

Represent Women

A Guide to: Bringing a Motion to your Councillor



What is a 'Motion' ?

'A motion is a formal proposal put forward for debate and decision at a council meeting. It can request action, express a viewpoint, or propose a policy change.'



Drafting your Motion

- **Clear and concise**
- **Action-oriented (e.g, "That the council resolves to...")**
- **Supported by evidence or background information**
- **Within the council's powers**



Contact a Councillor

- **Find your local councillor via your council's website.**
- **Share your draft motion and explain why it matters. (You can email or phone them or consider attending one of their surgeries to meet them face to face)**
- **Ask if they would be willing to sponsor or submit it on your behalf.**



What happens next?



Submission Process

If your councillor agrees:

- They will submit the motion as a “Motion on Notice” to the council’s Democratic Services team or to their political party group meeting
- This must usually be done a set number of days before the next council meeting (often 7–10 working days)

At the Council Meeting:

- The motion is read out, debated, and may be:
Amended/Accepted/Rejected
- Councillors vote on the motion (or amended version)
- If passed, it becomes a formal resolution of the council

Tips for Success:

- Build support: Get community groups or other councillors on board
- Be timely: Check deadlines for submission
- Stay informed: Attend council meetings or watch online to understand the process
- Be respectful and follow any rules set by the chairperson
- Understand your councillors and follow their social media to see if they have specific areas of interest that would be useful to you