

How to submit a petition – A guide for young people up to 18 years or those still at school

The Council makes decisions which may affect everyone in Moray. If you feel strongly about a decision made by the Council, live in Moray and want to make your views known then:

- If you are an individual you can contact your **local Councillor**
- If you and a number of your peers want to raise an issue, then you can submit a petition to the Council. A petition is a collective request which can be submitted either by email (committee.services@moray.gov.uk) or by post to:- Committee Services, Moray Council, Council Office, High Street, Elgin IV30 1BX

This guide tells you how to submit a petition.

- Tell us about the issue you want to raise giving enough information to allow the Council to understand the background and what, if anything, you would like the Council to do about it.
- Please keep the information to around 250 words.
- You need 20 or more of your peers who support your petition to sign it (less signatures may be accepted in smaller communities).
- We will need to make reasonable checks that everyone who signs the petition lives in Moray. If you need some help with confirming if everyone who signs your petition lives locally, you can ask someone at your school or group to approve it.

A form is attached for you to complete.

About the petition topic

- The Council can only consider local issues that it has responsibility for or relates to something the Council does or a service it provides. Find out more about what the Council is responsible for at www.moray.gov.uk.
- In the background to your petition, please do not name any individual. If you need to refer to someone who works for the Council then please use their title rather than their name, ie Guidance Teacher not Mrs X.
- Petitions should be about general issues and not about an individual person's issue or where there is some other established process in place. Personal issues can be raised as a complaint.

Submitting your Petition

- Please include all the information you want the Council to know about your issue. Keep a copy of the petition and any information for your own records.
- Once the Council receives your petition, you will get a letter or email from Committee Services within 14 days confirming its receipt. .

- The Council will pass on your petition to the officer responsible for your issue so it can be looked at.
- You will then be contacted to tell you what will happen next.
- If it is decided the petition is to be considered at a Council meeting, you or someone you nominate may be invited to make a short statement at the meeting in support of the petition.