

STANDING ORDER 32 - NOTICES OF MOTION - PROTOCOL REGARDING USE OF EMAIL

Standing Order 32(a) provides that every notice of motion must be in writing, signed by at least two members of the council and delivered by 12.00 noon 12 days before the meeting to the Local Democracy Manager.

From September 2003, after consultation with the 3 group leaders, the following protocol was introduced to allow for the use of email -

A notice of motion submitted by email shall comply with the following rules for it to be deemed as being accepted as a valid notice of motion under standing order 32 -

1. Both the proposer and seconded of the notice of motion shall set out in separate emails sent under their respective email accounts the text of the notice of motion, and they shall clearly show who is proposing and who is seconding the motion.
2. The emails must be delivered by electronic means to the democratic services manager by the deadline set out in standing order 32(a), and failure to comply with this requirement will invalidate the motion. As a safeguard to the members concerned (in the event of non-delivery of an email) they should also copy their emails to the city solicitor.
3. The democratic services manager will acknowledge to each member concerned receipt of the notice of motion, and the deemed delivery time of the motion will be when the seconder's email has been delivered to the democratic services manager.