

26 JUNE 2024

HANDLING MOTIONS

It is vital that NALC is regularly informed of the issues that are affecting county associations and councils' ability to support their communities so that it can take appropriate action. These issues are typically identified by a council or councils and referred to county association AGM or similar. In some cases these issues are also raised through regional groupings of county associations.

The main route for these motions should be through the Policy Committee which has delegated responsibility from the Assembly to oversee NALC's policy positions. They also meet frequently and can consider motions flexibly and in a timely way. In certain case(s) these motions will be referred to the National Assembly or more rarely, NALC's AGM.

All motions submitted will be published on the website and included in regular reports to assembly as part of NALC's corporate performance indicators.

The steps to submit a motion are:

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| Step one | Local council/county associations/county associations groupings identify issue. If the issue is supported by the county association(s) then it agrees to submit motion to NALC for consideration. |
| Step two | The county association submits a motion with an explanation and supporting evidence using the motion form (https://forms.office.com/Pages/ResponsePage.aspx?id=XI10-kGBhESEUZ2oBPD-MWaf9eGE4vdIok3wjETt7gtUNEFSTUFYSDJKSjQxOE5PV1RSVITNDRDQSQIQCNOPWcu) |
| Step three | NALC to evaluate motion to ensure guidance has been followed and that the issue is a new one. NALC to refer motion back to county association for further information/clarification or to notify that issue is covered by NALC policy. NALC to refer motion to chair of Policy Committee to consider handling, in consultation with chief executive, chair and vice-chairs, options are: |

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| | <p>a) Taking motion to Policy Committee.</p> <p>b) Refer to National Assembly where the issue is of special national interest.</p> <p>c) Refer to the Management Board or the Finance and Scrutiny Committee where the issue has an internal or service focus.</p> <p>d) In certain circumstances suggest the motion be dealt with through the Sustainable Communities Act process.</p> |
| Step four | The Policy Committee to consider the motion. The proposer will be able to attend (at own expense), phone or video-call into the discussion to briefly set out case and answer any questions. |
| Step five | <p>The Policy Committee makes decision on motion:</p> <p>a) The committee either agrees or recommends an alternative action.</p> <p>b) The committee can also refer to county association for further work/development.</p> <p>c) The committee refers motion to National Assembly or the Annual General Meeting (AGM) for consideration, together with recommendation(s) from the Policy Committee.</p> <p>d) The committee declines to support the motion.</p> <p>e) NALC informs the county association of decision.</p> <p>If the county association is unhappy with the decision, then they can resubmit the motion following the steps above.</p> |
| Step six | <p>Motions of a strategic or national nature, or relating to the NALC Constitution received by 16 September, which have been identified for consideration at the AGM will be considered by the chair of the Policy Committee, chair of NALC and the chief executive.</p> <p>Motions selected for discussion at the AGM are in the light of other motions received, priorities and time available. Any motion(s) not considered will be referred to National Assembly, Policy Committee, or an Emergency General Meeting.</p> |

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| Step seven | County associations can insist on a discussion at AGM/National Assembly once the previous steps have been taken. |
| Step eight | AGM makes final decision on motion(s). |