

PETITIONS

General

If you are presented with a Petition, then you should hand this in to Bernie Carr in the Governance Team in the Members' Office.

The Members' Office will

- enter the details into the register of petitions
- notify any Members that need to be informed (Ward Councillors; Executive Board Members with the relevant portfolio; the Mayor; etc) of the petition
- send the petition to the relevant service department so that appropriate action can be taken
- where the petition comprises more than 100 signatures, offer the lead petitioner the opportunity to present the petition at a Council meeting

Once dealt with, the service department will notify relevant Members of any actions taken, and of the response to the petitioners.

Presenting Petitions to Council

If a petition contains more than 100 signatures, then the Constitution of the Council allows the lead petitioner the opportunity to present the petition to a full meeting of the Council (but see Planning and Licensing matters below).

When a petition containing more than 100 signatures is received, the Members' Office will contact the lead petitioner to ascertain whether they wish to present the petition to Council.

The lead petitioner is allowed to address the Council for 2 minutes. The portfolio holder and other Members may also speak but the presentation of and discussion in relation to each petition received shall last no more than 5 minutes.

No decisions can be taken, nor motions passed, by the Council in respect of any petition that relates to executive matters.

Planning and Licensing matters

Any petition that relates either to a specific planning or licensing application shall be referred to the appropriate committee for consideration. Any petition that relates to general planning or licensing matters shall be referred either to Council, or to the relevant committee, as considered most appropriate by the Head of Legal & Democratic Services, or the Members' Office Manager.

Wording of Petitions

If you are asked for your advice on how a petition should be worded, then there are a few basic guidelines.

If the petition is specifically targeted at the Council, then each sheet of the petition should have a heading along the lines of:

“We the undersigned call on Middlesbrough Council to “
or
“We the undersigned request that Middlesbrough Council “

Under the heading, there should be four columns as follows:

Date	Name	Address	Signature

The completed sheets should be sent to the Council, or handed to a Councillor, accompanied by a letter or some other means of identifying the ‘lead petitioner’ to whom the Council will respond (or invite to present the petition to Council, if appropriate).

For further advice and information on petitions contact:

Bernie Carr: 729714
Chris Davies: 729704