishing to make a statement under this protocol shall submit a request to address the relevant meeting two clear working days prior to the date of the meeting. The request to be made in writing or by electronic means to the Monitoring Officer. The speaker should clearly indicate which report item they wish to comment upon.
- 3 The procedure to be followed for public participation would be as follows:
- (a) The Chairman would announce the report agenda item;
 - (b) The officer/Member/report author would present the report;
 - (c) Public speakers would be called to address the meeting, in the order requests were received;
 - (d) Each public speaker is limited to a maximum of three minutes each on a report;
 - (e) There is no limit to the number of public speakers on a report item, however the Chairman has the right to limit the number called in order to ensure the efficient and timely determination of Council business;
 - (f) Where there is a significant number of requests received, members of the public will be encouraged to nominate a spokesperson or spokespersons, in order to ensure the key points of concern or information are efficiently communicated in the time permitted.
 - (g) Following public participation, the report would be subject to debate and determination by Members. No further public participation is permitted.

APPENDIX B – Meeting Procedure Rules

Appendix 7 - North Northamptonshire Shadow Council's Petitions Scheme

Introduction

All petitions sent or presented to North Northamptonshire Shadow Council will receive an acknowledgement within 10 working days of receipt. This will set out what the Council plan to do with the petition and when you can expect to hear from us again.

The Council will treat something as a petition if it is identified as being a petition, or if it seems to the Council that it is intended to be a petition and contains details and signatures of five or more people. The people who sign the petition must live, work or study within North Northamptonshire. However where a matter may impact significantly beyond the Council's boundary (e.g. West Northamptonshire) the Council may exercise its discretion to take the views of these stakeholders into account.

The Council categorises petitions as follows – further details on these categories are explained in more detail later in the scheme:

Category	Signatory Threshold	Description
Petition which triggers a debate	1,500 +	Any petition with 1,500 or more signatures will trigger a debate at Full Council
Petition which calls an officer to account	750 – 1,499	Any petition with 750 – 1,499 signatures will summon a senior officer of the Council to give evidence at a public Council meeting
Standard Petition	5 – 749	Any petition with 5 – 749 signatures will be referred to a senior officer of the Council to provide a response

How can I submit a petition?

Paper petitions must be sent to:

XXXXXXXXXXXXX

XXXXXXXXXXXXXXXXXXXXX

APPENDIX B – Meeting Procedure Rules

e-Petitions

Petitions can be created, signed and submitted online via the Council's website.

In addition to submitting a hard copy petition or an e-petition you may also verbally present your petition at a relevant meeting of the Council or its committees. Meetings dates and times are published on the North Northamptonshire Shadow Council's website. Where a petition is presented the normal process is that the text of the petition is read out to the meeting following which, without any debate on the issues, the committee requests that the relevant officer prepare a formal written response to the petition.

If you would like to present your petition to a Council meeting please contact XXXXXXXXXXXX on XXXXXXXXXXXX at least 10 working days before the date of the meeting and they will talk you through the process.

How will the Council process my petition?

Once a petition is received it will be checked to see if it meets the criteria defined in the Scheme and the Appendices. If there are any concerns about the validity of a petition, for example where key information is missing, the Council's Monitoring Officer will be consulted and will determine if the petition is valid. The Council will inform you if it considers the petition to be invalid and the reason why.

Following the above, and within ten working days of receiving the petition, an acknowledgement will be sent to the lead petitioner. Once the petition has been verified and acknowledged no further signatures can be added to the petition.

To ensure that people know what we are doing in response to the petitions we receive, details of petitions submitted to us will be published on the North Northamptonshire Shadow Council's website, except in cases where this would be inappropriate. The name of the petition organiser will be placed on the website but not their contact details.

The key Council roles in addressing petitions are:

Democratic Services

Democratic Services will provide advice to lead petitioners regarding the process to be followed and advice on Council meeting dates etc.

Monitoring Officer

The Council's Monitoring Officer is responsible for checking the validity of any petition received and acknowledging receipt.

Lead Officer

Any petition received will be allocated to a lead Council officer who will co-ordinate a response to the lead petitioner. Where a petition relates to a particular ward or area, the lead officer will keep local ward councillors up-to-date on the petitions progress and any response submitted.

APPENDIX B – Meeting Procedure Rules

Overview & Scrutiny Committee

Information on all petitions is shared with the Council's Overview & Scrutiny Committee who focus on whether petitions are being responded to in a timely and sufficiently clear and robust manner. Scrutiny may also use petitions to identify where there may be issues in terms of Council policy that they wish to review in more detail as part of their work programme.

What are the guidelines for submitting a petition?

- Petitions submitted to the Shadow Council must include:
 - i) A clear and concise statement covering the subject of the petition. It should state what action the petitioners wish the Shadow Council to take
 - ii) Details of each person supporting the petition including –
 - Their name
 - Their signature and;
 - Their qualifying address (the qualifying address will be an address in North Northamptonshire where they live, work or study)
- Petitions must be accompanied by full contact details, including an address, for the lead petitioner (petition organiser). This is the person the Council will contact to explain how the Council will respond to the petition. The lead petitioner should make clear that they live, work or study in the North Northamptonshire area.
- The subject matter of the petition must be regarding matters that fall within the responsibility or remit of the Shadow Council. It should be noted in the period up to 1st April 2021 existing principal councils will continue to operate within North Northamptonshire and continue to provide services etc to the public.
- Petitions which are considered to be vexatious, abusive or otherwise inappropriate will not be accepted. Please read the Council's Terms and Conditions (Appendix A) before submitting a petition.
- In the period immediately before an election or referendum the Council may need to deal with your petition differently – if this is the case the Council will explain the reasons and discuss the revised timescale which will apply.
- If a petition does not follow the guidelines set out above, the Council may decide not to do anything with it. In that case, the Council will write to the lead petitioner to explain the reasons.
- Before submitting a petition, you should first check with your local councillor or with North Northamptonshire Shadow Council to see if the action is already

APPENDIX B – Meeting Procedure Rules

being taken in connection to your concerns and to determine if the Shadow Council is the most appropriate organisation to receive your petition.

How will the Council respond to petitions?

If the Council can do what your petition asks for, the acknowledgement may confirm that the Council have taken the action requested and the petition will be closed. If the petition has enough signatures to trigger a Full Council debate, or a senior Council officer giving evidence, then the acknowledgement will confirm this and tell you when and where the meeting will take place. If the petition needs more investigation, the Council will tell you the steps it plans to take.

The Council's response to a petition will depend on what a petition asks for and how many people have signed it. These responses can include:

- Taking the action that is requested in the petition;
- Undertaking further research into the matter;
- Referring the petition for consideration by one of the Council's committees; or
- Consideration in some form of public Council meeting.

If your petition is about something which the Shadow Council has no direct control or responsibility we will seek to direct you to the appropriate body.

Standard Petition

If a petition contains 5 – 749 signatures and is validated by the Monitoring Officer it will be directed to a senior Council officer to consider and provide a response. If the petition relates to a specific ward or area the local councillors will be kept updated.

Officer Evidence

If a petition contains between 750 – 1,499 signatures and is validated by the Monitoring Officer, the lead petitioner may request that the relevant Council officer be called to give evidence at a public meeting of the Overview & Scrutiny Committee. The Monitoring Officer will liaise with colleagues and the Chair of the Overview & Scrutiny Committee to ensure that the appropriate officer attends.

The Overview & Scrutiny Committee will normally endeavour to consider the petition at its next meeting. The lead petitioner (or their nominated substitute) will be given 5 minutes to present the petition to the Committee. The nominated Council officer will be given 5 minutes to respond. The councillors on the Committee will then discuss the petition. The Committee will then decide how to respond to the petition at the meeting and may:

- Request the Executive Committee to undertake the action the petition requests, or not, for reasons put forward in the debate; or
- Recommend that further investigation is undertaken into the matter by the Executive Committee.

As a scrutiny committee the Overview & Scrutiny Committee has no power to make decisions on actions to be undertaken by the Full Council or the Executive Committee.

APPENDIX B – Meeting Procedure Rules

Full Council Debates

If a petition contains 1,500 or more signatures the lead petitioner may ask that it be debated by the Shadow Full Council (unless the petition is requesting that a senior Council officer give evidence at a public Council meeting). This means that the issue raised in the petition will be discussed at a meeting which all Councillors can attend. In such cases petitions must be received by the Council at least ten working days before the date of the Full Council meeting.

The Council will normally endeavour to consider the petition at its next meeting, although where this is not possible, consideration will then take place at the following meeting. The lead petitioner will be given five minutes to present the petition at the meeting and the petition will then be discussed by Councillors for a maximum of a further fifteen minutes.

The Council will decide how to respond to the petition at this meeting. They may decide to take the action the petition requests, not to take the action requested for reasons put forward in the debate, or to commission further investigation into the matter, for example by a relevant committee. Where the issue is one that the Executive Committee is required to make the final decision, the Full Council may note the petition or make recommendations to the Executive Committee.

Full Council cannot make decisions where the subject matter of a petition falls to the Executive Committee to decide.

e-Petitions

What is an e-petition?

An e-petition is a petition which is submitted electronically to the Shadow Council for consideration in relation to a particular issue or concern. It differs from a traditional paper based petition in that it is accessible to anyone who wishes to sign it through the Shadow Council's website. E-petitions must follow the same guidelines as paper petitions and will be dealt with in the same manner.

Who can submit an e-petition?

As with paper based petitions, to submit an e-petition to the Shadow Council, you must live, work or study within North Northamptonshire. Therefore if you are not a resident of North Northamptonshire, please include a "qualifying address" which will be the address in North Northamptonshire where you work or study.

The Council will need full contact details of the person who is leading on the petition. Therefore you will need to register on the Shadow Council's website. It is a straightforward process which requires you to provide the Council with a few details for when we need to contact you about the petition.

There is a limit of 28 days for the petition to be "live" on the Shadow Council's website for signatures. When the "live" period is over, the way in which the Council responds, as with paper petitions, will depend on how many signatures are submitted.

APPENDIX B – Meeting Procedure Rules

Who can sign an e-petition?

If you are signing an e-petition you will be required to provide us with basic personal information (an email address and an address including a postcode). Each signatory must give a separate email address. Your name (but no other details) will be published on the e-petitions section of the website. The Council will only use the information you provide to validate your signature and that you live, work or study in North Northamptonshire.

You can only sign an e-petition once. The list of signatories will be checked by officers and any duplicate signatures or vexatious, abusive or otherwise inappropriate content will be removed.

Further details in relation to e-Petitions is given in Appendix B.

What can I do if I feel my petition has not been dealt with properly?

If you feel that the Shadow Council have not dealt with your petition properly you may write to the Shadow Council's Monitoring Officer at the address below:

XXXXXXXXXXXXXXXXXXXX

How else can I have my say?

You can contact your local ward Councillor(s). Details of these are listed on the Shadow Council's website.

If you live in a settlement with a parish or town council you could request that they raise the issue with the Shadow Council on your behalf.

You could contact a local community association or tenants & residents group and request that they raise the issue with the Shadow Council on your behalf.

APPENDIX B – Meeting Procedure Rules

APPENDIX A

Terms and Conditions

Petitioners may freely disagree with the Council or call for changes of policy. The Council will not attempt to exclude critical views and decisions to accept or reject will not be made on a party political basis. However, to protect this service from abuse, petitions should meet some basic criteria:

The Council shall only receive petitions which comply with this rule.

No petition from a Councillor or member of the public shall be accepted

- (a) Which contains abusive, defamatory or offensive language or relates to a specific and identifiable person;
- (b) At the Annual Meeting of the Council, a Special Meeting of the Council, or at any meeting of the Council summoned for the purposes of considering the budget;
- (c) In relation to an individual's particular circumstances;
- (d) About any matter where there is a right of appeal to the courts, a tribunal or to a government minister or an any matter which, in the opinion of the Monitoring Officer, is of a quasi-judicial nature; or
- (e) About any matter which has been the subject of an issue raised by a petition or of a decision of Full Council or the Executive Committee within the previous six-months.

No petition from a member of the public shall be accepted:-

- (a) From or on behalf of a political party or organisation or in connection with the activities and aims of such a party or organisation, or from a staff group, which instead should use the proper procedures, such as through management and trades union representatives; or
- (b) If the petition applies to a planning or licensing application, is a statutory petition (i.e. petition relating to a change in Council governance), or on a matter where there is already an existing right of appeal, such as Council Tax banding and non-domestic rates, as other procedures apply and the petition will not be dealt with under this Scheme. The petition organiser will be informed where this is the case and what steps they should take.

APPENDIX B – Meeting Procedure Rules

APPENDIX B

Further information in relation to e-Petitions

How do I start an e-petition?

On the Active E-Petitions homepage, select the “Submit a new e-Petition” option. You will be prompted to enter a title which the system will automatically check against e-Petitions to allow you to see if a similar one has been considered recently.

You will then need to fill in the online form. There are various stages to this, if it is your first petition, you will need to register, by way of entering a validation code of letters/numbers at the bottom of the registration form and validate your registration when you receive an email. The petition will be submitted to the Democratic Services team, they will check over the petition and contact you if there are any queries. Please note that this may take up to 5 working days before it is published online. If you have already registered on the system, you just need to type in your user name and password.

You will then need to fill in the details in the boxes on screen with details of the petition, i.e what you are asking. There is also a space for further supporting details.

A short name is also needed for your petition in order to generate a web link to the e-petition.

What happens to an e-Petition which has been submitted?

Following auto receipt by the system it will be checked over for its validity. You will then be contacted to discuss making the petition live on the website.

How do I sign an active e-Petition?

Anyone wishing to sign an e-Petition has to click on a link on one of the Active Petitions via the e-Petitions homepage.

Unless you are already a user and can log onto the system with your existing user name and password, you will be prompted to register as a new user with your contact details (and, so we can ascertain you are a valid use, enter a validation code of letters/numbers at the bottom of the registration form).

As a new user, you will then be requested to validate your account via a link sent to your registered email address before being able to sign the petition. You will only be allowed one signatory per email address to ensure that the process is not abused. Where people share the same email address the second or further signatories are invited to indicate in writing that they support the petition.

If you are not a resident of North Northamptonshire please use the name and address of your workplace or educational establishment for registration purposes.

APPENDIX B – Meeting Procedure Rules

Privacy Policy

The details you provide to the Council are needed to validate your petition but will not be published on the website. This is equivalent to the process for a paper petition. On completion of the e-Petition, your details will be forwarded to the lead petitioner.