

**Text for information
sections to be used
in CONSUL**

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In this document we collect examples of Frequently Asked Questions and their answers for each of the different participation channels of CONSUL.

These texts can be freely reused and modified to offer them as initial help for any CONSUL installation.

Frequently Asked Questions about Debates

How does the debates section work?

In the citizens' debates section you can expose and share your opinion with other people on issues that concern you related to the city. It is also a space where you can generate ideas with other users of the website, which through the other sections of the website lead to specific actions by the City Council.

How can I start a debate?

To start a debate it is necessary to register on the website. Once you have registered, click on the citizen debates section and click on the button located on the right of the page. Then you have to fill in the title fields of the debate and the initial text. You can also put labels or keywords. To publish it, accept the privacy policy and click on the "Start a debate" button. If any field of the form is filled incorrectly, you will see that those fields are marked in red and indicate the error made in them.

Can I open a debate on any topic?

Yes, but bear in mind that debates cannot include content or propaganda that is racist, sexist, xenophobic, advocates of terrorism or that violates human rights or human dignity.

Nor can debates have criminal ends; they must not contain insulting language; they must not violate existing legislation on fundamental rights and civil liberties, especially as regards the right to honour, privacy and one's own image; and, lastly, debates must not be initiated if they are repetitive or can be considered as "spam".

How can I take part in a debate?

People registered on the web can comment on debates raised by other users and on their own debates. They can also rate them with the "I agree" or "I don't agree" buttons found on each of them.

How can people who are not inhabitants of the city participate?

People who are not registered in the city census but want to participate in the web can create debates, present proposals, comment in all sections, and disseminate what happens on the platform.

How can I find a debate of my interest?

When you enter the discussion section, by default the most commented topics by users appear, i.e. the most active ones. You can also sort them by the ones that have more ratings (Best Rated), by the most recent (New) or according to your interests (Recommendations, where the topics appear according to your participation in the web).

You also have a search engine, on the top right, where you can enter a keyword to search for the discussions that interest you most.

Do the debates involve any kind of action by the City Council?

The debates do not activate any specific mechanism of action by the City Council. In order to achieve a binding action you can make a proposal for the city, propose a participatory budgeting project when the annual call is opened, or participate in one of the votes or participative processes initiated by the City Council.

Frequently asked questions about citizen proposals

How do citizen proposals work?

The mechanism of citizen proposals can be summed up in four very simple steps:

Propose! You create a proposal on this website.

Support! People click on the button to support your proposal (you need a certain amount of supports to move on to the next phase).

Decide! If you've got enough supports, everyone in the city is invited to decide whether they are for or against your proposal, on this website.

It's done! If there are more people in favour of your proposal than against it, the City Council will carry it out.

You don't even need to have Internet, all the steps can be done in any of the City Council's Citizen Attention Offices.

The process of collecting supports for a proposal can also be done through signature sheets, the model of which can be downloaded in this PDF document. The supports collected in this way will be added to the existing support on the website.

What is a citizen proposal?

Citizens' proposals are a mechanism of participation that allows citizens to directly take any municipal decision they deem appropriate.

Anyone can put forward an idea for the city. If you get enough support for your proposal, it goes to a citizen vote.

If it is approved, the municipal government will assume it as its own and carry it out.

If the proposal does not fall under municipal competence, the City Council will do everything in its power to ensure that it is carried out.

What is the difference between the debates and the proposals?

The debates do not activate any concrete mechanism of action, while the proposals pass to a phase of collective decision and in case they are approved, the municipal government assumes them as its own.

What is the difference between participatory budget projects and proposals?

Participatory budget projects are ideas on how to spend part of the municipal budget, while citizen proposals are ideas on any action by the City Council, whether or not they involve expenditure (they can be, for example, modifying regulations, developing plans, etc.).

Participatory budgets are an annual process, and projects are raised only during the project submission phase. Then they go through a support phase and the most supported go through a voting phase. Citizens' proposals can be made at any time, and they need a certain amount of supports from the population in order to be put to the vote.

Therefore, participatory budget projects are restricted to spending ideas and a more closed chronology, while citizen proposals can be actions of any kind and can be activated at any time, although in return they need some initial support from the population to be taken to a voting.

How can I see if there are previous proposals on the issues that interest and/or concern me?

Before creating a proposal you can check if someone else has uploaded to the website an idea like the one you want to raise.

In the search engine of the section located at the top right of the website you can search for keywords and if you find proposals of your interest already created, you can choose to support them so that they reach the necessary support instead of creating a new one. Similar proposals will also be suggested to you when you start writing your proposal on the web.

Can I submit a proposal on any topic?

Yes, but bear in mind that proposals cannot include content or propaganda of a racist, sexist, xenophobic or terrorist nature, or that violates human rights or human dignity.

Proposals may not have criminal purposes; contain insulting language; violate current legislation on fundamental rights and public liberties, especially concerning the right to honour, privacy and one's own image; and, finally, proposals that are repetitive or can be considered as "spam" may not be initiated.

Can I present complaints, suggestions, claims or incidences in the section of citizen proposals?

We recommend that you send your suggestions and complaints to the Town Hall through the usual channels. The proposals section is designed for issues that are voted on by all citizens.

How can people who are not inhabitants of the city participate?

People who are not inhabitants of the city but wish to participate can present proposals, take part in debates, comment in all sections and disseminate what happens on the platform.

If several identical proposals are presented, is it possible to unify them to avoid diversifying support?

Anyone can point out duplicate proposals on the web so that the authors can withdraw them or so that different approaches can work together so as not to disperse support.

On the page of each proposal you will find a section called "Related content". Once you click you can include the address or URL of other similar proposals (and debates) that you have found. The rest of the related proposals will appear below.

When you click on the name of the author of a proposal you will see on the right a button entitled "Send a private message" where you can contact him. Authors can decide to withdraw their proposals if they feel that others are doing a better job.

On the page of each proposal you will find in the right sidebar a button to "Join the community" of the proposal. There you have a discussion space where you can work with other users to create proposals together or propose to withdraw one in favor of another.

It is up to the authors of a proposal to decide whether or not to withdraw their proposal.

How do you create a citizen proposal?

To create a citizen proposal the first step is to register on the web. Then, in the proposals section, click on Create a proposal, located on the right of the page, and fill in the required fields.

The proposal can be as simple as a simple phrase, but we recommend you to detail it as much as possible, even adding additional material, to make it more complete and interesting. Once created, it appears on the website so that anyone can support it.

Can associations, foundations and NGOs submit proposals? What about companies?

Associations or groups can register through this link. With these collective accounts you cannot support or vote for proposals, but you can create them and intervene in the debates, to make the collective origin visible.

Can I add photos to my proposal?

Yes, when you create a citizen proposal there is a section called "Descriptive image" in which you can select an image related to the proposal on your computer or mobile.

It is recommended to put a descriptive title to the photo (by default the name of the file appears) to help accessibility. If you want to remove the photo, you only have to click on the option "Remove image".

Can I add the location of my proposal?

Yes, below the image field is the map where you can place the citizen proposals. The map can be enlarged to find the desired location. To place a location point (blue marker) you only have to click once on the precise place.

If you want to change the location, click on "Remove the marker" (in red, below the map).

If it is not necessary to geolocate the proposal, check the option "This proposal does not have a specific location or I do not know it" (below the map, on the left).

Can I add documents to my proposal?

Yes, you can upload documents directly to provide annexes that explain a citizen proposal or a participatory budget project.

With the "Add new document" button you can upload files. These documents also appear just below the proposal.

How do I support a citizen proposal?

To support the proposals, click on the "Support this proposal" button that appears in each proposal.

How can I inform myself and follow a citizen proposal that interests me?

Through the tracking functionality, which is reached through the "Follow" button found on the page of each proposal. You can follow proposals whether you have supported them or not. By pressing this button, if the author sends a message through the web or if there is any change, a warning arrives.

To see the notification you have to go to "My activity", at the top of the page, select the option "Following", press the "+" symbol and you will see the list of proposals and projects you follow.

How long can I collect supports?

Proposals can collect supports for 12 months. If in that time they do not manage to reach the necessary support, they can no longer receive more support and move on to the section of archived proposals. The author or any other person can resubmit the proposal on the web at any time.

Where can I vote for proposals that have won the necessary support?

On the web, in the voting section. The possibility to vote is active only and exclusively during the announced voting period.

You can vote in person at the Citizen Attention Offices. There are also ballot boxes placed around the city on certain dates, which the City Council informs in the event of this happening.

What are the sheets of signatures to collect supports?

Signature sheets are used for the general proposal process and for participatory budgets. The process of collecting support for a proposal, as well as on the web, can be done through signature sheets, the model of which can be downloaded in this PDF document.

The support collected in this way is added to the existing support on the website.

What happens to the proposals once the vote is over?

If there are more people in favor of a proposal than against it, it is accepted as a collective proposal from the city. The City Council assumes it as its own and carries it out if it is within its competence or undertakes alternative actions within its capabilities that try to comply with the decision of the proposal.

To this end, within a maximum period of one month, the corresponding technical reports on its legality, viability and economic cost and the action plan to be carried out are carried out. The affected sectors and the person who launched the proposal are also taken into account, in order to detail the corresponding action by the Town Hall.

All the reports made are published on the website and the actions carried out are monitored to ensure the correct development of the proposal.

Is any proposal accepted by a majority on the website carried out, even if it is illegal or violates human rights? What happens if there is no budget to carry it out?

A series of objective criteria are established by which a proposal cannot be accepted, such as, for example, that it has criminal ends or that it violates fundamental rights and public freedoms.

Also excluded from the process are proposals on other forms of participation such as participatory budgets, recall processes, public hearings or popular normative initiatives.

This mechanism of participation does not change the existing limits for the City Council, what it does is to transfer who makes the decision of what needs to be done, including all citizens in the decision-making process.

In the case of proposals that fall outside municipal competence, the City Council will not be able to carry them out, but will undertake alternative actions within its capacities that attempt to comply with the decision of the proposal.

The same applies to the budget for carrying out the proposal; the municipality will use the necessary resources as soon as possible, in the same way as it is done with decisions taken without citizen participation.

Frequently Asked Questions about Participatory Budgets

What are participatory budgets?

Participatory budgets are democratic processes in which citizens directly decide what part of the municipal budget is allocated to. The people who participate propose expenditure projects, go through the phases of support, evaluation and voting, and the City Council carries out the projects most voted by citizens from the following year.

How is the budget allocated to participatory budgets distributed?

The budget allocated to participatory budgets is divided into two parts: an amount allocated to projects located in the districts, and another to projects allocated to projects for the whole city.

The budget of each district is directly proportional to its number of inhabitants and inversely proportional to its per capita income.

What is the difference between the proposals section of the website and the projects proposed in the participatory budgets?

Participatory budget projects are ideas on how to spend part of the municipal budget, while citizen proposals are ideas on any action by the City Council, whether or not they involve expenditure (they can be, for example, modifying regulations, developing plans, etc.).

Participatory budgets are an annual process, and projects are raised only during the project submission phase. Then they go through a support phase and the most supported go through a voting phase. Citizens' proposals can be made at any time, and they need a certain amount of support from the population in order to be put to the vote.

Therefore, participatory budget projects are restricted to spending ideas and a more closed chronology, while citizen proposals can be actions of any kind and can be activated at any time, although in return they need some initial support from the population to be taken to a voting.

What is project submission?

In the project submission phase, anyone can submit expenditure projects, both for the whole city and for a district. Projects are submitted through the budget page on the website or at the Citizenship Service Offices. All of them can be seen on the web when they are presented. If there are similar projects among them, the City Council will notify their authors offering them the possibility of presenting joint projects.

What is project support?

The project support phase, an intermediate phase, serves to prioritize projects to be reviewed by municipal technical staff. The most supported projects go on to the final voting phase after their evaluation.

What is project evaluation?

In the project evaluation phase, the City Council evaluates the most supported projects under the coordination of the Citizen Participation, Transparency and Open Government Department in collaboration with the corresponding Department or District.

The evaluation confirms that the projects are valid, viable and legal (it is assured that they are the competence of the City Council and feasible) and can be included in the municipal budget. An estimated budget of the economic cost of each project is also drawn up.

Projects whose cost exceeds the planned budget, do not fall within the competence of the City Council, are contrary to the applicable regulations or technically unfeasible, will be excluded from the rest of the process.

At the end of the period, all projects, both approved and rejected, with their corresponding reports and assessments, are published.

What is the final vote on projects?

In the final voting phase, everyone can vote on projects for the whole city and for a specific district of their choice. You can vote even if you have not previously participated and you do not need to be a resident of a district to support or vote for projects in that district.

When voting on citywide and district projects, the available budget and the projects with their estimated cost are published. Projects may be voted until the budget is exhausted, although it is not necessary to exhaust it completely. Just one project may be voted on if the participant so decides. Voted projects are displayed on a top bar, where votes can be modified at any time until the end of the voting phase, including canceling the votes of the elected district and voting in another, as there is no need to confirm the vote at any time.

What is the final result after voting on participatory budgets?

The final result of the process is obtained after voting with all projects sorted by number of votes for the city and for each district. In each list, the projects are selected from the most voted to the least voted, taking into account that each project included does not exceed the remaining budget allocated to that list. If a project exceeds this limit, it is ignored and the next one is included.

The final selection is integrated into the initial draft of the City Council's General Budget. Once the budgets have been approved by the Plenary, each of the selected projects is published with a description of the actions.

Can associations, foundations and NGOs participate? What about companies?

Projects must be submitted individually, although organisations may be represented by a person. Thus, when registering a project on the web there is the possibility of indicating, where appropriate, that it is a project supported by an association or a collective.

What projects can I propose?

You can propose projects of municipal competence in terms of current expenditure on goods and services, aid or subsidies and public investments.

Public investments are basically everything that the City Council can build or acquire and that is expected to last more than a year.

The following projects will be excluded from this group:

Projects that affect contracts already existing.

Projects that are intended to benefit a specific person or entity, and not the public interest.

Projects of expenditure on current goods and services whose expenditure extends beyond two years.

Describe the project in your own words, it does not have to be a complex technical description. Although the better you explain it, it will be easier for the City Council to evaluate it and for people to support and vote for it.

Some examples of possible projects:

Services or works to be created or carried out that can be set in motion by municipal services or by third parties (expenditure chapter II):

Creation of workshops and courses.

Renting a type of infrastructure or material.

Carrying out studies.

Supplies of material that is not included in an inventory (to be consumed during the year), distributing school material for example, or coats, or musical instruments.

New services that are not included in those already contracted by municipal services (for example, a free agency service for citizens, or the creation of an environmental education service for participation in the conservation of parks, etc.).

Any action that is not already contemplated in the budgets of the different municipal services.

Administration materials and utensils; food and utensils; products that are not already included in the budgets of the different municipal services.

Anything that the City Council can build or acquire and its expected duration is greater than one year (chapter VI expenditure):

Creation of new infrastructures: urbanisation, roads, crossings at different levels, road signposting, street furniture, lighting, parks, landscaped areas, trees and planters, fountains and hydrants, sewers, etc.

Replacement of infrastructures: adaptation of plots, remodelling of roads and their signposting, reform of lighting, remodelling of parks, green areas, reform of fountains and ponds, etc.

Construction or refurbishment of buildings: day centres, centres for the elderly, centres for the homeless, social service centres, libraries, cultural centres, sports facilities, sports centres, teaching centres, music schools, promotion and management of public housing, etc.

Acquisition or replacement of transport elements: buses, fire vehicles, police, mobility agents, etc.

Computer applications, intellectual property: development of applications, web etc.

Scholarships, grants, competitions, agreements (expense chapters IV and VII):

Granting scholarships for courses.

Convoke competitions and prizes to carry out actions of interest.

Agreements with the City Council to be able to offer services that are not currently available (agreement with a University to make a workshop, agreement with NGOs for a specific purpose, without violating the criteria for competition required by law, never a particular entity).

Grants that are not currently being given or want to increase: grants for accessibility facilities, soundproofing, beautification of the urban landscape.

Any subsidy must be subject to law and allow free competition, never to anyone or a particular entity.

It is NOT a viable project

Construction of public high schools and colleges (the responsibility for their construction lies with the regional government).

Construction of health centers (only possible in the case of municipal health centers).

Infrastructure of access roads to the city and railways.

Investment projects on non-municipal land or plots.

Personnel hiring expenses.

Subsidies and aid to families, non-profit institutions, foundations, private companies when a specific natural or legal person is detailed.

Create new police stations, or actions on them as they do not fall under municipal competence.

Metro network.

Cleaning, maintenance or security services already carried out under current contracts.

Contracting of "services/investments/helps" that already exist or are foreseen by the Municipal Administration Services.

The extension of the bus service timetable or the modification of routes, if they affect decisions to be taken by the Transport Consortium.

Investment costs and examples of "services/investments/aid" of the City Council

For what purposes can we propose actions

We can propose actions in the areas of urban planning, urban environment (parks, public gardens, etc.), road infrastructure, actions in situations of risk or social exclusion, urban collective transport, actions to protect public health, actions that encourage the practice of sport and the promotion of culture.

How is a city-wide project different from a district project? Can the category be changed?

City-wide projects are projects that meet some of the following conditions:

They are not located in a specific district (for example, to improve some element that exists throughout the city, such as streetlights, litter bins, benches, etc.).

They affect several districts in an equivalent way (e.g. a bicycle lane running through the whole city from north to south).

They affect elements that are considered relevant to most people, or at least many more than those in a particular district.

District projects are located in a specific district and do not meet the above conditions.

However, the technical staff of the City Council may change the category of a project qualified as either city or district during its evaluation, because its characteristics point to such a change. District projects may also be upgraded to city projects when their cost exceeds the amount of money allocated to the district. In this way, these projects are not eliminated by exceeding this amount.

Can projects that take more than a year to become a reality be considered?

Yes, the only requirement is that the entire project can be financed for within the available budget. In other words, the total price of the project is valued and not just the cost of the first year.

What happens if there are repeated or very similar projects?

During the first phase of project presentation, the technical staff of the Town Hall detects repeated or very similar projects and compiles them. By means of an e-mail addressed to the authors, they are informed of the existence of a project similar to the one proposed and of the possibility of debating with the rest of the authors on similar approaches and of proposing, where appropriate, a new joint project. If any author wants to maintain his or her project despite being similar to others, the City Council respects his or her decision.

During the support phase, projects can still be withdrawn if they are considered similar or for any other reason, as long as they have not received support.

How are projects analysed during the evaluation phase? Which projects go to the final voting phase?

During the evaluation phase, a detailed study of the feasibility and cost of the projects is carried out. The complexity of this study in comparison with the one carried out in the first phases means that it is only possible to carry it out for a part of the projects presented. Therefore, during the evaluation period the projects are studied in descending order from the most supported to the least supported. The City Council strives for a similar number of viable projects in each district. Projects that enter the cut-off notes and are marked as viable go on to the final voting phase.

Feasibility and cost studies are carried out independently and neutrally by City Council technicians, based solely on the evaluation criteria that have been publicly marked for the process. People can request a review of the reports if they are not satisfied, although the final decision on the viability of the project rests with the technical staff.

What are Support Signature Sheets?

The process of collecting support for a project, as well as on the web, can be done through signature sheets, the model of which can be downloaded in this PDF document.

What characteristics does the technical staff of the Town Hall evaluate in order to mark the project as valid?

Cost: an estimate is made of the cost of the proposed projects. Excluded are all those that cost more than the corresponding money. In the projects for the whole city or for one district or another, there is a maximum limit of different cost (you can see here the distribution of budget between districts). District projects that exceed the district but not the city cap will be recategorized as city projects rather than excluded.

Legality: the project must be the competence of the Town Hall, who can make a series of expenses, but there are others that depend on the regional government or the State.

It is also studied, throughout the process, if there are any regulations that are contrary to carrying out the project, if there is already a contract in force that covers the proposed project or some other additional limitation.

Feasibility: during the whole process it is studied if the project is technically feasible and no impediment is foreseen to carry it out.

Can my project be considered unfeasible?

Projects can be declared unviable throughout the process. This can happen in different ways depending on the phases:

During the first phase of project submission, the technical staff of the City Council carries out a first study to detect projects that are clearly unfeasible, such as, for example, those that do not fall under municipal competence. In these cases the authors are informed by e-mail of the causes of the unfeasibility of their project and are invited to formulate a new one. In the same contact they are offered the possibility of complaining in case they consider that the unfeasibility report of their project is not correct.

During the evaluation phase, a more detailed study of the feasibility of projects that go beyond the support phase is carried out. In this case they can be detected by the technical staff of the City Council as unfeasible projects that would not have been detected as such in the first phase of project presentation. It is also possible to detect several viable projects which, if approved, involve exactly the same action on the part of the City Council. In this case, all of them are marked as unfeasible except for the one with the greatest number of supports in the previous phase, which is indicated in the unfeasibility report.

Once the final voting phase is over, two selected projects may be marked as incompatible with each other (because the action to be carried out is incompatible, or because the number of votes is tied and there is no budget left to carry out both). In this case, the one with the most support is carried out in the support phase. In the event that the support numbers coincide, the one that was first registered on the website is carried out.

What is the difference between the support phase and the final vote?

The support phase simply reduces the number of projects that go to the final vote, so that it is manageable and so that the City Council is able to carry out all possible

evaluations of the most supported projects. The final vote is the decision on which projects evaluated should be carried out.

Can I vote on projects from any district?

Anyone can vote on participatory budget spending projects at the city level, and in a district of their choice (but only in one).

This broadens the possibility of choosing which district each person wants to be involved in based on their interests and not exclusively in the district where they are registered, such as where they work, where their partner resides, etc.

What happens in case of incompatibility between projects?

If two projects are chosen that are incompatible with each other (because of the action to be carried out, or because the number of votes is tied and there is no budget left to carry out both), the one that has the most support in the pre-selection phase is carried out. In the event that they coincide, the one that is first registered on the website is carried out.

Can it happen that a project selected in the final vote is not carried out?

After completing the participatory budgeting process, the projects are included in the Initial Project of the General Budget of the City Council for approval by the municipal Plenary. This implies that the projects proposed by the citizens pass the same controls and additional studies as the projects of the City Council itself.

Although a prior study of viability and legality has been carried out by municipal technical personnel, as well as the cost of these projects before the final vote, in this final process of approval by the municipal Plenary, new additional studies could still be presented that found obstacles that were not possible to detect previously. If this is the case, the studies are published on the website, and if it is not possible to carry it out in the current call, the author of the project will be invited to reformulate it so that he or she can present it in the next participative budget process.

How can I follow the evolution of the projects?

Through the tracking functionality, which can be accessed through the "Follow" button located on the page of each project. You can follow projects whether you have supported them or not. When you press this button, if the author sends a message through the web or if there is any change, a warning arrives.

To see the notification you have to go to "My activity", at the top of the page, select the option "Following", press the "+" symbol and you will see the list of proposals and projects you follow.

You can also see the progress of each project by going to its page. Under the text of the project and the cost report, under the tab "Tracking" you will find milestones and photos of the project.

Frequently Asked Questions about Processes

What are processes?

Participatory processes are a mechanism of participation so that citizens are involved in the elaboration and modification of regulations that affect the city. Also to give their opinion on certain actions they plan to carry out the City Council.

What kind of processes can I participate in?

Ordinances, plans, strategies or regulations are debated. Any type of regulation or plan carried out by the City Council.

The City Council also opens processes to receive contributions and opinions on municipal actions.

Who can participate in the processes?

People registered on the website can make contributions to these processes. Their comments and proposals are analysed by the corresponding department and taken into account for the final drafting of the rules and texts.

How can I contribute to a process?

There are processes in which direct questions are asked that can be answered openly and other users' answers can be voted on. In others, proposals can be made and prioritized between citizen proposals and those made by the City Council. There is also the possibility of publishing the text of the regulation to be commented, in that case you can select a part of the text to comment directly and support other comments.

What happens to the contributions once the process has finished?

The votes, answers and contributions of users can be consulted in each and every one of the processes, as well as the most supported. The City Council takes into account all the opinions and contributions made by citizens and incorporates them into the regulations or actions that are finally approved or carried out.

Frequently asked questions about voting

What are citizens' votes?

Voting is a mechanism of participation of the City Council by which citizens can make municipal decisions directly. Either on the citizens' proposals that go to the vote when sufficient support is reached, or on relevant issues that are directly raised by the City Council.

Who can participate in citizen voting?

All persons residing in the city.

How can I participate in a vote?

On the web, in the voting section. The possibility to vote is active only and exclusively during the announced voting period.

You can vote in person at the Citizen Attention Offices. There are also ballot boxes placed around the city on certain dates, which the Town Hall informs you of if this occurs.

What happens to the proposals once the voting is over?

In the case of citizen proposals, if there are more people in favor of a proposal than against it, it is accepted as a collective proposal of the city. The City Council assumes it as its own and carries it out if it is within its competence or undertakes alternative actions within its capabilities that try to comply with the decision of the proposal.

To this end, within a maximum period of one month, the corresponding technical reports on its legality, viability and economic cost and the action plan to be carried out are presented. The affected sectors and the person who launched the proposal are also taken into account, in order to detail the corresponding action by the Town Hall.

All the reports made are published on the website and the actions carried out are monitored to ensure the correct development of the proposal.

In the case of votes proposed by the City Council, the most voted option is assumed to be binding.