

3.5.4.2 Debating a Petition at a Council Meeting

If the number of signatories on a petition is more than 1,500 this will trigger a debate at the next available Council meeting, unless it is a petition asking for a senior Council Officer to give evidence at a public meeting in which case it will be dealt with in accordance with [Rule 3.5.4.3](#).

On some occasions, e.g. where there are a number of petitions already scheduled for debate, it may not be possible to debate every eligible petition at the next Council meeting and therefore a petition would be debated at the following meeting.

The petition organiser may submit in writing a motion on what action they wish the Council to take, at least ten clear working days prior to the Council meeting at which the petition will be debated. The motion will be included in the agenda of the meeting.

If the petition organiser is not a councillor they must ask a councillor (e.g. a Ward Member or relevant Executive Member) to assist them in producing a valid motion (see Rule 4.2.11) and to propose the motion on their behalf at the Council meeting.

The following process will be followed at the Council Meeting:

- a) the petition organiser(s) will be given five minutes to present the petition (if there is more than one petition organiser then they will share this time);
- b) the petition will then be debated by councillors for a period not exceeding 30 minutes;
- c) the petition organiser(s) will have the right of reply of up to a maximum of three minutes;
- d) ***the petition motion will then be formally proposed by the councillor and seconded and if no amendments are received a vote will be taken on the proposal;***
- e) ***in accordance with Rule 4.2.13.7 amendments to the motion can be put forward and these will need to be proposed and seconded. Only the proposer, seconder and proposer of the original motion (who has a right of reply) may speak on the amendment. The amendment will then be voted on and if agreed will become the Council's response to the petition.***
- f) ***if the petition motion and any amended motion fall*** the Mayor will then ask for ***further*** motions on how the Council wishes to respond to the Petition which may include;
 - i) taking the action or some of the action the petition requests;
 - ii) not taking the action the petition requests
 - iii) referring the petition to another body for them to consider the matter and take the appropriate action;
- g-e)*** once a ***further*** motion has been put forward ***moved and seconded*** it will be voted on without discussion or amendment;

- h-f)* if the motion falls then the Mayor will ask for a further motion to be put forward;
- i-g)* if the Mayor is of the opinion that a decision on how to respond to the petition cannot be reached then he/she can decide, on behalf of the Council, not to take the action that the petition requests.

The petition organiser will receive written confirmation of this decision.