



REPORT

SUBJECT:	DRAFT PROTOCOL FOR DEALING WITH COUNCIL MOTIONS
MEETING:	DEMOCRATIC SERVICES COMMITTEE
DATE:	MARCH 2016
DIVISION/WARDS AFFECTED:	N/A

1. PURPOSE

To seek member agreement to the proposed protocol for dealing with motions considered by full council.

2. RECOMMENDATIONS

Members consider the proposed protocol for dealing with motions to council and subject to agreement recommend the protocol to full council for discussion, and if agreed, inclusion in the council's constitution.

3. KEY ISSUES

Under the council's constitution members are able to put a motion to council which is then open to debate, potential amendment and finally, unless withdrawn, a motion is put to the vote. On being placed to the vote a motion can be carried or not. If a motion is carried then an action will be required.

The action is currently not formally captured, monitored and reported back to council and on occasions members are not informed regarding the outcome.

4. PROPOSED PROTOCOL

It is proposed that any motion that is carried, and associated action is captured in the action notes of council and reported back to subsequent council until such time as the action is completed and is recorded as such.

In addition a motion log is set up to capture details of all motions, the originator of the motion, the date the motion was considered, details of the final motion, outlining any amendments, on which a vote was taken and the relevant actions agreed and completed, and the date of completion. The log will be placed in the democratic services element of the hub under a section called Motions to Council

5. REASONS

Members were concerned that it is not always clear what happens to actions that come out of any motions carried by Council

6. AUTHOR

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