



Comhairle Cathrach & Contae Phort Láirge  
Waterford City & County Council

## **Waterford City and County Council**

### **PLENARY**

### **STANDING ORDERS**

**REGULATING THE PROCEEDINGS OF THE COUNCIL  
2019-2024**

**Document Control Sheet**

<b>Doc. Version</b>	<b>Date approved by Council</b>	<b>Description of changes</b>	<b>Context</b>
1.1	11/07/2019	Standing Orders adopted by Plenary Council	Formation of new council 2019-2024
1.2	12/11/2020	Standing Orders adopted by Plenary Council	Addition of Supplementary Standing Orders regulating the proceedings of the council in holding remote meetings
1.3	14/01/2021	Standing Orders adopted by Plenary Council	Amendment to Standing Orders Section 5, 35 and Appendix 4
1.4	14/01/2022	Draft to Plenary members in preparation for workshop on 25 <sup>th</sup> January 2022	
1.5	25/01/2022	Amendments from workshop held on the 25.01.2022	

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**WATERFORD CITY AND COUNTY COUNCIL**  
**STANDING ORDERS**  
**REGULATING THE PROCEEDINGS OF THE COUNCIL**

Standing Orders under the Local Government Act, 2001 adopted by Waterford City and County Council 6<sup>th</sup>, June, 2014, amended by resolution of Council of 11<sup>th</sup> September 2014 and 10<sup>th</sup> September 2015 (see document control sheet).

(In Standing Orders “The Act” means the Local Government Act, 2001, as amended)

**Waterford City & County Council - Meetings**

**Annual Meeting**

1. In every year in which a local election is held the Annual Meeting shall be held on the fourteenth day after the polling day or, where the poll is for any reason countermanded, interrupted or adjourned, after the day on which the poll is completed or the fresh poll is held.

Where the fourteenth day is an excluded day the meeting shall be held on the next following day which is not an excluded day.

In years without elections, Waterford City and County Council shall hold the Annual Meeting on the last Thursday in June, at 5.00 p.m. in City Hall, Waterford unless otherwise appointed or fixed by resolution of the Council.

Whenever an Annual Meeting is for any reason not held on the appointed day the Meetings Administrator shall, following consultation with the Mayor, or if the office of Mayor is vacant or he / she is unable to act, with the Deputy Mayor, convene a meeting for a day which the Administrator considers to be the earliest convenient date for that purpose.

In an election year Waterford City and County Council shall publish a notice of its Annual Meeting in at least one newspaper circulating in its administrative area. The notice shall state the date of the annual meeting and where appropriate that the first business of the meeting will be the election of the Mayor, and specify the joint bodies and other bodies to which the local authority is entitled to make appointments at that meeting or subsequently. The notice shall be in a form and published within the period prescribed by regulations.

In the case of an Annual Meeting in an election year and until the election of the Mayor at such meeting, the Chair for this period shall be taken by the Mayor of the previous year, another member or an employee selected by the meeting for this purpose. Any member selected to chair an annual meeting under this subparagraph shall not have a second or casting vote and any employee of the local authority if so selected in accordance with this subparagraph shall not have any vote.

At an Annual Meeting in an election year the Meetings Administrator shall read out the names of persons duly elected as members of the local authority. Subject to this the election of a Mayor is to be the first business of an Annual Meeting and the next business, the election of a Deputy Mayor.

In the case of the Annual Meeting in an election year the business to be transacted after the election of the Mayor and the Deputy Mayor shall include the consideration of the election, appointment or nomination of members of joint bodies or other bodies elected, appointed or nominated by the local authority.

### **Local Authority Budget Meeting**

2. A Local Authority Budget Meeting shall be held during the period prescribed by regulations for that purpose and in accordance with Section 103 of the Local Government Act, 2001.

### **Ordinary Meetings of the Council**

3. Unless upon any occasion when it is otherwise fixed by statute or by resolution of the Council, Ordinary Meetings of the Council shall be held on the 2<sup>nd</sup> Thursday of each month except August. A schedule of Ordinary Meetings of the Council for the ensuing year shall be approved at each Annual Meeting.  
In an election year there shall not be an ordinary Meeting of the Council in the month of the election itself.

### **Special Meeting**

4. In accordance with paragraph 6(2) of Schedule 10 of the Act, a request to have a Special Meeting of the Council convened may be made:
  - (a) by the Mayor
  - (b) if the office of Mayor is vacant, or the Mayor is unable to act, by the Deputy Mayor or
  - (c) by the Mayor on foot of a request presented to him or by any 5 members

Where the Mayor refuses or neglects to act on foot of a request within 7 days of it being presented to him/her, the members making the request may convene a meeting.

A request shall be made in writing and be delivered to the Meetings Administrator by the Mayor, the Deputy Mayor or where subparagraph (c) applies by the members making the request.

A request shall be signed by the person or persons making it, as the case may be and shall

- (i) contain as an agenda a statement of the business which it is proposed to transact at the meeting, and
- (ii) specify a day, (other than an excluded day, which is not less than 3 clear days after the day on which it is received).

On receipt of a request, the Meetings Administrator shall unless it is a case to which paragraph 6(6) of Schedule 10 applies, issue a notification under paragraph 7 of Schedule 10 and give public notice under paragraph 8 of Schedule 10 for the special meeting required by the requisition.

### **Place, Date and Time of Meeting**

5. The time of the monthly meeting of the Council shall be 5.00 p.m. on the 2<sup>nd</sup> Thursday of each month, except in the month of August, or at such other hour as may from time to time be fixed by resolution of the Council. The Mayor with majority approval of the CPG can also change date and location of the Plenary meeting. This is subject to review at the end of each calendar year. The Council shall rise not later than 7.30 p.m. Every such meeting of the Council shall stand adjourned at the hour of 7.30 p.m. The remainder of the business would then be postponed to the next succeeding meeting or to a Special Meeting on a date then fixed or when convened by the Mayor or having been properly proposed, seconded and agreed that standing orders be extended to complete the business of the meeting by up to a maximum of 30 minutes. No meeting shall continue beyond 8.00 p.m. or three hours

in duration for any reason.

In so far as practicable the place for holding meetings of the Council shall alternate between the offices of the Council at the City Hall, Waterford and Civic Offices, Dungarvan and meetings shall normally be held there, provided that the Council may from time to time by resolution appoint an alternative location for a particular meeting. Meetings of council can be held online, where approved by the CPG members.

### **Notification of Meeting and Agenda**

6. A notification to attend a meeting, other than a local authority budget meeting shall,
  - (a) Be sent by electronic notification to each member of the Council,
  - (b) Specify the place, date and time of the meeting, and
  - (c) Give not less than 5 clear days notice.

The 5 clear days shall only exclude,

- (i) Normal day for receipt of the notice, and
- (ii) The day of the meeting.

A notification shall include or be accompanied by an Agenda listing the business to be transacted at the meeting. Subject to Standing Order 23 no business shall be transacted at a meeting other than that specified in the Agenda which relates to the meeting or business required by the Act, or otherwise by law to be transacted at the meeting.

An Agenda which has been sent for this purpose may be altered (whether by way of addition, deletion or otherwise) if an Agenda specifying the alteration is sent to each member before the day on which the meeting is to be held.

7. A notification shall have the signature of the Meetings Administrator and any document claiming to have that signature shall be deemed, until the contrary is proved to have been duly issued or given with the consent of the local authority.

Want of service or non-receipt of a notification by any member or lack of a signature or any other defect in the notification does not affect the validity of a meeting or of any act or thing done at the meeting.

For the purposes of this Standing Order “signature” includes an electronic version of a signature by whatever process reproduced or a printed version of the name of the Meetings Administrator.

The Meetings Administrator shall advise the Mayor as regards the business of a meeting.

### **Public Notice of Meeting**

8. Public notice of the place, date and time of a meeting shall be published on the Council’s Internet Website.

The Notice shall include the Agenda for the meeting and in the case of a meeting requisitioned under Standing Order 4 the Agenda shall include or be accompanied by a copy of the requisition.

Subject to any arrangements as it may make the Council shall supply a copy of a public notice and agenda to the media.

### **Order of Business**

9. The Order of Business at all meetings other than Annual Meetings, Council Budget



Meeting and Special Meetings shall, subject to the provisions of any enactments, be as follows:

1. Confirmation of Minutes
2. Matters Arising
3. Business prescribed by Statute (land disposals, Part 8's etc)
4. Consideration of Reports (SPCs, Annual Reports, Audit Reports, etc)
5. Monthly Management Report
3. Other business set forth in the Notice convening the Meeting
4. Correspondence
5. Notices of Motion
6. Notice of Question
7. Any Other Business

In the case of a meeting convened for a special purpose the business specified in the notification for such meeting shall be transacted and no other business.

At any ordinary meeting of the Council it shall be proper, if a majority of the members present and voting so decide, to take an item for consideration out of the sequence of listing on the Agenda, provided always that such decision shall not affect any business required by Statute to be done before any other business at the meeting. A limit of 1 hour and 10 minutes will apply to the Management Report and discussion will be confined to Plenary level topics as outlined in the Management Report.

### **Chairing of Meetings**

The Mayor shall Chair all meetings of the local authority.

If in the case of the absence of the Mayor, the meeting shall be chaired by the Deputy Mayor, however they shall vacate the Chair on the arrival at the meeting of the Mayor, or, in the case of a meeting to fill a casual vacancy in the Office of the Mayor in accordance with Sections 38 or 41(2) of the Act, following the election of the Mayor at that meeting.

In any other case, the meeting shall proceed to the election of one of the members present to chair the meeting and such member shall leave the chair on the arrival at the meeting of the Mayor or Deputy Mayor.

It is the duty of the Mayor, or Deputy Mayor or any other member who is required in accordance with this paragraph to chair a meeting to take the chair and to proceed with the business of the meeting.

### **Quorum**

- 10.** The quorum for a meeting of Waterford City and County Council is **one-fourth of the total number of members** of the Council plus one or, where one-fourth of such total number is not a whole number, the quorum is the next highest whole number plus one. **The quorum for the Council is 9.**

Whenever a meeting of Waterford City and County Council is abandoned owing to failure to obtain a quorum the names of those present at the time and place appointed for such meeting shall be recorded by the Meetings Administrator and they shall for all purposes be deemed to have attended a duly constituted meeting.

If a quorum is not present within 30 minutes after the time fixed for the meeting [or at any time during the meeting,] the meeting shall stand adjourned to a day to be named by the Mayor.

### **Doing of Acts and determination of questions**

- 11.** Each member present at a meeting of Waterford City & County Council shall have a vote

unless prohibited from voting by this or any other enactment.

All acts of Waterford City & County Council which are reserved functions or questions duly coming or arising before a meeting of the Council shall be determined by:

- (a) a majority of the votes of the members present and voting, or
- (b) where there is an equality of votes, by a second or casting vote of the person chairing the meeting (which person shall have and may choose to exercise such a vote).
- (c) Where a member calls for a recorded vote and the Council assents the Meetings Administrator will then ask each member present by name and record the vote and convey the result to the Mayor. The recorded vote will be listed in the minutes of the meeting.

This paragraph is without prejudice to the other provisions of the Local Government Act, 2001 (including provisions required to be included in standing orders by virtue of paragraph 16 of Schedule 10) or of any other enactment, requiring either the presence of a specified number or proportion of the members or that a specified number or proportion should vote in favour for the doing of any particular act.

### **Disorderly Conduct**

- 12.** If in the opinion of the Mayor any member has been or is disorderly by persistently disregarding the ruling of the chair, or by behaving irregularly, improperly or offensively, or by otherwise obstructing the business of the meeting, and the Mayor has conveyed their opinion to the members present by naming the member concerned, then the Mayor or any member may move “that the member named leave the meeting” and the motion, if seconded, shall be put and determined without discussion.

Where the Council decides in accordance with the above that a member leave a meeting, that member shall immediately leave the meeting and shall not be entitled to speak or to take any further part in that meeting on that day. In the event that the meeting is held online the Mayor will request the Meetings Administrator to remove the member in question from the virtual meeting.

Where in the opinion of the Mayor-

- (i) there is general disorder which impedes the orderly transaction of the business, or
- (ii) where a member against whom it was resolved that he or she leave the meeting by virtue of this paragraph refuses to do so,

The Mayor may adjourn the meeting for such period as he or she considers necessary in the interest of order.

The provisions of Section 57(d) of the Local Government Act 2014 shall apply in relation to disorderly conduct.

### **Confirmation of Minutes**

- 13.** Minutes of the proceedings of a meeting of the Council shall be drawn up by the Meetings Administrator.

The Minutes shall include -

- (a) the date, place and time and purpose of the meeting,
- (b) the names of the members present at the meeting and the name of chair.
- (c) the names of the senior employees of the local authority present at the meeting,
- (d) reference to any report submitted to the members at the meeting,
- (e) where there is a roll call vote, the number and names of members voting for and

- against the motion and of those abstaining,
- (f) particulars of all resolutions passed at the meeting,
- (g) such other matters considered appropriate.

A copy of the minutes of a meeting shall be sent or given by the Meetings Administrator to each member of the Council.

Minutes of a meeting shall be submitted for confirmation as an accurate record at the next following ordinary meeting, where practicable, or where not, at subsequent meeting.

When confirmed with or without amendment, the minutes of a meeting shall be signed by the Mayor to whom they shall be submitted to for confirmation and any minutes claiming to be so signed shall be received in evidence without proof.

When the question that they be confirmed is put from the Mayor, a Member may object to any part thereof as not being an accurate record and upon a motion any question of altering the record shall be determined by the Council by majority vote of those members who were present at the appropriate meeting; provided that no entry shall be made in the Minutes of any protest other than a record of dissent, save in the form of a motion or an amendment.

Until the contrary is proved, every meeting in respect of the proceedings of which minutes have been confirmed shall be deemed to have been duly convened and held and all the members at the meeting shall be deemed to be duly qualified.

A copy of the minutes when confirmed in accordance with this Standing Order shall be open to inspection at the offices of the Council at City Hall, Waterford and any person may inspect and make a copy of, or abstract from, the minutes during the usual office hours of the Council.

Following the confirmation of all minutes, matters arising may be considered and shall be confined to bono fide questions and answers for a period not to exceed 30 minutes. The Mayor will determine the relevance of the questions raised under Matters Arising and may advise members to deal with the item under an agenda item for the meeting. Matters arising relate to issues in the minutes that the members have not received a response on.

A copy of the minutes shall be available on the local authority website or in hardcopy form on request to the Meetings Administrator.

Appropriate arrangements shall be made for safe keeping of the minutes by the City Council.

#### **Record of attendance at meetings and address for correspondence.**

##### **14. The Council shall maintain a record of attendances at meetings.**

The attendance of each member present at a meeting shall be entered by that member in a record kept for that purpose by the Council. For online meetings a roll call is undertaken by the meetings administrator.....

Where any provisions of the Local Government Act, 2001 provides for the delivery or sending of a document to a member such document shall be sent by email in the first instance and by exception to the postal address supplied by the member.

## **Standing Orders**

- 15.** Waterford City & County Council may, by resolution for which at least 17 of the members of the Council vote in favour, amend or revoke standing orders and make new standing orders.

A copy of standing orders shall be sent or delivered by the meetings administrator to each member on his or her coming into office, or as soon as practicable thereafter, and as soon as may be practicable after new standing orders have been made.

A copy of any amendment to standing orders shall likewise be supplied to each member.

## **Notices of Motion**

- 16.** Every Notice of Motion dated and signed by the Member or Members giving it shall be delivered / emailed to the Meetings Administrator and shall be recorded in the order of their receipt and shall appear on the Agenda in that order.

No Notice of Motion shall be set down on the Agenda for any meeting unless such Notice of Motion shall have been delivered to the Meetings Administrator at least 8 clear working days before the date of such meeting or by close of business on the Friday prior to the CPG to enable consideration for the agenda.

- 17.** If any Notice of Motion of which notice has been duly given relates to a matter normally dealt with by, or comes within the terms of reference of, any Municipal District, Procedures Committee or Strategic Policy Committee it may be referred by the Meetings Administrator, in the first instance, to the Corporate Policy Group who may refer the Motion to such Municipal District, or Committee as may be determined.

- 18.** Any such motions so referred under Standing Orders No. 18 shall be listed on the Agenda (under Motions) for the following Council meeting only as having been referred. The listing shall include the full text of Motion(s) referred and the name of the Committee or Committees to which such Motions have been referred. Referred Motions so listed shall not be proposed but may be noted by the meeting. Any dispute on such reference under Standing Orders No. 18 shall be determined by the Mayor.

- 19.** No member shall be permitted to have more than 3 motions (including adjourned motions) on the Agenda for any one meeting and the name of a member shall not appear more than 3 times on the Agenda as proposer or co-proposer of motions for any one meeting. Where at a meeting or any adjournment thereof more than one notice of motion appears on the Agenda to be proposed by one or more individual members, no second notice of motion of any such members shall be proposed until after every other member shall have proposed the sole or first notice of motion appearing in the member's name. A similar order of precedence shall apply to any further notices of motion remaining to be proposed by two or more members.

- 20.** The same or similar motions shall not be submitted to both the Plenary council and district council meeting, this can be amended at the discretion of the Mayor.

- 21.** Any matter decided by the local authority by motion or on the report of a committee shall not be re-opened within 6 months of the date of such decision. (moved from 25 below)

## **Motions and Amendments**

- 22.** A motion, notice of which stands in the Agenda and which has been proposed and seconded, may be withdrawn only on leave obtained from a majority of the Council present at the meeting at the request of the member concerned. A motion may either be proposed by the member in whose name it stands or if he or she be absent, by any member authorised

by him or her in writing to propose it on his or her behalf, but unless so proposed, and in the absence of a request in writing from the member in whose name it stands to postpone it, the motion shall be dropped and shall not again be set down in the Notice Paper except on fresh notice. A motion or an amendment when not seconded is dropped.

23. An amendment which has been proposed and seconded may be withdrawn only on leave obtained from a majority of the Council members present at the meeting at the request of the member concerned.
24. Every amendment shall be relevant to the Motion on which it is moved and shall be either,
  - (a) to leave out words,
  - (b) to leave out words and insert or add others,
  - (c) to insert or add words.An amendment shall not be in order if it is equivalent to a direct negative or if it is not in fact an amendment of the motion it purports to amend.
25. Whenever an amendment on an original motion has been moved and seconded, no second or subsequent amendment shall be moved until the first amendment shall have been disposed of, but notice of any second or subsequent amendment shall first have been given.
26. When an amendment is affirmed the original motion as amended becomes the substantive motion upon which any further amendment, of which notice has been given may be moved.
27. When an amendment is lost any further amendment of which notice has been given may be proposed, but only one amendment shall be at any time before the meeting and an amendment shall not be in order if the Chair rules it to be substantially the same as an amendment already lost.
28. When any Notice of motion shall be given, or any recommendation shall appear in any report to the Council which, in the opinion of the Chief Executive, is of an illegal or irregular character, it shall be the duty of the Chief Executive, to advise Council (before the motion is proposed) for the guidance of the Members, and such opinion shall be submitted to the Council at the meeting at which such motion or report is to be considered.

Motions of an irrelevant character shall not be discussed at any meeting of the Council and the ruling of the Mayor after consultation with the Chief Executive, as required, as to whether or not a motion comes within this standing order shall be final.

**Order of Debate for a Notice of Motion (made specific to order of debate for motion)**

29. The Mayor shall ascertain that a motion is seconded before the proposer is permitted to speak to it. It is at the Mayor's discretion to request that political groupings provide one comment in relation to a motion.
30. The proposer of a motion shall be allowed to speak to the motion for a maximum of-2 minutes The proposer of a motion has the right to reply whilst the motion remains before the Chair and when the proposer replies the debate on the motion is closed, for the right of reply the proposer can speak for a maximum of 1 minutes.
31. The seconder can speak to the motion for a maximum of 1 minutes.
32. Additional speakers on the motion can speak for a maximum of 1 minutes
33. A member who has spoken on any motion shall not speak again while it is the subject of debate, except;
  - (a) To speak once an amendment moved is by another Member,

- (b) On a point of order,
- (c) By way of personal explanation.

The Mayor's decision in determining a point of order or personal explanation shall be final.

- 34. A motion "that the Council proceed to the next business" may be made after any motion has been proposed and seconded. When made it shall be determined without amendment or debate and if it be affirmed the business interrupted by such motion shall not be proceeded with further at that meeting and unless the council otherwise determine shall be adjourned to the next ordinary meeting. The motion to proceed to next business shall not be made more than once during the debate on any question.
- 35. At any time during a discussion on a motion a member may move "that the question be now put" and if such leave be given by the assent of the majority of those present and voting, the motion shall be put, subject to the right of reply by the proposer of the original or substantive motion.

#### **Motions to Amend or Revoke Resolutions**

- 36. A motion to revoke or amend a resolution of the Council can only be made on notice inserted in the Agenda, and such notice shall specify the resolution to be revoked or amended and furnish the terms of the motion to be made; but no such motion shall be allowed to appear on the Agenda to revoke or amend any resolution of Council within six months of the date of the adoption of such resolution except with the written consent of not less than 9 members of the Council. A resolution may not be revoked at the meeting at which it has been adopted.

It shall be necessary for adoption of a motion to revoke or amend a resolution of the Council that not less than 17 members vote in favour and subject to Standing Orders and any statutory requirements.

#### **Motion for Purpose of Dealing with Urgent Business**

- 37. Notwithstanding any other provisions of these Standing Orders a motion may be proposed without notice for the purpose of dealing with urgent business related to a function of the Council, as defined under the Local Government Act 2001, and as amended, or to deal with an issue that is of significant importance to Waterford City & County. This is subject to the requirement that not less than 9 members vote in favour and subject to Standing Orders and any statutory requirements.

#### **Adjournment of Council**

- 38. A motion for adjournment of the Council may be made at any time and shall be determined without amendment and without debate, except that the mover of the Motion of adjournment and the mover of the Motion immediately affected by it, may each address the Council for not more than five minutes on the question of the adjournment; and if the Motion for adjournment is adopted, the meeting will stand adjourned to a day then named or in the event of no such date being named, to the next occurring ordinary meeting.

A Special Meeting may be adjourned from time to time until its business is concluded.

#### **Questions**

- 39. Notice of Questions shall be given according to the rules governing Notice of Motion. Response will issue by email to all councillors at the start of the meeting, on the Agenda for which, the question appears with no debate allowed.

#### **General Order of Debate**

- 40. Except with the permission of the Chair no member shall address the Council for more

than 2 minutes. A member may speak **only** once upon any item on the Agenda and may come back in on a point of order and is at the discretion of the Mayor.

41. When two or more members at the same time offer to speak, the member called upon by the Mayor shall have precedence.
42. A member while speaking shall address only the Mayor.
43. A member speaking shall not be interrupted except upon a question of order, but may give way to a member desiring to make a personal explanation.
44. The Mayor has the sole responsibility for preserving order in the Council and has authority to maintain order and enforce prompt obedience to his / her ruling. The Mayor may make use of the gavel in the Council Chamber or the mute function in online meetings in order to preserve order.

#### **Deputations –**

45. The Council may by resolution decide to receive a deputation. Subject to the direction of the Mayor, 1 person may speak on behalf of the deputation for not more than 10 minutes combined, (unless permitted by the Mayor).

Request for a deputation to be heard by the Council shall not be considered unless the subject matter to be raised be notified in writing on the motion of a member of the Council, or direct application by the body concerned, sent to the Meetings Administrator at least 10 clear days before the date of the meeting.

The deputation may be limited to 3 in number and may only be questioned by members of the Council. Deputations should where possible, address the Council at Municipal or Metropolitan Committee, or sub-committee and in areas of strategic policy nature address the appropriate SPC, in the first instance. When possible and subject to the approval of the Chairperson a deputation would address the appropriate Council Sub-Committee in the first instance and if it was considered necessary for the deputation to address a full Council Meeting then the approval of the Corporate Policy Group shall be sought. No exchanges shall be allowed between Council Members and Members of the deputation at that meeting.

When the members of a deputation have addressed the meeting, they shall withdraw from the meeting and can remain in the public gallery without further comment. In the event of an online meeting the deputation can remain online without further comment.

The Council may, by resolution, decide to receive a deputation without notice, provided 17 of the members present vote for the resolution.

#### **Questions, Votes and Divisions**

46. Every question shall be determined by a show of hands, unless provided by Statute. Where three members request a division, the names for and against the motion or amendment shall be taken down in writing and recorded in the Minutes.
47. Where the Mayor has not formally declared the result of a vote, or is in doubt as to whether his / her declaration is right or wrong, s/he is entitled if s/he thinks fit to take a second vote on the matter, or if s/he considers that through some misunderstanding the first vote did not properly represent the sense of the meeting at that time.
48. Each member present at a meeting of the Council shall have a vote unless prohibited by any enactment.
49. Without prejudice to any enactment or other provisions of these Standing Orders requiring

either the presence of a specified number or proportion of the members or that a specified number or proportion should vote in favour for the doing of any particular act, all acts of the Council which are reserved functions or questions duly coming or arising before a meeting of the Council shall be determined - (a) by a majority of the members present and voting or where there is an equality of votes, by a second or casting vote of the person chairing the meeting (which person shall have and may choose to exercise such a vote).

### **Attendance of Public and Media**

**50.** The right of members of the public and representatives of the media to attend Council meetings is subject to the following:-

Where the Council is of opinion that the absence of members of the public and representatives of the media from the whole or part of a particular meeting is desirable because:

- (a) of the special nature of the meeting, or of an item of business to be, or about to be considered at the meeting, or
- (b) for other special reasons,

the Council may by resolution decide to meet in committee for the whole or a part of the meeting concerned, where the Council considers that such action is not contrary to the overall public interest.

It is necessary for the passing of a resolution under Section 45 (3) of the Act, that at least one half of the total number of members of the Council vote in favour of the resolution. Such resolution shall indicate in a general way the reasons for the resolution and those reasons shall be recorded in the minutes of the meeting.

The Council may regulate the right of members of the public and representatives of the media to be present at meetings and, in particular and without prejudice to the generality of the foregoing, may-

- (i) taking account of available space, limit the number of persons to be admitted.
- (ii) make rules governing the conduct of persons present at meetings.
- (iii) provide for the removal of members of the public who interrupt the proceedings or who otherwise misconduct themselves, or
- (iv) make rules in relation to the taking of photographs or the use of any means for recording or relaying the proceedings as they take place or at a later stage.

Nothing in Section 45 (5), of the Act, other than paragraph (a) above shall be read so as to enable the Council to limit the attendance of representatives of the media, and paragraph (a) shall not be read as enabling the Council to prohibit the attendance of such representatives.

In the event of online meetings there is no limit to attendance of the public.

**51.** Members of the public may be permitted to attend meetings of the Council in such numbers as are safely allowed by the capacity of the Council Chamber or such other room in which the Council meets from time to time. The admittance of the public shall be regulated by the distribution equally among the Members in advance, of authorisations to occupy the available accommodation for disposal at the discretion of each Member.

In the event of unused capacity in the public gallery being available not less than 10 minutes before the scheduled commencement of the meeting, members of the public may be admitted by signing their name and address in the appropriate entry register provided by the relevant Meetings Administrator.



The Council may at its sole discretion decide that entry to any meeting may be by ticket only.

Notwithstanding which, Meetings in Committee in part or in total of the Whole House shall be held in the absence of the media and the public, according to the need as determined by the Council in any case, for the exploration of special subjects and the formulation of policy.

Oireachtas Members may attend public Meetings of the Council without the requirement of an admission ticket.

Members should not leave any meeting of the Council for the purpose of communicating with members of the Public Gallery or facilitate the attendance at council Meetings of persons seeking to intervene in or influence the proceedings of the Council

- 52.** Members of the public shall be seated and maintain silence and observe any directions given by the Chair or by any Council employee in attendance upon the Council. Such employees are responsible for the execution of all measures necessary for the maintenance of order and decorum in and about the Chamber.

If a member of the public interrupts a meeting at any time or endeavours, to address a Meeting, the Chair shall warn him or her and if the interruption continues shall order that person's removal and may disbar him/her from attendance to any future meetings. In the case of a general disturbance in any part of the Council Chamber open to the public, the Chair shall order that part to be cleared.

- 53.** No cameras of any kind or sound recording or communication equipment may be used during meetings of the Council without the prior approval of the Council, subject only to:

- (a) sound recording shall only be carried out by duly authorised Broadcast Media,
- (b) broadcasting of Council proceedings shall be carried out after prior consultation with the Council.

- 54.** The making or receiving of a phone call on mobile phones shall not be permitted at meetings of the Council.

- 55.** Mobile phones or other devices shall not be used as audio/visual recording devices for recording or broadcasting purposes by Councillors or public attendees at any Council Meetings. Use of phones for photographs at an event is at the discretion of the Mayor.

## **COMMITTEES**

### **56. Municipal & Metropolitan Committees**

These standing orders will be amended to reflect any Guidelines that will issue from the Department of Environment Community and Local Government.

### **Strategic Policy Committees (See Appendix 1) add in new SPC SO**

- 57.** The Strategic Policy Committees of the Council shall be:

- Economic Development and Enterprise SPC
- Environmental, Biodiversity and Climate Change SPC
- Transportation and Infrastructure SPC
- Housing, Community, Culture, Sport & Recreation SPC
- Planning SPC

The SPC standing order will be amended to reflect the guidance of SPCs as provided by the Department of Environment Community and Local Government.

### **Corporate Policy Group (CPG)**

**58.** The Mayor of the Council and the Chairs of the Strategic Policy Committees shall form the Corporate Policy Group, which shall meet as often as required under the chairmanship of the Mayor and shall provide a forum for discussion of policy affecting the whole Council and shall report to Council. Where the group does not contain at least one member from each of the municipal or metropolitan districts, the district members may nominate a member to be part of the Corporate Policy Group. Approved minutes of all CPG meetings will be uploaded to Decision Time prior to the next Plenary council meeting.

### **Procedures Committee**

**59.** Procedures Committee will be made up of the following membership

- (a) Current Plenary Mayor
- (b) Former Plenary Mayor from two previous years
- (c) Current Mayor Metropolitan District
- (d) Current Cathaoirleach Dungarvan Lismore District
- (e) Current Cathaoirleach Comeragh District
- (f) One member of each political grouping (unless already represented in (i) to (v))

For this purpose the non-party elected members are considered as a political grouping

Procedures meeting to be held twice a year or as required. Recommendations from Procedures Committee to be brought to CPG for consideration and then rejection, amendment, or approval by the Plenary Council.

### **Committees - General**

**60.** The Council may appoint a Special Committee for a specific purpose. When appointing such a Committee it shall at the same time determine the number and names of members to constitute such Committee and shall also fix the quorum which shall not be less than three.

### **Suspension of Standing Orders**

**61.** Subject to the provisions and requirements of the Act, or of any other enactment, any Standing Order, except Nos. 21, 23, 47 to 50 [and 25 to 45 if so decided by Council] may at any time be suspended on a motion proposed without notice for the purpose of enabling any specific business defined in the suspensory motion to be considered and dealt with by the Council, subject to the requirement that at least two-thirds of the members present vote in favour.

A request for suspension of Standing Orders shall be submitted in writing to the Mayor, or if the office of Mayor is vacant or if he/she is unable to act, to the Deputy Mayor, not later than 12 noon on the day of the meeting, but that the Mayor at his/her total discretion, can accept such a request before the commencement of the meeting, if he/she considers the subject of the request to be a matter of urgency and expediency concerning the Council.

### **Casual Vacancy**

**62.** A casual vacancy shall be filled in accordance with Section 19 of the Local Government Act 2001. Where a casual vacancy arises subject to Section 19(3)(b) the Council will fill the position as follows:

Each member of the Council who was elected as a non-party candidate to the Council must, immediately after his/her election to the Council, submit to the Meetings Administrator, the name of his/her nominee to be co-opted as a replacement on the Council in the event of he/she

being required to vacate his/her office, for any reason, during the lifetime of the Council. The Council shall co-opt any person thus nominated.

See Appendix 3 attached.

### **Reports to Council**

**63.** Each member or members appointed to outside bodies and boards may from time to time submit reports to the Council on matters arising in such bodies or boards which have relevance to the Council and shall in any event do so in accordance with the requirements of Section 141 of the Act. Where a member attends a meeting pursuant to Section 142(5) of the Act, he or she shall submit a summary of the proceedings to the next ordinary meeting of the Council in compliance with Section 142(5)(f) of the Act.

### **Ethics, Declaration of Interest, Codes of Conduct**

**64.** It is the duty of each member of Waterford City & County Council to maintain proper standards of integrity, conduct and concern for the public interest. Each member shall declare that they have read and understood the 'Code of Conduct for Councillors'. Each member shall complete an annual declaration of interest and disclose any interest in a matter which comes before the Council.

Part 15 of the Act shall apply to the conduct of all business of Waterford City and County Council.

### **Votes of Sympathy**

**65(a)** With the exception of votes of sympathy to those with very close ties to the Council and which will be addressed by the Mayor, all other votes of sympathy are to be dealt with at the District meetings.

In the case of votes of sympathy the Mayor will be informed prior to the commencement of the meeting of the names of those for whom the vote of sympathy is intended along with the details of next of kin and will be considered at the beginning of the meeting.

Notification of a proposal for a vote of sympathy shall be submitted in writing to the Meetings Administrator, prior to the commencement of the meeting, giving appropriate information of the name and details of the deceased, and the names of the next of kin.

### **Votes of Congratulations**

**65.(b)** With the exception of votes of congratulations of a County wide and significant nature and which will be addressed by the Mayor, all other votes of congratulations are to be dealt with at the District meetings.

Notification of a proposal for a vote of congratulations and related details shall be submitted in writing to the Meetings Administrator.

**APPENDIX 1**



Comhairle Cathrach & Contae Phort Láirge  
Waterford City & County Council

**Strategic Policy Committee  
Standing Orders**

**9<sup>th</sup> December 2021**

## Document Information

Title	Strategic Policy Committee Standing Orders
Presented By	Honor Dunphy, Meetings Administrator
Approved By	Kieran Kehoe, Director of Service
Version	2
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Date presented to CPG	1 <sup>st</sup> December 2021
Date Approved by Plenary Council	9 <sup>th</sup> December 2021

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## **Standing Orders for SPCs of Waterford City and County Council**

### **Strategic Policy Committees**

The Strategic Policy Committees of Waterford City & County Council are:

- 1.** Economic Development and Enterprise Support
- 2.** Environment, Biodiversity and Climate Action
- 3.** Transportation and Infrastructure
- 4.** Housing, Community, Culture, Fire, Sport & Recreation
- 5.** Planning

It shall be the function of the Strategic Policy Committees to consider matters connected with the formulation, development, monitoring and review of policy in relation to the functions of the SPC and the Local Authority and to advise the Authority on those matters.

The Strategic Policy Committees shall be constituted in accordance with an SPC scheme as adopted by the Council, current scheme adopted by council on the 12<sup>th</sup> of September 2019.

The standing orders for Strategic Policy Committees shall apply together with the provisions of Section 48 of the Local Government Act, 2001 as amended by Section 41 of the Local Government Reform Act 2014 and any other enactment to the operation of the Strategic Policy Committees.

#### **a) Meetings**

- i)** Each Strategic Policy Committee shall meet as often as required and at least four times a year to deal with the business assigned to it.
- ii)** The dates, times, and locations of the SPC meetings are matters for each individual SPC to determine.
- iii)** Where possible a calendar of meetings should be agreed at the start of each year.
- iv)** The durations of SPC Meetings will be for an hour and a half, on agreement of the committee members the standing orders can be extended to complete the business of the meeting up to a maximum of 30 minutes.
- v)** Notice of Meetings, along with a copy of the agenda and relevant documents will be issued 5 working days before the day of the meeting.
- vi)** The agenda of the meeting will be available on the Council website once approved.
- vii)** Members of a committee shall not be entitled to nominate a substitute to attend meetings in their place.
- viii)** Where meetings are held online the attendance record is to be downloaded (from online platform) and kept as a record with the minutes.

## **b) Quorum**

The Quorum for a meeting will be one-fourth of the total number of members of the SPC plus one or, where one-fourth of such total number is not a whole number, the quorum is the next highest whole number plus one.

Of this number there should be three elected members present.

## **c) Members**

- i)** An SPC shall have one-third of its membership drawn from sectors relevant to the Committee's work.
- ii)** Every member of the Council shall be a member of an SPC, but shall not be a member of more than two.
- iii)** All members of a Committee shall hold office for the lifetime of the Council, unless their term ends. Any resignations before the end of the term will be made in writing and it is the responsibility of the nominating body to replace the member.
- iv)** All members of an SPC must complete and return a Declaration of Interests form upon being nominated to a Committee.
- v)** In the event of an elected member failing to attend 2 consecutive meetings of the Committee without reason, a warning shall be issued to the elected member by the relevant director of service. In the case of a sectoral representative a copy of the warning letter will be sent to the organisation they represent. All warnings will be advised to the meetings administrator who will keep on record for the duration of the current council term.
- vi)** In the event of a sectoral representative member failing to attend 3 consecutive meetings without reason, the nominating body will be requested to nominate a replacement.
- vii)** The Executive are not members of the committee and do not have a vote

## **d) Chairperson**

- i)** The Chairperson for each SPC will be elected by the full Council at the AGM following the local elections. They are appointed for a minimum of three years and the overall spread of the SPC chairs must, in accordance with the guidelines, reflect the elected representational spread on the full council. Any change required to the SPC chair shall require approval of council by resolution at a full plenary council meeting.
- ii)** In the absence of the Chair the meeting shall select a member to preside who must be a Councillor.

## **e) Replacement of an SPC Member**

Any SPC member who resigns or is otherwise disqualified from membership of a Strategic Policy Committee under the provisions of the LG Act 2001, as amended by the Local Government Reform Act 2014 shall be replaced as soon as possible, by resolution of the Council. This provision will apply to both elected and non-elected members.

## **f) Minutes**

The minutes of every Committee meeting shall be signed by the Chairperson and contain particulars of the names of the members present at the meeting, and the decisions arrived at or recommendations which the Committee make. Minutes once approved will be made available on the council website. In the case of meetings held online the signing of minutes by the Chairperson will be carried out at the next available opportunity.

## **g) Order of Business**

A roll call will be carried out for online meetings. For in person meetings an attendance sheet must be completed.

- i)** Confirmation of minutes
- ii)** Matters Arising Information items submitted by members for written reply
- iii)** Business submitted by the Director of Services (if any)
- iv)** Business referred from the Council (if any)
- v)** Business referred from the Corporate Policy Group (if any)
- vi)** Correspondence
- vii)** Any other business

Any items of business referred to the SPC from Council or Corporate Policy Group needs to be reported back on to the Councils Meeting Administrator so they can be included on the appropriate agenda. Proposer of such a motion can attend the relevant SPC (if not a member already) in order to present the motion. This elected member does not have voting rights at the meeting.

## **h) Rules of Debate**

- i)** Each member of the Committee shall have the right to speak on an issue and the Chairperson shall ensure that all members have an opportunity to contribute to debates and discussion.
- ii)** Each member shall be allowed to speak for not more than 2 minutes on an issue.
- iii)** The Committee shall, as far as possible, arrive at all decisions and recommendations by consensus.
- iv)** Voting may be by show of hands or by roll call at the requests of any member.
- v)** The Chair may call to order any member who in the opinion of the Chair is behaving in a disorderly, improper, or offensive manner, or by otherwise disrupting the business of the meeting.
- vi)** If the member persists in disregarding the ruling of the Chair, the Chairperson may give directions for the removal of the member and such other directions as are necessary for restoring order to the proceedings.
- vii)** The ruling of the Chairperson on a point of order shall be final.

## **i) Confidential Material**

- i)** Certain matters which arise for discussion by the SPC may be confidential and it is a matter for the Chairperson to declare that confidentiality shall be maintained on the issue.
- ii)** It shall be the responsibility of each member of a Committee to ensure that confidentiality is maintained.



#### **j) Business not Reached**

- i)** When at a meeting the whole business set down for such meeting has not been reached, such business shall be set down to be dealt with at the next meeting of the Committee.
- ii)** Items re-entered from a previous meeting shall retain their position on the agenda in accordance with the Order of Business.
- iii)** Items may be withdrawn by the member who submitted them.

#### **k) Report of Chairperson and Recommendations**

The Chairperson shall prepare a written report with the Director of Service and SPC administrator outlining a summary of the work of the SPC. The report along with approved minutes will be circulated to the Corporate Policy Group on a quarterly basis and included in CPG minutes that are circulated to the council members. The report should reflect the issues considered by the Committee and the final recommendations(s) of the Committee.

#### **l) Sub-Committees**

- i)** The Committee shall be entitled to establish sub-Committees (working groups) to examine particular policy issues at any one time. These sub committees are to have a timeline for completion of their work. The members will then provide a report of their work and findings to the SPC.
- ii)** Composition of sub-committees/working groups to be comprised of a mix of the membership of the Committee.
- iii)** The SPC Chairperson is an ex-officio Chair of any subcommittee if she/he so wishes, or an ordinary member of it if she/he prefers

#### **m) Suspension of Standing Orders**

Standing Orders may, at any time by consent of a majority of the total membership of a Committee, be suspended for the purpose of any specific business before the Committee.

## **APPENDIX 2**

### **LOCAL GOVERNMENT ACT 2001 SCHEDULE 10, PARAGRAPH 18**

#### **RIGHT TO FORM GROUPS FOR CERTAIN APPOINTMENTS**

- (1) Where 2 or more persons are to be appointed by a local authority to a body to which this paragraph applies, then –
  - (a) any group of members who are present at the meeting at the time when the business of making the appointments is reached and comprising the number of members necessary for the purposes of this paragraph may nominate a person to be a member of that body and the person shall be so appointed on that nomination without any vote being taken, and
  - (b) the members of the body then remaining to be appointed shall be appointed successively by the members of the local authority who are not members of any group referred to in *clause (a)* and who were present at the meeting at the time when the business of making the appointments were reached.
- (1)
  - (a) Subject to *clause (b)* the number of members necessary to form a group for the purposes of this paragraph shall be obtained by dividing the total number of members present at the meeting of the authority at the time when the business of making the relevant appointments is reached by the number of the appointments to be so made, or, where the number so obtained is not a whole number, the whole number next above the number so obtained.
  - (c) No member of a local authority shall be a member of more than one group for the purposes of this paragraph.
- (2) This paragraph applied to the following bodies:
  - (a) a committee of a local authority;
  - (b) a joint committee or joint body of one or more local authorities;
  - (c) a vocational education committee within the meaning of the Vocational Education Act, 1930;
  - (d) a harbour authority within the meaning of the Harbours Act, 1946;
  - (e) a school attendance committee within the meaning of the School Attendance Act, 1926;
  - (f) a regional authority established by order under section 43 of the Local Government Act, 1991;
  - (g) a regional tourism organisation;
  - (h) the General Council of County Councils;
  - (i) the Association of Municipal Authorities of Ireland;
  - (j) a county enterprise board within the meaning of the Industrial Development Act, 1995;
  - (k) a LEADER group established in the framework of an EU community initiative for rural development;
  - (l) the Dublin Transportation Office Advisory Committee;
  - (m) an Area Partnership Board;

- (n) such other body or bodies as may be specified by order of the Minister either generally or in respect of one or more specified local authorities.
- (3) (a) This paragraph applies to the appointment of –
- (i) members of a local authority, and
  - (ii) other persons who are not members (where such appointment is authorised by or under any enactment),
- to a body referred to in *subparagraph (3)*, whether by way of nomination or election.
- (a) *Clause (a)* does not apply as regards the appointment of persons who are not members of a local authority to membership of a strategic policy committee, a municipal policy committee, a local consultative committee, a vocational education committee or a school attendance committee.
- (4) This paragraph shall not be read so as to make unnecessary for appointment to any office, post or position, the possession of any special knowledge, experience or other qualification the possession of which is required by law for appointment to the office, post or position.
- (5) This paragraph shall not be read so as to affect the entry to or tenure of membership of any body, or any other office, held by virtue of being an office holder.
- (6) Section 5 of, and the relevant provisions of the Second Schedule to, the Health Act, 1970, shall have effect in relation to appointments by a local authority to a health board.

(See amendment,  
Local Government  
Reform Act, 2014)

## APPENDIX 3

### LOCAL GOVERNMENT ACT 2001 SECTION 19

#### CASUAL VACANCIES

- (1) A casual vacancy in the membership of a local authority occurs-
  - (a) where *section 16(1)* applies,
  - (b) upon the death or resignation (including deemed resignation by virtue of *section 18(4)* of a member of a local authority,
  - (c) in such circumstances as are set out in Articles 25, 28 and 124 of the Local Elections Regulations, 1995 (S.I. No. 297 of 1995),
  - (d) in such circumstances as may be prescribed by regulations made by the Minister under *section 27*, or
  - (e) in such circumstances as are referred to in *section 15(1)* of the Local Elections (Petitions and Disqualifications) Act, 1974.
- (2) It is the duty of the meetings administrator to notify the members of the local authority in writing on becoming aware that a casual vacancy has or may have occurred.
- (3)
  - (a) A casual vacancy shall be filled by the co-option by the local authority of a person to fill the vacancy and except where *paragraph (c)* or *(d)* or *(e)* of *subsection (1)* apply, subject to such person being nominated by the same registered political party who nominated for election or co-option the member who caused the casual vacancy.
  - (b) Where the person causing the casual vacancy was a non-party candidate at his or her election to the local authority, the vacancy shall be filled by the co-option by the local authority of a person to fill the vacancy (except where *paragraph (c)* or *(d)* or *(e)* of *subsection (1)* apply) in accordance with such requirements and procedures as may be set out in its standing orders.
  - (b) A local authority shall in making standing orders consider the inclusion of provisions for the purposes of *paragraph (b)*.
- (4)
  - (a) A co-option shall be made, after due notice, at the next meeting of the local authority after the expiration of 14 days from the occurrence of the vacancy or as soon after the expiration of the 14 days as circumstances permit.
  - (a) In this subsection “due notice” means not less than 3 clear days’ notice given in writing to every member of the local authority.
- (5) A person is not to be proposed at a meeting of the local authority for co-option without his or her prior written consent.
- (6) A person co-opted to fill a casual vacancy shall be a member of the local authority until the next ordinary day of retirement of members of that local authority unless he or she sooner ceases to be a member.

**APPENDIX 4 A new policy on Civic Honours and hosting receptions being drafted for consideration and will be added here on council approval**

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## **APPENDIX 5**

### **WATERFORD CITY & COUNTY COUNCIL** **GUIDELINES FOR SUPPLEMENTARY STANDING** **ORDERS REGULATING THE PROCEEDINGS OF THE** **COUNCIL IN HOLDING REMOTE MEETINGS**

Standing Orders under the Local Government Act, 2001 must be adopted by the Council to come into effect.

#### **Meeting of the Council**

These guidelines are to act as supplementary Standing Orders to allow for remote meetings of the Local Authority and its sub-committees in light of the designation of the Local Authority in the Civil Law and Criminal Law (Miscellaneous Provisions) Act 2020 (Section 29) (Local Authorities) (Designation) Order 2020 (S.I. No. 445 of 2020). These supplementary guidelines added to the existing Standing Orders of the following:

- (i) Plenary Council
- (ii) Metropolitan District Council
- (iii) Dungarvan Lismore District Council
- (iv) Comeragh District Council
- (v) Other sub committees as required

These supplementary Standing Orders have been issued by the Department of Housing, Local Government and Heritage in order to regulate the holding of remote meetings.

#### **Remote Meetings**

1. Given the designation of local authorities, the meetings of the local authority may now be held at
  - the Council Chamber
  - an external venue used to accommodate meetings of the council
  - one or more Council buildings or rooms, linked remotely
  - an electronic, digital or virtual location, web address or a conference call telephone number
  - a combination of the above to provide for physical and/or remote attendance by elected members.

#### **Management of Remote Meetings**

2. Members should notify their Meetings Administrator in advance if they intend to attend the meeting remotely.

3. Any member participating in a meeting remotely must, when they are speaking, be able to be heard (and seen, where practicable) by all other members in attendance, and the remote participant must, in turn, be able to hear (and see, where practicable) those other members participating.
4. The Cathaoirleach will at the outset, and at any reconvening of a meeting, call a roll call of participating members and ensure that they can hear and, where practicable, see those in attendance. Any member participating remotely should also confirm at the outset and at any reconvening of the meeting that they can hear and, where practicable, see the proceedings. Members should inform the meeting if they lose connection in accordance with provisions on connectivity within the agreed standing orders.
5. The attendance of those members at the meeting will be recorded by the Meetings Administrator.
6. The normal quorum requirements for meetings as set out in the Council's Standing Orders will also apply to a remote meeting. Members attending physically and remotely will together constitute a quorum.
7. Each member participating remotely has personal responsibility to ensure and confirm to the Meetings Administrator that there are no other persons present who are not entitled to be either hearing or seeing consideration of such items, and/or recording the proceedings, in accordance with standing orders that apply.
8. Subject to compliance with General Data Protection Regulations (GDPR), the Meeting Administrator may facilitate the recording of the meeting for the purposes of taking minutes. However, this recording shall only be used for this purpose and will be deleted once the minutes are agreed.

### **Meeting Procedures**

9. The Meetings Administrator will coordinate the facilitation of the meeting. An appropriate official will assume responsibility for controlling the conferencing technology employed for remote access and attendance, and to administer the member interaction, engagement and connections on the instruction of the Cathaoirleach.
10. Members should allow sufficient time to establish a connection prior to the commencement of the meeting to allow themselves and the Meeting Administrator the opportunity to test the connection.
11. The Cathaoirleach, at the beginning of the meeting, will explain the protocol for members' participation. The Cathaoirleach's ruling during the debate will be final.
12. Members who wish to speak should use the notification process as directed by the Cathaoirleach, and then speak when invited.
13. The rules of debate as set out in existing standing orders will apply.

## **Voting**

14. A vote taken remotely in accordance with the Standing Orders of the local authority constitutes a valid vote towards the decision of the Council.
15. (a) Where a member loses connectivity during a statutory vote, every effort will be made to re-establish a connection. If a connection cannot be restored within a reasonable timeframe every effort should be made to allow the member to vote by an alternative means agreed and set down in the standing orders, and the vote recorded accordingly.
- 15 (b) Alternative means defined as ‘ring meetings administrator who will take vote over the phone.’

## **Leaving a Remote Meeting**

16. Members leaving the meeting should make every effort to inform the Cathaoirleach by the appropriate means that they are exiting the meeting to ensure there is a Quorum remaining and so that it is not presumed to be a loss in connectivity.

## **Declaration of Interests**

17. Any Member participating in a remote meeting who declares a disclosable pecuniary or other beneficial interest, under Part 15 of the Local Government Act 2001, in any item of business that would normally require them to leave the room, must also leave the remote meeting, advising the Cathaoirleach and members at the time of departure and this shall be recorded in the minutes. Their departure will be confirmed by the Meetings Administrator, who will invite the relevant Member by agreed means set down in the standing orders to re-join the meeting at the appropriate time.

## **Attendance of Public and Media at a Remote Meeting (Section 45(3) Local Government Act 2001 – 2014)**

18. Members of the public and media may be present at a remote meeting which is not webcast live but must maintain silence and observe any directions given by the Chair or by any employee in attendance.
19. Members of the media and public should give prior notice of joining virtually in accordance with agreed local arrangements. To manage numbers and attendance, the meetings administrator may consider utilising electronic invitations compatible with the platform in use.
20. Where the authority is webcasting live, attendance of public and media is via that means.

## **Meetings in Committee**

21. In line with the provisions of Section 45 of the Local Government Act 2001, the Council may by resolution decide to meet in committee for the whole



or part of the meeting concerned.

22. Should the Council elect to meet in Committee for some or all of the meeting the Meetings Administrator or designated person will ensure that there are no members of the public or media in remote attendance or remotely accessing the meeting or are able to hear or see the proceedings once the exclusion has been agreed by the meeting.
23. Where the Council has by resolution decided to meet in committee for the whole or part of the meeting concerned, each member participating remotely has personal responsibility to ensure and confirm to the Meetings Administrator that there are no other persons present who are not entitled to be either hearing or seeing consideration of such items, and/or recording the proceedings, in accordance with standing orders.

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