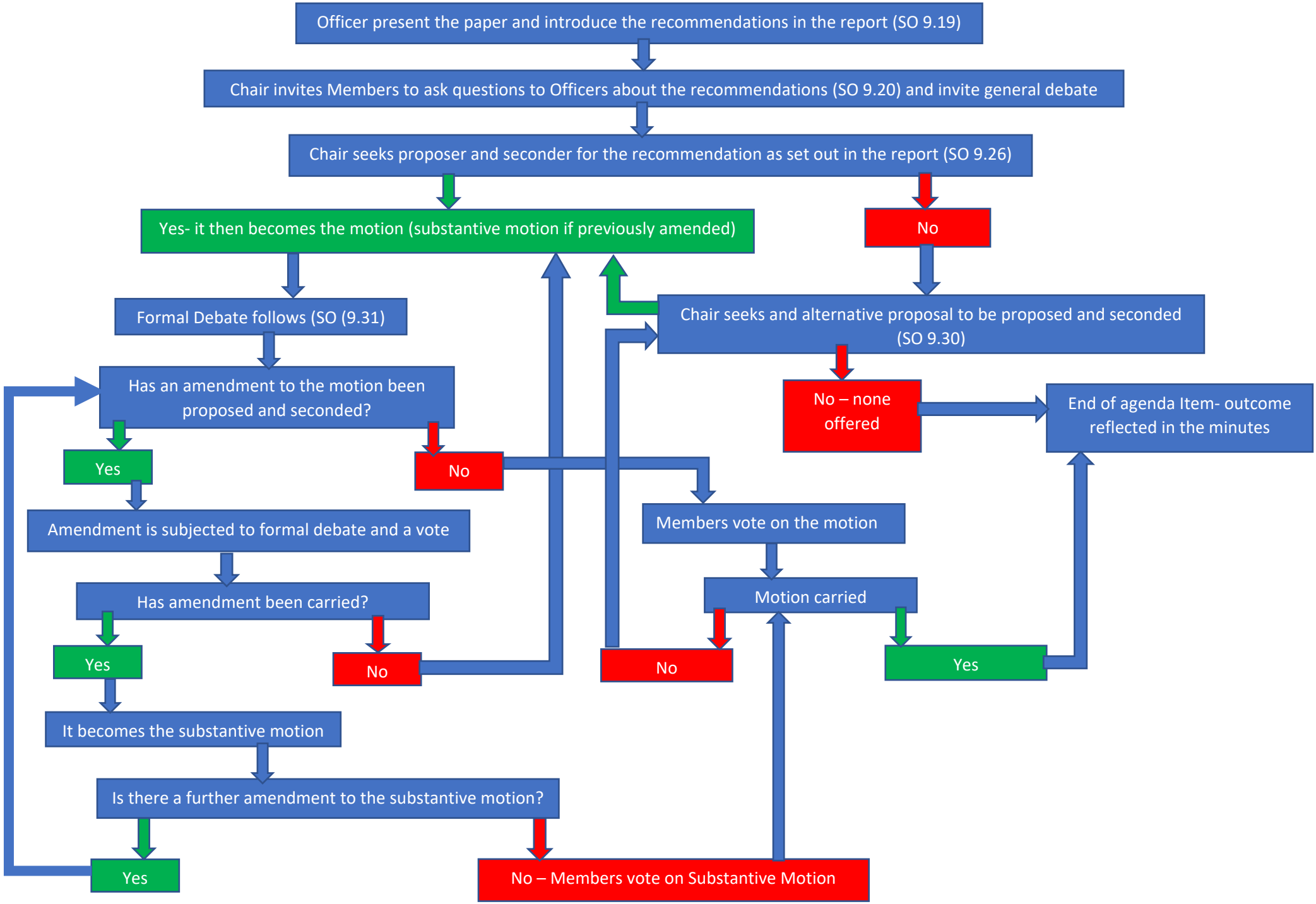
Officer present the paper and introduce the recommendations in the report (SO 9.19)
Chair invites Members to ask questions to Officers about the recommendations (SO 9.20) and invite general debate
Chair seeks proposer and seconder for the recommendation as set out in the report (SO 9.26)
Yes- it then becomes the motion (substantive motion if previously amended)
No
Formal Debate follows (SO (9.31)
Chair seeks and alternative proposal to be proposed and seconded (SO 9.30)
Has an amendment to the motion been proposed and seconded?
No – none offered
End of agenda Item- outcome reflected in the minutes
Yes
No
Amendment is subjected to formal debate and a vote
Members vote on the motion
Has amendment been carried?
Motion carried
Yes
No
No
Yes
It becomes the substantive motion
Is there a further amendment to the substantive motion?
Yes
No – Members vote on Substantive Motion