



Standing Orders

for

Meath LEADER Local Action Group (LAG)

Revised June 2017



comhairle chontae na mí
meath county council

Index for Standing Orders

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Introduction

The purpose of these standing orders is to set out the rules and procedures for Meath LEADER Local Action Group (LAG) meetings. It is intended that the LAG will be co-operative and consensual in nature and will operate with the minimum of formality. The **Chief Officer** of the Local Community Development Committee (LCDC) will have responsibility for carrying out, managing and controlling the administration and business of the LEADER LAG.

Meetings of the Local Action Group

1. Unless upon any occasion when it is otherwise fixed by statute or by resolution of the Local Action Group (LAG), the Committee shall hold such and so many meetings as may be necessary for the performance of its functions.

Special Meeting

2. A Special Meeting of the LAG members may be convened at any time by the Chairperson or if the office of Chairperson is vacant or the Chairperson is unable to act, by the Vice-Chairperson.

2.1 Where a special meeting is convened, notice must issue at **least 3 days in advance** of the meeting containing the time and place of the meeting and specifying the business to be transacted thereat to every member of the LAG.

2.2 The Chairperson may, on their own initiative, or shall upon request to do so by a requisition signed by not less than two thirds of the members of the LAG, rounded to the nearest whole number, request the Chief Officer to convene a special meeting of the LAG.

2.3 If the Chairperson does not within 7 days convey a request to convene a meeting requested in accordance with paragraph (2.2), any two thirds of the members of the LAG, rounded to the nearest whole number, may, upon expiration of those 7 days, make a request to the Chief Officer to convene such a meeting.

Hour of Meeting

3. The hour of meeting of the LAG shall follow directly after an LCDC meeting. If no LCDC meeting is convened, the LAG meeting shall be **10.30am** or at such other hour as may from time to time be fixed by resolution of the LAG. The LAG members shall rise not later than **1.00 pm**. Equally the chairperson may extend the time of the meeting by up to 30 minutes.

Place of Meeting and Address of Principal Offices

4. In so far as practicable the place for holding meetings of the LAG members shall be Buvinda House, Navan and meetings shall normally be held there, provided that the LAG may from time to time by resolution appoint an alternative location for a particular meeting.

Summoning of Meeting

5. A notification to attend a meeting of the Committee shall;
(a) Be sent by email or otherwise delivered to each LCDC member,
(b) Specify the place, date and time of the meeting, and
(c) Give **not less than 5 working days notice** of the meeting

5.1. The agenda and all relevant documentation shall be **circulated not less than 5 working days** in advance of any meeting of the Committee.

5.2. Subject to Standing Order 9 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.

5.3. 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 2 clear days before the meeting is to be held.

5.4 In the case of a Special Meeting convened by requisition under Standing Order 2.3, a copy of the requisition shall be sent with the notification.

Constitution of Meetings

6. The Chair shall be taken by the Chairperson at a meeting of the LAG members **within ten minutes after the time appointed** for such meeting or in his / her absence by the Vice-Chairperson or otherwise by a member called thereto by general agreement of the members present to chair the meeting and such member shall leave the chair on the arrival at the meeting of the Chairperson or Vice-Chairperson.

Record of Attendance at Meetings and Address for Correspondence

7. The names of the members and sectors attending shall be recorded on an attendance sheet circulated at the meeting.

Quorum

8. Members shall, where practicable, notify officials in good time in the event that they are unable to attend a meeting of the LAG.

8.1 A **quorum for the LAG shall be 50%** (rounded up to the nearest person) and must be present for a meeting of the LAG to take place.

A LAG may decide to allow members attend meetings and take decisions via telephone or other video conferencing facility and this attendance may be included to meet the quorum requirement of 50%. This should be the exception rather than the norm.

The member(s) attending by telephone / video conferencing facilities must be capable of speaking to and be heard by all attendees.

8.2 Where the Chief Officer ascertains that it shall not be possible to raise a quorum of the Committee, they shall, in consultation with the Chairperson, notify the members of such and postpone and reschedule the meeting.

8.3 Whenever a meeting of LAG members 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 Chief Officer and they shall for all purposes be deemed to have attended a duly constituted meeting.

8.4 If a quorum is not present within **fifteen minutes** after the time fixed for the meeting the meeting shall stand adjourned to a day to be named by the Chairperson.

8.5 Where a member of the committee is **absent from 3 consecutive meetings** without adequate reason as determined by the Chairperson the Chief Officer shall request the member to resign and the member's nominating body to provide a replacement nominee to the Committee.

8.6 Only nominations selected by the sectors can attend LAG meetings, **no substitutes allowed**.

Order of Business

9. The Order of Business at all meetings other than Special Meetings shall, subject to the provisions of any enactments, be as follows:

- (i) Confirmation of Minutes.
- (ii) Correspondence
- (iii) Consideration of reports and recommendations.
- (iv) Agree a date for meeting
- (v) Any other business set forth in the notice convening the meeting

9.1 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.

9.2 At any ordinary meeting of the LAG 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.

Minutes

10. The Committee shall approve arrangements in respect of the minutes of the proceedings of meetings, and such arrangements should include provision for:

10.1 Recording and drafting of minutes - Minutes of the proceedings of a meeting of the LAG shall be drawn up by the meetings administrator.

The minutes of the meeting shall record the names of those who attend via telephone or video conferencing facility and the pillar they represent.

10.2 Content and format of minutes:

The Minutes shall include:-

- (a) the date, place and time of the meeting,
- (b) the names of the members and sector present at the meeting,
- (c) the names of employees of the local authority and invited attendees present,
- (d) reference to any report submitted to the members at the meeting,
- (e) where there is a vote, the number and names of members voting for and against the motion and of those abstaining,
- (f) particulars of all decisions approved at the meeting,
- (g) such other matters considered appropriate.

10.3 Circulation of minutes to members

A copy of the minutes of a meeting shall be sent or given by the meetings administrator to each LAG member.

10.4 Procedures in respect of the approval of minutes

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

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.

10.5 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 LAG members by majority vote of those members who were present at the appropriate meeting.

10.6 Publication of minutes and arrangements for the safekeeping of minutes.

The minutes, and all related documents, shall be maintained on the website of the local authority.

Disorderly Behaviour

11. If at a meeting any LAG member, in the opinion of the Chair notified to the members, 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.

11.1 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.

11.2 Where the LAG members 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.

11.3 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 in accordance with SO 11.1 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.

11.4. Where following a motion under SO 11.1 the member refuses to leave the meeting, and the meeting is adjourned under SO 11.3, a further motion may be put that the member concerned was the cause of the meeting being adjourned.

11.5 If following a motion under SO 11.4, the chair expresses the further opinion that the member has continued to:

- be disorderly by disregarding the ruling of the chair, or
- behave irregularly, improperly or offensively, or
- otherwise obstruct the business of the meeting, and

the chair expresses this opinion to the members present by again naming the member concerned, then the Chair or any member may move “that the member named be suspended for a specified period” and the motion, if seconded, shall be put and determined without discussion. The period specified in this motion shall be not less than one month and not more than 6 weeks.

11.6 Where at least two-thirds of the members present and voting decide that the member be suspended, he/she shall be suspended with immediate effect from all meetings of the LAG and any committee of the LAG members, for the period specified in the motion.

11.7. Notwithstanding, SO 11.4 to 11.6, the LAG members may at any meeting subsequent to the imposition of the suspension, and during the period of suspension, decide by resolution to lift a suspension. Such resolution, under SO14 shall be considered at the earliest point on the agenda possible, subject to the requirement under any enactment in relation to other specified business.

Decisions of the Local Action Group (LAG)

12. Any decisions taken by the LAG must be voted on by at least **50% (rounded up to the nearest person)** of LAG members.

- This applies to decisions validated by the LAG membership after all relevant conflict of interest issues have been addressed.
- Be voted on the basis that at **least 51% of those voting on a decision are non – public sector partners**
- Be carried by majority vote
- Be non-discriminatory and transparent

The Chairperson **does not** have a casting vote. Where there is a tied vote, a motion is deemed not to be carried.

12.1 The LAG decision-making arrangements may facilitate voting by written procedure, thus ensuring participation in the decision-making by LAG members who are unable to attend the relevant LAG meeting.

Individual LAG members can only vote by written procedure in a **maximum of one out of every four consecutive LAG meetings**. LAG members must be provided with the relevant documentation and **indicate their vote in advance of the meeting**.

Conflict of Interest

13. LAGs are prescribed public bodies under the Ethics in Public Office Acts by virtue of S.I. 678 of 2006. LAGs shall ensure that they meet their obligations under the Ethics in Public Office Acts 1995 and 2001.

Given the LAG will be responsible for managing the disbursing of public monies, there is a need for transparency in all dealings involving the members and the decisions of the LAG. From time to time members may find that personal, family or business interests may touch upon LAG functions. Each member must declare at the relevant meeting of the LAG any interest they have in:

- an application for financial or other support for decision by the LAG;
- any initiative taken by the LAG;
- any contract or proposed contract with the LAG in which a LAG member, or a person connected with the member may be directly or indirectly involved; or
- any matter from which the LAG member, or anyone connected with the member, might benefit directly or indirectly from, as a member of the LAG or from the operation of the LAG.

Where a conflict of interest is declared by a member, that member must absent themselves from any deliberations where such a declaration is made. This declaration must be formally recorded in the LAG minutes.

LAG members, Evaluation Committee members and the staff of LAGs/Implementing Partners **must complete an annual conflict of interest declaration and a register of interest declaration.**

Committees

14. The LAG **must** establish an Evaluation Committee to assess and evaluate all applications for LEADER funding. The Evaluation Committee will be solely responsible for making recommendations for funding, or otherwise, to the LAG. The structure, membership and specific arrangements are a matter for the LAG, however, the LAG must ensure the integrity of the evaluation process and put in place arrangements that are fair, non-discriminatory, open and transparent. Evaluation Committee members **cannot** be LAG members.

Suspension of Standing Orders

15. Subject to the provisions and requirements of the Act, or of any other enactment, any Standing Order, 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 LAG members, subject to the requirement that at least **half** of the members present vote in favour.

Duration of Standing Orders

16. These standing orders shall continue in force until altered or amended by a majority of two thirds of the total membership of the LAG and shall come into force on the date adopted.

Interpretation of Standing Orders

17. The interpretation of these Standing Orders shall be a matter solely for the Chair of the LAG meeting. The Chairperson shall have power to deal with any matter not covered by standing orders

The revised Standing Orders document was approved by the Local Action Group (LAG) on:

Date: _____

Signed : _____

Chairperson