

(Extract from Standing Orders)

Submission of motions and questions by Councillors

- 2 (a) Motions must be in writing, signed by the mover, and received by the Corporate Director for Resources 2 clear days prior to the day for posting the summons for the meeting. No motion will be inserted in the summons for any meeting of the Council, unless it is received by this deadline.
- (b) Questions must be in writing, signed by the questioner, and must be received by the Corporate Director for Resources by 10.00 am on the working day before the meeting of the Council at which they are to be asked, together with a statement indicating which questions are for oral answer in accordance with standing order 4(e). Following the response to an oral question a maximum of 3 supplementary questions may be asked by any Councillor (the original questioner has the right to ask one supplementary question within the 3 supplementaries), but they must relate directly to the initial question. Any decision as to the direct relationship of the supplementary questions to the original question shall be made by the Lord Mayor (or in their absence the Sheriff or Chair) whose decision shall be final. Other questions will receive a written answer which will be provided to all Councillors within 5 working days of the meeting concerned. A list of all questions will be made available to all Councillors prior to the meeting.

N.B. Meetings of the Council, other than Extraordinary meetings, are normally fixed at the Annual Meeting and are usually held on a Monday. In order to comply with Standing Order 1, the Council summons is normally posted to Councillors on the Thursday of the second week before the meeting. Motions should therefore be received by the Monday of that week.

Submission of petitions and questions by citizens

- 3 That 30 minutes be allocated at the commencement of any meeting of the Council, except for any Extraordinary meetings, to allow for the consideration of questions submitted by citizens and 'standard' petitions as follows:

- (a) Questions from citizens

Questions may be submitted for answer at a meeting of Council by citizens that live or have a business address (but not employees of businesses) within the City boundary. Such questions must be in writing and addressed to any Portfolio Holder, Committee Chair or Board Chair and be submitted by 10.00 am on the working day before the meeting of the Council at which they want the question to be asked. The Lord Mayor shall have discretion over the questions which may be asked at a Council meeting under this procedure. A list of all questions (other than supplementary questions) will be made available to all Councillors prior to the relevant meeting.

- (b) Petitions

Petitions may be submitted at a meeting of Council by citizens that live or have a business address (but not employees of businesses) within the City boundary.

- (i) Standard

'Standard' petitions (as defined under the Council's petitions scheme) may be submitted by Councillors, on behalf of citizens, and may be accompanied by a statement of no more than two minutes in length to be read by a Councillor on behalf of the organiser of the petition. Councillors must ensure that the petition organiser lives or has a business address (but not be an employee of a business) within the City boundary, before they submit the petition

(ii) Requiring debate

Petitions under this category (i.e. in excess of 5000 signatures) shall comply with the Council's Petition Scheme and shall be submitted to the Head of Democratic Services at least 12 working days prior to the date of the Council meeting. In the event of more than one petition being received, the Lord Mayor, having regard to the business to be transacted at a Council meeting, shall have discretion to determine at which meeting a petition shall be considered.

The petition organiser shall be allocated 5 minutes to present the petition and the petition may be debated for a maximum of 15 minutes, or at the discretion of the Lord Mayor. The relevant Portfolio Holder(s) will present a provisional written response to the petition to inform discussion and to help full Council agree a response.

Order of business

- 4 At meetings of the Council, other than Extraordinary meetings, the order of business shall be as follows:
- (a) to choose a person (not being a member of the Executive Board) to preside if the Lord Mayor and Sheriff are absent;
 - (b) declarations of interests by Councillors and colleagues;
 - (c) to read the minutes of the last meeting of the Council to approve them, subject to any amendments. At an Extraordinary meeting of the Council, the minutes of the last meeting may be confirmed at the next ordinary meeting. Where the minutes correctly record any comment made concerning a Councillor, that Councillor shall have the right to comment on the factual accuracy of the comment itself;
 - (d)
 - (i) to receive official communications;
 - (ii) to receive announcements from the Leader of the Council and/or the Chief Executive;
 - (e) to receive, without discussion, answers to questions from each political group (up to a maximum of 4 per group) (other than questions put under paragraph 3 (a) above) answers to be given by:
 - (i) the City Council's lead Councillors on the Nottinghamshire and City of Nottingham Fire and Rescue Authority to questions on the discharge of that authority's functions;
 - (ii) a Councillor on the Executive Board, the Chair of a committee and the Chair of any other City Council body to questions on any matter within their remit;
 - (f) statutory Council business;

- (g) reports from:
 - (i) the Standards Committee;
 - (ii) the Overview and Scrutiny Committee ;
 - (iii) the Leader or Deputy Leader of the Council;
 - (iv) other Councillors on the Executive Board with portfolios;
 - (v) non-Council bodies, as determined by the Executive Board;
- (h) motions in the order they were submitted;
- (i) other business set out in the notice convening the meeting;
- (j) appointments;
- (k) business which, in the opinion of the Lord Mayor or Chair, should be considered at the meeting as a matter of urgency.

5 The Council may, at any meeting, vary the order of business if two-thirds of the Councillors present and voting agree.