



Comhairle Chontae na Gaillimhe
Galway County Council

Chain of Office Protocol



Chain of Office Protocol

Cathaoirleach Council Chain of Office

The Cathaoirleach of Galway County Council wears the Council Chain of Office on all occasions where he/she is representing the Council and County Galway in an official capacity. The wearing of the Council Chain of Office acknowledges the responsibilities, authority and dignity attached to the office of Cathaoirleach of the County.

The Cathaoirleach has a right to wear the Council Chain of Office at any official events in County Galway when acting in an official capacity.

During the Cathaoirleach's term of office the Council Chain of Office will only be worn at Council events and other official functions and when carrying out official duties.

Such official duties are defined as:

- Meetings of the Council.
- Attendance at Civic Events organised by the Council.
- Attendance at Official Events where an official invitation is issued to the Cathaoirleach by the event's organiser in advance.
- Attendance at events in the County in their capacity as Cathaoirleach of Galway County Council.
- Attendance at events organised by other Councils and the Cathaoirleach is invited to wear their Council chain.
- Visits to the County by Ministers, Ambassadors and Distinguished persons.

The Council Chain of Office should not normally be worn at events or functions outside the County.

- **See Appendix 1** Protocol in relation to the role of Cathaoirleach of the County of Galway and the Mayor of the City of Galway.

The County Chain of Office may be worn outside the County if: -

- The Cathaoirleach is invited to attend a national launch or an official event in their capacity as Cathaoirleach of Galway County Council
or
- On occasions where permission is granted by the Cathaoirleach of the County being visited

The Cathaoirleach of Galway County Council shall be responsible for the safe and secure keeping of the Council Chain of Office, during their term of office. The Council Chain of Office must be returned by the Cathaoirleach at the end of their term of office.

The above protocols on wearing of the Council Chain applies when the Leas-Cathaoirleach is deputising for the Cathaoirleach.

Leas-Chathaoirleach Council Chain of Office

The Leas-Chathaoirleach wears the Leas-Chathaoirleach Council Chain of Office on all occasions where he/she is deputising for the Cathaoirleach of the Council and representing County Galway in an official capacity.

The Leas-Chathaoirleach shall be responsible for the safe and secure keeping of the Leas-Chathaoirleach Chain of Office, during their term of office. The Leas-Chathaoirleach Council Chain of Office must be returned by the Leas-Chathaoirleach at the end of their term of office.

Municipal District Chain of Office

The wearing of the Municipal District Chain acknowledges the responsibilities of the Cathaoirleach of a Municipal District. Municipal District Chains of Office may only be worn within their respective Municipal District at official duties of the Municipal District.

Municipal District official duties are defined as:

- Municipal District Meetings.
- Attendance at Civic Events organised by the Municipal District.
- Attendance at events in the Municipal District in their capacity as Cathaoirleach of the Municipal District.

At official receptions and events organised at Municipal District level, the Municipal District Cathaoirleach, may wear his/her chain of office in addition to the Cathaoirleach of Galway County Council if they are in attendance.

At County level, it is recognised that exceptional circumstances may present where it is appropriate for the Cathaoirleach of Galway County Council and the Cathaoirleach of a Municipal District to wear their chains of office at the same function or event. The Cathaoirleach of Galway County Council and Meetings Administrator will agree in advance of the function or event if this is appropriate.

- The Chain of Office will only be worn at Civic Receptions and other official receptions/events to which the Cathaoirleach is invited to attend.

The above protocols on wearing of the Municipal District Chain applies when the Leas-Chathaoirleach of the Municipal District is deputising for the Cathaoirleach of the Municipal District.

The Cathaoirleach of the Municipal District is responsible for making the Municipal District Chain of Office available and presenting it to the Leas-Chathaoirleach in advance of any event at which they are deputising for them.

- The Cathaoirleach of the Municipal District shall be responsible for the safe and secure keeping of the Municipal District Chain of Office during their term of office.

The Municipal District Chain of Office must be returned by the Municipal District Cathaoirleach at the end of their term of office.

Appendix 1 Protocol in relation to the role of Cathaoirleach of the County of Galway and the Mayor of the City of Galway

The Cathaoirleach of the County of Galway is invited to a function in the City of Galway: -

Response:

Advise the inviting body that the City of Galway is outside his/her jurisdiction and that he/she could not attend unless the Mayor of the City of Galway is also invited and that the Mayor of the City of Galway takes precedence at the function.

The Mayor of the City of Galway is invited to a function in the County of Galway: -

Response:

Advise the inviting body that the County of Galway is outside his/her jurisdiction and that he/she could not attend unless the Cathaoirleach of the County is also invited and that the Cathaoirleach of the County of Galway takes precedence at the function.



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