

E-Petitions Procedure

The Petitioner will be directed to follow the link on the Petitions page of the Council's website to the e-petitions section in CMIS where an e-petition can be created by members of the public.

Once they have completed the online form and submitted the petition they will receive an automated email advising of the next steps (below)

📩 Create New Petition

The administrative team responsible for petitions have been notified and will respond to your submission. They will take one of the following actions.

1. Authorise the petition. Once authorised the petition will appear on the list of active petitions and will be available to collect signatures.
2. Reject the petition, if a petition is rejected then you will be notified of the reasons for the rejection. You can then submit a new petition.
3. Request additional information, if more information is required you will be sent an e-mail detailing what is required.

The Democratic Services Manager (Petition Administrator) will receive a CMIS email stating that an e-petition has been received and will check that it meets the criteria set out in the Petitions Guidance.

Additional information may be requested – again this is done by the Democratic Services Manager on CMIS and the following automated email sent out:

To:	Name of Petitioner
Subject:	Further information required for your E-Petition
Body:	<p>Dear Petitioner,</p> <p>We have reviewed your proposed E-Petition "<i>name</i>" but require the following further information before we can accept it:</p> <p style="text-align: center;">→ [enter details of required information here] ←</p> <p>Regards</p> <p>E-Petitions Admin Team</p>

Once the additional information has been provided it will be checked and will either be accepted and the petition will proceed through the process as outlined or rejected.

If accepted, a threshold of 50 signatures and a closing date will be set and then allocated to the relevant Committee Services Officer (Petition Responder) depending on the subject of the petition. The Petitioner will also be notified by email that their petition has been approved (see below).

To:	Email address of petitioner
Subject:	Your E-petition – “ <i>name of e-petition</i> ” has been approved
Body:	Dear Petitioner, Your E-Petition entitled “ <i>e-petition name</i> ” has been approved. Click this link to view your E-Petition Citizens who have an association with your area will be able to find (and sign) your “ <i>e-petition name</i> ” E-Petition from the ePet E-Petitions home page . Signatures will be collected between xxxxxxxxxxx and xxxxxxxxxxx. Regards E-Petitions Admin Team

The Petition Responder will be notified if the signature threshold is met and will then follow the guidance for hearing a petition at the relevant Committee.

If the e-petition does not meet the criteria and is to be rejected then this is done on CMIS and the following automated email sent out by the Democratic Services Manager.

To:	Name of Petitioner
Subject:	Your petition “ <i>e-petition name</i> ” has been rejected
Body:	Dear “ <i>name of petitioner</i> ”, Unfortunately, your E-Petition entitled “ <i>E-Petition Name</i> ” has been rejected. The petition was rejected for the following reason: Reason(s) will be inserted here Regards E-Petitions Admin Team

If a petition fails to meet the signature threshold it will be rejected and an automated response will be sent to the petitioner and signatories advising of the reason for rejection.

The flow chart below sets out the e-petitions process as described above.

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