

## **Step by Step Guide to E-Petitions**

### **Step 1: Create your petition**

Anyone who lives, works or studies in Runnymede, including under 18s, can sign or create an e-petition.

You will be asked to give your name, organisation (if you represent one), address and email address, and the title and text of your petition. You will also be asked to give a short, one-word name for your petition. This will be used to give your petition a unique URL (website address) that you can use to publicise your petition if you wish.

You need to specify a start and finish date for your petition. Most petitions run for six months, but you can choose a shorter or longer timeframe, up to a maximum of twelve months.

### **Step 2: Submit your petition**

Once you have submitted your petition, you will receive an email asking you to click a link to confirm. Your proposed petition will then be delivered to Runnymede Borough Council.

### **Step 3: Petition approval**

Committee section staff at Runnymede Borough Council will check your petition to make sure that it meets the basic requirements set out in our terms and conditions. This may take up to five working days.

Once your petition is approved, we will email you to let you know and it will be published online.

If we feel we cannot publish your petition for some reason, we will contact you within five working days to explain why. You will be able to change and resubmit your petition if you wish. If you do not do this within 10 working days, a summary of the petition and the reason why it has not been accepted will be published under the 'rejected petitions' section of the website.

### **Step 4: Petition live**

Once your petition is live, you will be able to publicise the URL you chose when you created your petition, and anyone will be able to come to the website and sign it. As the petition creator, your name and your organisation, if you have specified one, will be displayed.

People who wish to sign a petition will be asked to give their name and address and an email address that we can verify. The system is designed to identify duplicate names and addresses, and will not allow someone to sign a petition more than once. Anyone signing a petition will be sent an email asking them to click a link to confirm that they have signed the petition. Once they have done this, their name will be added to the petition.

Your petition will show the total number of signatures received. It will also display the names of signatories, unless they have opted not to be shown.

### **Step 5: Petition close**

When a petition closes, it is sent to Runnymede Borough Council and you will receive an acknowledgement from the Council within 10 working days of receipt. This acknowledgement will set out what we plan to do with the petition and will also be published on the website. Only petitions with 50 or more signatures will be considered. The threshold for a Senior Officer giving evidence is 750 signatures and for a debate at Full Council is 1500 signatures. The lead petitioner or a spokesperson for the petitioners may speak to the Full Council about the petition for up to five minutes. Petitions of less than 1500 signatures can also be presented on your behalf by a local Councillor, to a meeting of the Full Council. If you would like your Councillor to present it on your behalf, please contact Bernard Fleckney on 01932 425620 at least 10 working days before the meeting.

**Step 6: The Council's response**

The Council's response to the petition will be emailed to everyone who has signed the e-petition and elected to receive this information. The response will also be published on this website.