



Schedule 1

Protocol for Attendance of the Mayor/Chair at Functions

An organisation or party inviting the Mayor of the City and County Council or the Mayor of the Metropolitan District or Cathaoirligh/Chairs of the Municipal District to attend a function (hereinafter called the host) should be informed that it is necessary to make the following arrangements:

1. Except where the President of Ireland is present, the Mayor/Chair will take precedence over all other persons at every function in the administrative area of Waterford City and County.
2. Any address or speeches at the function and the seating arrangements will indicate this precedence.
3. The host will ensure that a convenient parking space is available and designated for use by the Mayor/Chair.
4. The Mayor/Chair will be received by the host or his representative as he/she enters the building where the function is taking place. He/she will be introduced to the person presiding at the function and such others as is considered necessary.
5. At the end of the function the Mayor/Chair will be accompanied to his/her car by the person presiding at the function.
6. Any reference in the foregoing to the Mayor/Chair includes his/her partner.
7. The above protocol will apply to the Deputy Mayor/Chair or any member of Council representing the Mayor/Chair.
8. Invitations should be submitted in writing to the Mayor/Chair via Corporate Services Section, City Hall, Waterford at least 4 weeks before the function is scheduled to take place.
9. Please ensure that photographs taken at the function are forwarded to the following email address: communications@waterfordcouncil.ie