

## 11. FULL COUNCIL PROCEDURES

### 11.4 Special meetings of Full Council

Special meetings will only deal with the business they have been called for but they may receive addresses (see 11.10<sup>1</sup> (d))

#### 11.14 Petitions to full Council

Under the Council's petitions scheme (annexed to this part of the Constitution), if a petition contains at least 1,500 signatures it will be debated at full Council. Any petition presented as part of an address (see 11.10) directly to full Council and that contains at least 1,500 signatures will not be debated at that meeting but at the next ordinary meeting. The petition organiser may address full Council upon the petition for up to five minutes before the debate upon the petition at that next ordinary meeting.

If a Member wishes to put a substantive motion/recommendation on a petition then they must let the Head of Law and Governance have that motion/recommendation by 10am on the working day before the full Council meeting. These would then be published in the Council briefing note. Any amendments to these would have to be with Committee and Members' Services by 11.00am on the day of the meeting.

A substantive motion is anything other than deferring, referring or noting the issues raised by the petition.

Following any address by the petition organiser full Council will debate the petition in any way that full Council chooses and decide one of the following:

- note the petition
- take the action the petition requests
- not take the action the petition requests
- commission further investigation into the matter
- where the matter is one which the executive is required to make the final decision, decide whether to make recommendations to inform that decision.

There is a limit of 15 minutes for dealing with each petition.

#### 11.19 Rules of debate

**(c) Contents and length of speeches**

Speeches (except for points of order and personal explanations (see (l) and (m)) must be about the item being discussed. Speeches will last a maximum of three minutes unless otherwise agreed.

**(f) Amendments to motions**

Substantive amendments to motions must be submitted by 10am on the working day before the full Council meeting ~~no later than 1.00 pm at least one clear working day before the meeting~~ so that they may be circulated with the briefing note.

Minor technical or limited wording amendments may be submitted during the meeting but must be written down and circulated.