



## **ADOPTED STANDING ORDERS REGULATING PROCEEDINGS AND MEETINGS OF THE PLENARY COUNCIL**

### **Meetings of the Council**

1. Unless upon any occasion when it is otherwise fixed by statute or by resolution of the Council, or by order of the Cathaoirleach following consultation with the members of the Corporate Policy Group, Ordinary Meetings of the Council shall be held on the fourth Monday of every month except when that day falls on a Public Holiday and except in the month of August. A schedule of ordinary meetings of the Council for the ensuing year shall be approved at each Annual Meeting.

### **Annual Meeting**

2. In every year in which a local election is held the Annual Meeting of the Council shall be held on the fourteenth day after the polling day or, where the poll is for any reason countermanded, interrupted, or adjourned, on the fourteenth day 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 this context, "Excluded day" means a day which is a Saturday, Sunday, or public holiday (within the meaning given by the Organisation of Working Time Act, 1997) or any other day on which the principal offices of the Council are closed.

In every other year the Annual Meeting will be held on such day in May or June, as the Council by resolution decide.

Whenever an Annual Meeting is for any reason not held on the appointed day the Meetings Administrator shall, following consultation with the Cathaoirleach, or if the office of Cathaoirleach is vacant or he / she is unable to act, with the Leas-

Chathaoirleach, convene a meeting for a day which the administrator considers to be the earliest convenient date for that purpose.

In an election year the 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 Cathaoirleach and specify the joint bodies and other bodies to which the Council 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 Cathaoirleach at such meeting, the Chair for this period shall be taken by a 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 Council 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 Council. Subject to this the election of a Cathaoirleach is to be the first business of an Annual Meeting and the next business, the election of a Leas-Chathaoirleach.

In the case of the Annual Meeting in an election year the business to be transacted after the election of the Cathaoirleach and the Leas-Chathaoirleach shall include the consideration of the election, appointment, or nomination of members of joint bodies or other bodies elected, appointed, or nominated by the Council.

### **Budget Meeting**

3. A Budget Meeting shall be held during the period prescribed by regulations for that purpose and the provisions of Paragraph 5 of Schedule 10 shall apply.

### **Special Meeting**

4. A Special Meeting of the Council may be requisitioned at any time by the Cathaoirleach or if the office of Cathaoirleach is vacant or the Cathaoirleach is unable to act, by the Leas-Chathaoirleach, or by the Cathaoirleach on foot of a request in writing presented to him or her by any five members.

Where the Cathaoirleach 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. The provisions of Paragraph 6 of Schedule 10 of the Local Government Act 2001 apply in relation to the calling of such meetings.

The Council may by resolution decide to hold a Special Meeting of the Council to consider any matter.

### **Hour of Meeting**

5. The hour of meeting of the Council shall be 11.00am or at such other hour as may from time to time be fixed by resolution of the Council or by order of the Cathaoirleach. The Council shall not rise later than 5.00pm and standing orders shall only be suspended in order to allow the meeting to continue. Where standing orders are suspended to allow the time for the meeting to be extended, they shall be suspended for a defined period and shall only be suspended once.

### **Place of Meeting**

6. In so far as practicable the place for holding physical meetings of the Council shall be the principal offices of the Council and physical meetings shall normally be held there provided that the Council may from time to time by resolution or the Cathaoirleach may from time to time by order appoint an alternative location for a particular physical meeting or meetings.

The address of the principal offices for the purposes of these Standing Orders is Áras an Chontae, Prospect Hill, Galway.

7. Given the designation of local authorities, the meetings of the local authority may now be held at:

- The Council Chamber, Áras an Chontae, Galway
- An external venue used to accommodate meetings of Galway County Council
- An electronic, digital, or virtual location or web address.
- A combination of the above to provide for physical and remote attendance by elected members (known as a 'Hybrid Meeting').
- It will be mandatory for members to be in attendance in person, for the Annual Meeting, the Statutory Budget meeting, and the relevant Plenary meeting which has Local Property Tax as an Agenda item. An exception will be made in this regard in the case of a member who may be on maternity leave.

- A remote meeting for the purposes of these standing orders may be held following the signing of an order by the Cathaoirleach following consultation with the members of the Corporate Policy Group.

## **8. Webcasting**

It is Council policy to record and webcast Council Meetings where possible.

## **9. Management of Meetings**

- a) All Standing Orders in place are applicable to in person meetings, hybrid meetings and remote meetings
- b) Members should notify the Meetings Administrator in order to participate remotely in a hybrid meeting no later than 1 clear day prior to the meeting.
- c) 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.
- d) At the commencement of each meeting which is to be webcast in whole or in part, the Cathaoirleach shall announce that the meeting may be filmed for live or subsequent broadcast via the Council's website.
- e) No cameras of any kind or sound recording equipment other than for the purposes of the Councils own recording and webcasting of meetings may be used at meetings of the Council without the prior approval of the Council. Members of the press and public are free to take written notes.
- f) The Meetings Administrator may keep electronic recordings of the meeting for the purpose of ensuring accuracy.
- g) The front page of the published Agenda shall inform those affected that the Council is subject to the Freedom of Information Act 2014 and the Data Protection Acts 1988- 2018 and all data will be processed in accordance with legislation.

- h) The Cathaoirleach will at the outset, and at any reconvening of a hybrid or remote 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.
- i) Members should immediately inform the Meeting Administrator or a designated staff member if they lose connection in accordance with provisions on connectivity within the agreed standing orders as reasonably practical.
- j) The attendance of members at the meeting will be recorded by the Meetings Administrator.
- k) The normal quorum requirements for meetings as set out in Standing Orders will also apply to a remote or hybrid meeting. Members attending in person and remotely will together constitute a quorum.
- l) In the event of any apparent failure of the online connection, the Cathaoirleach should immediately determine if the meeting is still quorate. If there is no quorum, then the meeting shall adjourn for a period specified by the Cathaoirleach, to allow the connection to be re-established.
- m) If the connection cannot be re-established, thus leading to the meeting not being quorate, the meeting should not continue and stands adjourned. If the connection is successfully re-established, then the meeting can continue from the point where it stopped being quorate.

## **10. Meetings Procedures**

- a) The Meetings Administrator will coordinate the facilitation of the meeting. A designated 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.

- b) Members should allow 15 minutes to establish a connection prior to the commencement of the meeting to allow themselves and the Meeting Administrator and/or designated official the opportunity to test the connection.
- c) 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.
- d) Members who wish to speak should in accordance with the protocol use the notification process as directed by the Cathaoirleach, and then speak when invited.
- e) The rules of debate as set out in Standing Orders will apply.
- f) All meeting attendees attending remotely shall, other than when speaking, mute their microphone so as not to cause undue interference to the business of the meeting.
- g) All members participating remotely must where practicable have their camera on at all times during a meeting.

### **Summoning of Meeting**

- 11.** A notification to attend a meeting, other than a Budget Meeting shall (a) be sent or delivered to each member of the Council, (b) specify the place, date, and time of the meeting, and (c) give not less than 3 clear days notice. In counting clear days, where the number of days notice does not exceed seven, Sundays and Public Holidays are not to be reckoned in the computation. The 3 clear days shall also exclude the normal day for receipt of the notice and the day of the meeting. If notice exceeds 7 days, Sundays and Public Holidays are to be reckoned.

A notification shall include or be accompanied by an Agenda listing the business to be transacted at the meeting. Subject to Standing Order No. 28, no business shall be transacted at a meeting other than that specified in the Agenda which relates to the meeting, or business otherwise required by law to be transacted by at the meeting.

An Agenda which has been sent or delivered for this purpose may be altered (whether by way of addition, deletion or otherwise) if an Agenda specifying the

alteration is delivered or sent to each member not less than 3 clear days before the day on which the meeting is to be held.

In the case of a Special Meeting convened by requisition under Standing Order 4, a copy of the requisition shall be sent with the notification.

- 12.** A meeting 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 authority of the Council.

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 a facsimile of a signature by whatever process reproduced or a printed version of the name of the Meetings Administrator.

### **Public Notice of Meeting**

- 13.** Public notice of the place, date, and time of a meeting other than a Budget Meeting shall be displayed not less than 3 clear days before the day of the meeting in or at the principal offices of the Council in a position convenient for public inspection during normal office hours.

The Notice shall include the Agenda for the meeting or specify a place where the Agenda can be inspected and in the case of a meeting requisitioned under Standing Order No.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.

### **Quorum and Constitution of Meetings**

- 14.** The Chair shall be taken by the Cathaoirleach at a meeting of the Council within 10 minutes after the time appointed for such meeting or in his / her absence by the Leas-Chathaoirleach or otherwise by a Member called thereto by general agreement or chosen by vote of the members present to chair the meeting and such member shall leave the chair on the arrival at the meeting of the Cathaoirleach or Leas-Chathaoirleach.

15. The names of the members attending shall be recorded. The Meetings Administrator may record the names of the members attending, including with regard to members attending a remote or hybrid meeting. The Attendance Book shall be the official record of such attendance.
16. The quorum for a meeting of the Council shall be **11** (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).

Whenever a meeting of the 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 Cathaoirleach or in his/her absence, by the Leas-Chathaoirleach.

### **Order of Business**

17. The Order of Business at all meetings other than Annual Meetings, Budget Meetings and Special Meetings shall, subject to the provisions of any enactments, be as follows:
  - (i) Confirmation of Minutes
  - (ii) Consideration of matters arising from the minutes
  - (iii) Consideration of Reports and Recommendations
  - (iv) Business prescribed by Statute, Standing Orders or Resolutions of the Council for transaction at such meeting
  - (v) Other business set forth in the Notice convening the meeting
  - (vi) Chief Executives Business and Correspondence
  - (vii) Questions
  - (viii) Notices of Motion
  - (ix) Cathaoirleach's Business
  - (x) Votes of Sympathy/Congratulations

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.

### **Confirmation of Minutes**

- 18.** 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 of the meeting,
- (b) the names of the members present at the meeting,
- (c) the names of the employees of the Council present at the meeting,
- (d) reference to any report submitted to the members at the meeting,
- (e) where there is a roll call vote or an electronic 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 as considered appropriate.

A copy of the minutes of a meeting shall be sent or given by the Meeting 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 the next practicable following meeting and recorded in the minutes of that meeting.

Any discussion of the Minutes, except as to their accuracy shall be out of order and the Cathaoirleach shall rule accordingly.

When confirmed with or without amendment, the minutes of a meeting shall be signed by the person chairing the meeting they were 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 Chair, 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.

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

A copy of the minutes shall be provided to any person applying for them on payment of such reasonable sum, being a sum not exceeding the reasonable cost of supplying the copy, as may be fixed by the Council.

### **Questions**

- 19.** Members may submit to the Meetings Administrator written questions to the Chief Executive relating to the business of the Council.

Every question shall be delivered by the Member or Members to the office of the Meetings Administrator and shall be recorded in the order of their receipt.

No question shall be set down on the Agenda for any meeting unless such question shall have been delivered to the Meeting Administrator at least 10 days before the date of such meeting.

- 20.** No member shall be permitted to have more than one question on the Agenda for any one meeting and the name of a member shall not appear more than once on the Agenda as proposer or co-proposer of questions for any one meeting.

- 21.** The question must relate to a specific subject or aspect of a service and contain only matters strictly necessary to explain the question.

*Any question which is, in the opinion of the Meetings Administrator, following consultation with the Cathaoirleach, considered unreasonable, frivolous, out of order or contains unbecoming expressions, may be expunged from the Agenda.*

- 22.** Councillors will receive a written reply to their question prior to the meeting at which the question appears on the Agenda or as soon as possible thereafter.

A question that has been fully answered may not be renewed, and in answering a question the matter to which it refers is not to be debated.

### **Notices of Motion**

- 23.** Every Notice of Motion shall be delivered by the Member or Members to the office of the Meetings Administrator and shall be recorded in the order of their receipt.

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 Meeting Administrator at least 10 days before the date of such meeting.

- 24.** No member shall be permitted to have more than three motions or one question and two motions (including adjourned motions) on the Agenda for any one meeting and the name of a member shall not appear more than three times on the Agenda as proposer or co-proposer of motions or question and motions for any one meeting.

*Any notice which is, in the opinion of the Meetings Administrator, following consultation with the Cathaoirleach, are deemed out of order or contains unbecoming expressions, may be expunged from the Agenda.*

- 25.** Councillors will receive a written reply to their Notices of Motion prior to the meeting at which the Notice of Motion appears on the Agenda or as soon as possible thereafter.

A Notice of Motion may be listed on the Agenda when the subject matter relates to a particular Municipal District or an issue specific to a particular Municipal District.

A Notice of Motion that has been tabled and discussed at a Municipal District Meeting may be included on the Agenda of plenary Council.

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

- 26.** A motion to revoke or amend a resolution which has been passed by 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 assent of not less than 20 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 20 members of the total number of members of the Council vote in favour and subject to any statutory requirements.

- 27.** Subject to Standing Order 26 any matter decided by the Council by motion on notice or on the report of a committee shall not be re-opened within 6 months of the date of such decision.

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

- 28.** 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, but it shall be necessary for a majority of the Members present to approve the taking of the motion and it shall be necessary for the passing of the motion that not less than 20 members vote in favour. If it is not agreed by Council that the motion be dealt with, the motion will, subject to Standing Order 24, be included on the agenda at the next meeting and shall be dealt with accordingly by the Meetings Administrator.

### **Adjournment of Meetings**

- 29.** A motion for adjournment of a meeting 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 when 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.

### **Motions and Amendments**

- 30.** The proposer of a motion not listed in the Agenda or an amendment, and not in common form, shall before moving same deliver a copy to the Chair.

Any motion not directly related to an item on the Agenda shall be considered to be a Notice of Motion and will, subject to Standing Order 24, be included on the agenda at the next meeting and shall be dealt with accordingly by the Meetings Administrator.

A notice of motion which appears on the agenda of the meeting, and which has been the subject of a written reply may only be discussed at the meeting with the approval of a majority of the Members present and with prior notice to the Cathaoirleach.

- 31.** Every Notice of Motion (and any notice of Amendment thereto) shall be relevant to some question which affects, or may affect, the business of the Council, or the administration of the County.
- 32.** Every original Motion or amendment shall be read by the mover before he speaks upon it, and no other member shall speak thereon until it has been seconded.
- 33.** 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.

**34.** 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.

**35.** The mover of an Amendment may be permitted by the Chair to reply.

**36.** No member shall move more than one Amendment to the same Motion.

**37.** 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.

**38.** 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.

**39.** 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.

**40.** 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.

**41.** When a Motion and an Amendment remain before the Chair, the Amendment shall be first put, and shall be disposed of before any other Amendments can be moved.

## **Order of Debate**

- 42.** Except with the permission of the Chair no member shall address the Council for more than two minutes. A member may speak once upon any item on the Agenda or on any motion except a motion which is to be put without debate. 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.
- 43.** No member who has spoken to a motion may move or second an amendment, but when an amendment is moved and seconded, a member who has already spoken to the original motion may speak on the amendment.
- 44.** A member may speak more than once on the same motion or amendment for the purpose only of submitting a point of order or making a personal explanation. The Chair's decision in determining a point of order or personal explanation shall be final.
- 45.** The Chair shall ascertain that a motion is seconded before the proposer is permitted to speak to it.
- 46.** 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.
- 47.** 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.
- 48.** When two or more members at the same time offer to speak, the member called upon by the Chair shall have precedence.
- 49.** A member while speaking shall address only the Chair.
- 50.** Councillors shall address and speak of each other in the Council by the respective titles of "Cathaoirleach" or "Councillor".
- 51.** 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.

52. When a member seeks to make a point of order, the member then addressing the Chair shall give way until the question of order has been determined by the Chair, unless the former seeks to address the Chair upon the question of order.
53. The Chair is the sole judge of order in the Council and has authority to maintain order and enforce prompt obedience to his / her ruling. When during a debate the Chair rises, any member then speaking shall give way to the Chair.

### **Disorderly Behaviour**

54. If at a meeting any member of the Council, in the opinion of the Chair and conveyed to the meeting, misconducts himself or herself by persistently disregarding the ruling of the Chair, or by willfully obstructing the business of the meeting, the Chair or any other member may move “That the member named be not further heard”, and the motion if seconded shall be put and determined without discussion.
55. If in the opinion of the Chair 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 Chair has conveyed his or her opinion to the members present by naming the member concerned, then the Chair or any member may move “that the member named leave the meeting” and the motion, if seconded, shall be put and determined without discussion.
56. Where the Council decides 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.
57. Where in the opinion of the Chair there is general disorder which impedes the orderly transaction of business or where a member against whom it was resolved that he or she leave the meeting refuses to do so, the Chair may adjourn the meeting for such period as he or she considers necessary in the interests of order.
58. No Councillor may impute improper motives or use offensive or unbecoming words in reference to any Councillor. Any Councillor having used objectionable words, and not explaining or retracting the same, or offering apologies for the use thereof when requested by the Chair to do so shall be called upon by the Chair to withdraw from the Meeting.
59. No member attending in person shall address the Chair, unless from one of the seats reserved to the use of members.

**60. Where at a meeting**

(a) it has been resolved in accordance with standing order 56 that a member leave a meeting and the chair adjourns the meeting because the member refuses to leave, and

(b) it has been resolved by further resolution that the member was the cause of the meeting being so adjourned,

then any remuneration to, and any allowances for expenses incurred, by that member concerned, as provided for by regulations under section 142, shall be reduced for the period of 12 months (irrespective of whether or not a local election is to be held during that period) from the date of the meeting concerned as follows:

- (i) on the first occasion of it being resolved that the member refused to so leave, 10 per cent;
- (ii) on the next or subsequent occasions of it being so resolved and where paragraph (iii), (iv), (v) or (vi) does not apply, 10 per cent;
- (iii) on the next occasion of it being so resolved within 3 months of it being resolved in circumstances to which paragraph (i) or (ii) relates, 30 per cent;
- (iv) on the next occasion of it being so resolved within 3 months of it being resolved in circumstances to which paragraph (iii) relates, 50 per cent;
- (v) on the next occasion of it being so resolved within 3 months of it being resolved in circumstances to which paragraph (iv) relates, 70 per cent;
- (vi) on the next occasion of it being so resolved within 3 months of it being resolved in circumstances to which paragraph (v) relates, 90 per cent.

**61. (a) Where at a meeting**

(i) the resolutions referred to in clauses (a) and (b) of standing order 60 have been resolved, and

(ii) where, following the chair expressing the further opinion that the member has continued to be disorderly by disregarding the ruling of the chair, or by behaving irregularly, improperly or offensively, or by otherwise obstructing the business of the meeting and the chair has conveyed such further opinion to the members present by naming the member concerned, it has been resolved further by at least two-thirds of those present and voting, on a motion moved by the chair or any member (which motion, if seconded, shall have been put and determined without discussion) that for a specified period 'the member stand suspended with immediate effect from all meetings of the local authority and any committee of the local authority, and all meetings of municipal district members' and the period so specified is, subject to clause (c), for at least one month but does not exceed 3 months,

Then the consequences provided for by standing order 60 shall not apply to the member concerned in relation to that suspension except and to the extent provided for by clause (g) in respect of any other suspension.

- (b) Having regard to clause (f), the members of the local authority may, at any subsequent meeting during the period specified in the resolution under clause (a) (ii), pass a further resolution lifting the suspension, and the suspension shall be lifted with immediate effect.
- (c) If, within a period of 3 months following the ending of a suspension in accordance with clause (a) or (b), further resolutions to which clause (a) relates are proposed to be adopted in respect of that member, then the period provided for in a resolution under clause (a) (ii) shall be at least 3 months but shall not exceed 6 months.
- (d) Having regard to clause (f), a suspension under this subparagraph shall cease to have effect on the ordinary day of retirement.
- (e) Where a resolution under clause (a) suspending a member has been passed, the member concerned shall not be entitled to attend, speak at or take any part in any meetings of the local authority and any committee of the local authority, and any meetings of municipal district members, and notwithstanding the provisions of paragraphs 6 and 7, shall not be entitled to present a request to the Cathaoirleach to require a special meeting of the local authority to be convened and shall not be entitled to receive any services in respect of meetings of the local authority or any committee of the local authority, or meetings of municipal district members, including the agenda and papers circulated to members, for the period specified in the resolution while it remains in force.
- (f) No remuneration to, or allowances for expenses incurred, by the member concerned, as provided by regulations under section 142, shall be paid (irrespective of whether a local election is to be held during the period concerned) for the duration of the suspension to which clause (a) or (c) relates. Notwithstanding any lifting of a suspension in accordance with clause (b), or cessation of a suspension in accordance with clause (d), such lifting or cessation shall not have the effect of reducing the period in respect of which remuneration or allowances for expenses incurred are not to be paid as a consequence of the suspension.
- (g) The suspension of remuneration or allowances for expenses incurred by virtue of clause (f) shall, during the suspension period specified in the resolution under this paragraph, supersede any reduction in remuneration or allowances for expenses that would, but for this clause, be incurred under standing order 60 but shall not affect any such reduction after the suspension period so specified.

The chief executive, following consultation with the Cathaoirleach, may make such provision for the exclusion or, where necessary, the removal from any meeting of

the local authority or any committee of the local authority, or meeting of municipal district members, of the member suspended in accordance with subparagraph (1) or (5) as appear necessary to the chief executive

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

- 62.** Every question shall be determined, subject to statutory requirements, by voting as follows:
- (a) By voice when it is obvious that the Meeting is practically unanimous, and no Member dissenting.
  - (b) By the casting of votes by electronic means when such system is available and, in the alternative,
  - (c) By roll call in alphabetical order, recording the name of the members voting for or against or abstaining on the question or motion.
- 63.** Where the Chair 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, especially if s/he considers that through some misunderstanding the first vote did not properly represent the intent of the meeting at that time. The second vote may use any of the means of voting listed in standing order 62 if, in the opinion of the Cathaoirleach, the use of an alternative method of casting the vote might aid clarity on the decision
- 64.** Each member present at a meeting of the Council shall have a vote unless prohibited by any enactment.
- 65.** 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). The Chairs ruling on any interpretation of Standing Orders shall be final.

The Chairman cannot give his first vote after he has ascertained the number of votes for or against a Motion. He can only then give his casting vote if there is an equal division of votes.

## **Attendance of Public and Media**

- 66.** The right 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 of the special nature of the meeting or of an item of business to be or about to be considered at the meeting or for other special reasons, the Council may, by resolution in respect of which, at least one-half of the total number of members vote in favour, decide to meet in committee for the whole or part of the meeting concerned. The resolution in this instance shall indicate in a general way the reasons for the resolution and those reasons shall be recorded in the minutes of the meeting.

- 67.** Members of the public shall at physical meetings of the Council be seated and maintain silence and observe any directions given by the Chair or by any employee in attendance. 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 endeavors, without the permission of the Chair to address a Meeting, the Chair shall warn him or her and if the interruption continues shall order that person's removal.

- 68.** No cameras of any kind or sound recording equipment other than for the purposes of the Council's own recording and webcasting of meetings may be used at meetings of the Council without the prior approval of the Council. Members of the press and public are free to take written notes.

- 69.** The use of mobile phones shall not be permitted at meetings of the Council subject to the Standing Orders relating to remote/hybrid meetings.

## **Suspension of Standing Orders**

- 70.** Subject to the provisions and requirements of the Act, or of any other enactment, any Standing Order, except No's. 26, 28 and 62 to 65 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.

## **Motions and Amendments**

**71.** The proposer of a motion not listed in the Agenda or an amendment, shall before moving same deliver a copy to the Chair in accordance with the protocol. All other Standing Orders in place relating to motions and amendments are applicable to remote/hybrid meetings.

## **72. Leaving a Remote/Hybrid meeting**

- a) Remote Members leaving the meeting should make every effort to inform the Cathaoirleach by agreed means in accordance with the protocol that they are exiting the meeting to ensure there is a Quorum remaining.

## **73. Declarations of Interest**

- a) Any Member participating in a remote/hybrid 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/hybrid 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 and/or a designated official who will invite the relevant Member by agreed means set down in the standing orders to re-join the meeting at the appropriate time.
- b) The agreed means to invite the relevant Member to re-join the meeting at the appropriate time shall be by way of the meeting platform or alternatively by phone call.

## **74. Meeting in Committee**

- a) 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.
- b) 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.

- c) 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 that apply. The Meetings Administrator shall call on each member participating remotely to so confirm, and such confirmations shall be noted in the minutes before commencement of discussion on the matter at hand.

### **Casual Vacancy**

- 75.** A Casual Vacancy shall be filled by resolution of the Council in accordance with Section 19 of the Local Government Act 2001.

Where the person causing the casual vacancy was a member of a registered political party at the time of his / her election or co-option the casual vacancy shall be filled by a person nominated by the same party. This requirement stands whether or not the political status of the member who caused the casual vacancy had changed since the date of his or her election or co-option.

Where the person causing the casual vacancy was a non-party candidate at the time of his/her election or co-option, the casual vacancy shall be filled by a person nominated by the non-party candidate causing the vacancy. Each non-party candidate shall at the time of his/her election or co-option submit to the Meetings Administrator of the Council, the names of the persons to be so nominated listed in order of priority. The list shall be accompanied by a letter signed by each of the persons named thereon indicating their acceptance of the nomination.

The meetings administrator is required to notify members on becoming aware that a casual vacancy has or may have occurred. Such vacancy is to be filled at the next ordinary meeting after the expiration of 14 days from the occurrence of the vacancy.

### **Presidential Nominations**

- 76.** Following the signing of a Presidential Election Order by the Minister, a special Meeting of the Council may be held between four and fourteen days following the signing of the Order.

A person seeking the Council's nomination is required, in the first instance, to secure the sponsorship of at least 4 Elected Members of the Council (one-tenth of the total number of members of the Council, where one-tenth of such total number is not a whole number, the minimum number is the next highest whole number) before that applicant is allowed to attend and address the County Council.

Only those applicants who have attended and addressed the Members in person can be nominated by the Council.

At the conclusion of the presentation(s) and any Questions and Answers, the Council may consider proposals for the nominations of candidates from the Members.