

MEATH COUNTY COUNCIL

STANDING ORDERS

REGULATING THE PROCEEDINGS OF THE COUNCIL

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A. MEETINGS OF THE COUNCIL

1. Meetings of the Council

- 1.1 Unless upon any occasion when it is otherwise fixed by statute or by resolution of the Council, Ordinary Meetings of the Council shall be on the first Monday of each month, excluding the months of January and August, unless the first Monday is an excluded day in which case the meeting shall be held on the next Monday of the month, which is not an excluded day or on such other day as the Council may decide by resolution. A schedule of Ordinary Meetings of the Council for the ensuing year shall be approved at each Annual Meeting.
- 1.2 Unless upon any occasion when it is otherwise fixed by statute or by agreement of the majority of Elected Members, Ordinary Meetings of the Council shall be held in hybrid format (in person and online).

2. Annual Meeting

- 2.1 In every year in which a local election is held the Annual Meeting shall be held on the fourteenth day after 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.
- 2.2 Where the fourteenth day is an excluded day the meeting shall be held on the next following day which is not an excluded day.
- 2.3 In every other year the Annual Meeting shall be held on such day within the period of 14 days either side of the anniversary of the first annual meeting.
- 2.4 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 or 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.
- 2.5 In an election year the local authority shall publish a notice of its Annual General 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 local authority is entitled to make appointments at that meeting or subsequently. The notice shall be in a form and published within a period prescribed by regulations.
- 2.6 Unless upon any occasion when it is otherwise fixed by statute or by agreement of the majority of Elected Members, the Annual Meeting of the Council shall be held in-person only.

2.7 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.

2.8 Any member selected to chair an annual meeting under this sub-paragraph shall not have a second or casting vote and any employee of the local authority if so selected in accordance with this sub-paragraph shall not have any vote.

2.9 At an Annual General 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 Cathaoirleach is to be the first business of an Annual General Meeting and the next business, the election of a Leas-Chathaoirleach.

2.10 In the case of an Annual General 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 local authority.

3. Local Authority Budget Meeting

3.1 A Local Authority Budget Meeting shall be held during the period prescribed by regulations for that purpose.

3.2 Unless upon any occasion when it is otherwise fixed by statute or by agreement of the majority of Elected Members, the Budget Meeting shall be held in-person only.

4. Special Meeting

4.1 A Special Meeting of the Council may be convened 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.

4.2 Where the Cathaoirleach refuses or neglects to act on foot of a request within 7 days of it being presented to him or her, the Councillors making the request may convene a meeting. All of the provisions of paragraph 6 of Schedule 10 of the Local Government Act, 2001 apply in relation to calling of such meeting.

5. Hour of Meeting

5.1 The hour of meeting of the Council shall be 1.30p.m. or in the case of Special Meetings at such other hour as may from time to time be fixed by resolution of the Council. The Council shall rise not later than 6.00 p.m.

5.2 A meeting may be extended by agreement of the majority of the members present at the time at which a proposal to extend the meeting is made, being a time not later than 15 minutes prior to the end of the meeting. A maximum of two such proposals may be made at a meeting, each being a maximum of 15 minutes each.

5.3 An Cathaoirleach shall, unless a majority of the Council decides otherwise, permit any agenda item in hand at the agreed end of the meeting to be pursued to a conclusion and may then dispose of any item that can be dealt with without debate, before concluding the meeting.

6. Place of Meeting

6.1 In so far as practicable the place for holding meetings of the Council shall be the Council Chamber of the local authority 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.

7. Summoning of Meeting

7.1 A notification to attend a meeting, other than a local authority budget meeting shall

- (a) be sent electronically 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 of the meeting.

7.2 The 3 clear days shall only exclude (i) normal day for receipt of the notice, and (ii) the day of the meeting.

7.3 A notification shall include or be accompanied by an Agenda listing the business to be transacted at the meeting.

7.4 Subject to Standing Order 15 (15.1-15.8), 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.

7.5 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.

7.6 The Council may agree to an alteration (whether by way of addition, deletion or otherwise) of any agenda circulated in accordance with Standing Orders at the commencement of the meeting concerned subject to at least half of the members of the Council voting in favour of such alteration at the meeting.

7.7 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.

7.8 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 authority of the local authority.

7.9 Non-receipt of a notification by a Councillor 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.

7.10 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.

8. Public Notice of Meeting

8.1 Notice of the place, date and time of a meeting other than a local authority 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 local authority in a position convenient for public inspection during normal office hours.

8.2 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 4 the Agenda shall include or be accompanied by a copy of the requisition.

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

8.4 The Council will also display a copy of the public notice and agenda on its website.

9. Constitution of Meetings

9.1 The Chair shall be taken by the Cathaoirleach at a meeting of the Council within 15 minutes after the time appointed for such meeting or, in his or her absence, by the Leas-Chathaoirleach or otherwise by a Councillor called thereto by general agreement or chosen by vote of the Councillors present to chair the meeting and such Councillor shall leave the chair on the arrival at the meeting of the Cathaoirleach or Leas-Chathaoirleach.

10. Record of Attendance/Quorum

10.1 At all meetings the Councillors present shall sign their names in the attendance record provided for that purpose.

10.2 If demanded by any Councillor, the names of the Councillors shall be called in alphabetical order for the purpose of ascertaining if a quorum is present.

10.3 The quorum for a meeting of a local authority is one-fourth of the total number of Councillors of the local authority 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. In the case of Meath County Council, the quorum is **11**.

10.4 Whenever a meeting of the local authority 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.

10.5 If a quorum is not present within thirty minutes after the time fixed for the meeting or at any time during the meeting, the meeting shall stand adjourned to a time later that day, such time being not more than 15 minutes from the time the meeting is adjourned, or to an alternative day to be named by the Cathaoirleach.

11. Order of Business

11.1 The Order of Business at all meetings other than Annual Meetings, Local Authority Budget Meetings and Special Meetings shall, subject to the provisions of any enactments, be as follows:

- (i) Confirmation of Minutes.
- (ii) Expressions of Sympathy and Congratulations
- (iii) Business prescribed by Statute, Standing Orders or Resolutions of the Council for transaction at such a meeting.
- (iv) Other business set forth in the Notice convening the meeting.
- (v) Consideration of Reports and Recommendations
- (vi) Correspondence
- (vii) Questions.
- (viii) Notices of Motion.
- (ix) General Interest Motions.
- (x) Schedule of Chief Executive and Approved Orders (for information purposes only)
- (xi) Any Other Business

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

11.3 At any ordinary meeting of the Council it shall be proper, if a majority of the Councillors present and voting so decide, to take an item for consideration out of the sequence of listing on the agenda, provided always that such a decision shall not affect any business required by Statute to be done before any other business at the meeting.

11.4 A presentation to the Council by an outside body, listed on the agenda, shall be subject to time restrictions determined by An Cathaoirleach. As a rule, this will include confining the presentation to a maximum of 15 minutes and follow-up questions and comments to a maximum of 30 minutes.

11.5 Except in exceptional cases and with the agreement of the Cathaoirleach, proposed expressions of congratulations must be submitted in writing to the Meetings Administrator by 10am on the day of the monthly County Council meeting.

The list of expressions of congratulations will be made available to all councillors in advance and recorded in the minutes.

12. Confirmation of Minutes

12.1 Minutes of the proceedings of a meeting of the local authority shall be drawn up by the Meetings' Administrator.

12.2 The Minutes shall include –

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

12.3 A copy of the minutes of a meeting shall be sent or given by the Meetings' Administrator to each Councillor of the local authority.

12.4 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 following meeting and recorded in the minutes of that meeting.

12.5 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.

12.6 When the question that they be confirmed is put from the Cathaoirleach, a Councillor 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 Councillors who were present at the appropriate meeting.

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

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

12.9 The minutes and all related documents shall be maintained on the website of the Local Authority.

13. Notices of Motion

13.1 Every Notice of Motion dated and signed by the Councillor(s) giving it shall be delivered to the Meetings' Administrator and shall be recorded in a Register to be kept for that purpose and which shall be open to inspection by any Councillor. Notices of Motion may be delivered electronically to: mccnom@meathcoco.ie

13.2 Notices of Motion shall be recorded in the Register in the order of their receipt and shall appear on the agenda as follows:

- (a) Adjourned Motions (from the previous meeting)
- (b) Motions directly relevant to the business of the Council,
- (c) Notices of Motion not relevant to the business of the Council will be listed under General Interest Motions on the Agenda.

13.3 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 10 (ten) clear working days before the date of such a meeting.

13.4 A Notice of Motion shall be written in a concise and transparent form to set out a clear proposal that addresses a single issue. A Notice of Motion may include supporting evidence, references or quoted reports as informal information, which will not be placed on the draft Agenda.

13.5 A composite Notice of Motion (motions containing more than one issue) will not be placed on the draft Agenda. A Notice of Motion containing personal data of any data subject will also not be placed on the draft Agenda.

13.6 Any Notice of Motion, which in the opinion of the Meetings Administrator, is unreasonable, unsuitable in form, frivolous or derogatory to the dignity of the Council may be disallowed by the Meetings Administrator. The Meetings Administrator may request a member tabling the Notice of Motion to amend it to secure compliance with these Standing Orders.

13.7 If any Notice of Motion of which notice has been duly given relates to a matter normally dealt with by a Committee including a Municipal District Committee or comes within the terms of reference of any Committee or Committees including a Municipal District Committee, it shall be referred to such a Committee or Committees as the Meetings' Administrator may determine.

13.8 A Notice of Motion of which notice has been duly given that refers to a live planning matter shall not be permitted on the Agenda, except in instances where there is a statutory requirement to do so.

13.9 The placing of a Notice of Motion on the Agenda or referring a Notice of Motion to a Committee or determining the relevance and validity of a Notice of Motion lies with the Meetings Administrator, in consultation with the Chief Executive. Any dispute on such matters shall be determined by the Corporate Policy Group in advance of the Meeting Notification being issued.

13.10 Any Councillor may submit two motions for any meeting of the Council. This shall not apply to a Council Meeting insofar as it deals with the formal consideration of a Draft Development Plan, a variation of the Development Plan, formal consideration of a Local Area Plan or similar instrument or an amendment to such as instrument.

13.11 Where a Councillor submits a motion as part of a group, it will count for that Councillor's motion and he/she may only submit one other motion.

14. Motions to Amend or Rescind Resolutions

14.1 A motion to rescind 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 rescinded 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 rescind or amend any resolution of the Council within six months of the date of the adoption of such a resolution except with the written assent of not less than 10 members of the Council. A resolution may not be rescinded at the meeting at which it has been adopted.

14.2 It shall be necessary for adoption of a motion to revoke or amend a resolution of the Council that not less than 15 members of the Council vote in favour.

14.3 Subject to Standing Order 14.1 any matter decided by the local authority by motion on notice or on the report of a committee shall not be re-opened within 6 months of the date of such a decision.

15. Emergency Motions

15.1 Notwithstanding any other provision 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 local authority, subject to the requirement that at least one-half of the total number of Councillors of the authority vote in favour. Only one such Emergency Motion may be adopted at any meeting.

15.2 An Emergency Motion is one that due to its seriousness gives rise to an unexpected, urgent and/or potentially dangerous situation requiring immediate action of Council. The proposer of such a motion must in submitting the motion outline clearly why an emergency situation exists and why the motion cannot be dealt with by way of motion to the County Council or to a Municipal District as already provided for.

15.3 A motion which is deemed not to be an emergency motion will be listed for the next County Council or Municipal District Meeting as deemed appropriate.

15.4 Emergency Motions must be submitted in writing to the Meetings Administrator by 10am on the day of the monthly County Council meeting, unless related to an issue that has arisen after 10am on the day in question.

15.5 The Cathaoirleach will adjudicate on emergency motions submitted and determine, in accordance with Standing Orders, whether or not they will be put before the County Council for consideration.

15.6 Emergency Motions which have been passed by the Cathaoirleach to be put before the County Council will be circulated to all Councillors by email prior to the County Council meeting.

15.7 The Chief Executive may give a brief report to the Members on the motion being taken with or without debate before it is put for decision. Where the Chief Executive does so, the proposer (or where there is more than one proposer, one of the proposers) will be allowed an opportunity to respond.

15.8 An emergency motion will be dealt with as the first item under Notices of Motion in the order of business.

16. Notices of Question

16.1 Any Member of the Council may submit a question to the Chief Executive on relevant business of the Council on giving notice in writing signed by him/her and delivered to the Meetings' Administrator. Notices of Question may be delivered electronically to: mccnoq@meathcoco.ie

16.2 Only notices of questions which are received by the Meetings' Administrator 10 (ten) clear working days before the date of the Council meeting shall appear on the agenda paper.

16.3 A question shall be in the name of 1 (one) Councillor only.

16.4 Every question shall be relevant to some business of the Council or the administration of the County. Questions should not involve argument or explanation. Questions must relate to a specific subject and not be omnibus or composite in nature.

16.5 If any question relates to a matter normally dealt with by a Committee including a Municipal District Committee or comes within the terms of reference of any Committee or Committees including a Municipal District Committee, it shall be referred to such a Committee or Committees as the Meetings' Administrator may determine. Any dispute on such matters shall be determined by the Cathaoirleach in advance of the Meeting Notification being issued and the Councillor submitting the question shall be notified of the decision.

16.6 Any Notice of Question which in the opinion of the Meetings Administrator is unreasonable, unsuitable in form, contains personal data, frivolous or derogatory to the dignity of the Council may be disallowed by the Meetings Administrator. The Meetings Administrator may request a member tabling the Notice of Question to amend it to secure compliance with these Standing Orders. Any dispute on such matters shall be determined by the Corporate Policy Committee in advance of the Meeting Notification being issued.

16.7 The agenda paper shall contain not more than one question from any Councillor.

16.8 The Chief Executive shall arrange to provide an answer to the question at the meeting. Such answers may be given verbally or in writing.

16.9 There shall be no debate on the question or answer and no other Councillor shall be allowed to speak on the matter other than the questioner, who shall have the right to seek clarification of some matter or particular in the reply given by or on behalf of the Chief Executive. No supplementary questions shall be put.

16.10. The Meetings' Administrator shall maintain a register of questions and written answers and this register shall be available for the inspection by the Councillors at any time.

16.11 Questions shall be placed on the agenda immediately before Notices of Motion.

17. Adjournment of the Council

17.1 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 any 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.

18. Motions and Amendments

18.1 The proposer of a motion or an amendment not listed in the agenda, and not in common form, shall upon moving same, deliver a copy to the Cathaoirleach.

18.2 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 Councillor concerned.

18.3 A motion may either be proposed by the Councillor in whose name it stands or if he or she is absent, by any Councillor 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 Councillor 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 amendment when not seconded is dropped.

18.4 An amendment 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 Councillor concerned.

18.5 Every amendment shall be relevant to the motion on which it is moved and shall be:

- (a) to leave out words, or
- (b) to leave out words and insert or add others, or
- (c) to insert or add words.

18.6 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.

18.7 Whenever an amendment to 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.

18.8 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.

18.9 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 Cathaoirleach rules it to be substantially the same as an amendment already lost.

19. Order of Debate

19.1 The proposer of a motion included under General Interest Motions of the Council Agenda shall speak for **three** minutes when introducing a motion, if the members present have no objection to the motion, then the motion shall be put without debate.

19.2 Except with the permission of the Cathaoirleach, no Councillor shall address the Council for more than **four** minutes on any issue. Notwithstanding the provisions of Section 19.1, a member may speak once upon any item on the agenda.

19.3 Notwithstanding the provisions of Section 19.1 and 19.2, the proposer of a motion can speak for **five** minutes when introducing a motion.

19.4 The proposer of a motion has the right to reply whilst the motion remains before the Cathaoirleach and when the proposer replies, the debate on the motion is closed. A Councillor who wishes to address the Council in the Irish language may do so and will be afforded equal time in both the Irish and English language.

19.5 No Councillor who has spoken on a motion may move or second an amendment, but when an amendment is moved and seconded, a Councillor who has already spoken on the original motion may speak on the amendment.

19.6 A Councillor 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 Cathaoirleach's decision in determining a point of order or personal explanation shall be final.

19.7 The Cathaoirleach shall ascertain that a motion is seconded before the proposer is permitted to speak on it.

19.8 A motion "that the Council proceeds 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 determines, shall be adjourned to the next ordinary meeting. The motion to proceed to the next business shall not be made more than once during the debate on any question.

19.9 At any time during a discussion on a motion a Councillor 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.

19.10 When two or more Councillors rise at the same time to speak, the Councillor called upon by the Cathaoirleach shall have precedence.

19.11 A Councillor shall stand while speaking and shall address only the Cathaoirleach.

19.12 When speaking, a Councillor shall not be interrupted except upon a question of order but may give way to a Councillor desiring to make a personal explanation.

19.13 When a Councillor seeks to make a point of order the Councillor then addressing the Cathaoirleach shall give way until the question of order has been determined by the Cathaoirleach, unless he or she seeks to address the Cathaoirleach upon the question of order.

20. Conduct

20.1 Councillors exercise their mandate primarily in the Council chamber where they are entitled to represent issues on behalf of the community they represent. This does not exempt councillors from treating other councillors and employees with respect and dignity. This value of respectful treatment includes comments within and outside the Council Chamber, be it in direct speech, written or on social media.

20.2 The Cathaoirleach is the sole judge of order in the Council and has authority to maintain order and enforce prompt obedience to his or her ruling. When during a debate the Cathaoirleach rises, any Councillor then speaking shall give way to the Cathaoirleach.

20.3 If at a meeting any Councillor, in the opinion of the Cathaoirleach notified to the Council, misconducts himself or herself by persistently disregarding the ruling of the Cathaoirleach, or by willfully obstructing the business of the meeting, the Cathaoirleach or any other Councillor may move “That the Councillor named be not further heard”, and the motion if seconded shall be put and determined without discussion.

20.4 If in the opinion of the Cathaoirleach any Councillor who has been, or is, disorderly by persistently disregarding the ruling of the Cathaoirleach, or by behaving irregularly, improperly, or offensively or by otherwise obstructing the business of the meeting, and the Cathaoirleach has conveyed his or her opinion to the Councillors present by naming the Councillor concerned, then the Cathaoirleach

or any Councillor may move “that the Councillor named leave the meeting” and the motion, if seconded, shall be put and determined without discussion.

20.5 Where the Council decides that a Councillor leave a meeting, the Councillor shall immediately leave the meeting and shall not be entitled to speak or to take any further part in that meeting on that day.

20.6 Where in the opinion of the Cathaoirleach there is general disorder which impedes the orderly transaction of business, or where a Councillor against whom it was resolved that he or she leave the meeting refuses to do so, the Cathaoirleach may adjourn the meeting for such a period as he or she considers necessary in the interests of order.

20.7 Councillors shall occupy the seats reserved for the use of the Councillors and shall only address the Cathaoirleach from those seats. Any dispute in relation to seating arrangements shall be determined by the Protocol Committee.

20.8 The use of social media is an effective way to communicate information and to promote the business of the Council and the work of Councillors. Compliance with the Acceptable I.T. Usage Policy is required, and Councillors should have regard to the appropriate use of Social Media, as outlined in the Code of Conduct for Councillors. This includes the handling of any sensitive or confidential information provided to a Councillor in their role as a member of the Council and its committees.

21. Questions, Votes and Divisions

21.1 Every question shall be put to the Council from the Cathaoirleach and the Cathaoirleach shall call for the Ayes and Noes upon it or shall call for a show of hands upon it and shall thereupon state what in his or her judgement is the result and unless a division be then demanded by **three** members, the declaration shall be final, but the name or names of any of the Councillors who shall have demanded a division may upon their request be recorded as dissenting from the motion.

21.2 Nothing in this Standing Order shall prevent the Cathaoirleach from deciding to put any matter to a roll call vote.

21.3 When a division is validly demanded the Roll shall be called and the answer of each Councillor is recorded. No Councillor may vote after the Cathaoirleach declares that the voting has been completed. The numbers of Ayes and Noes shall be stated to the Cathaoirleach who shall announce the numbers to the Council and declare the effect of the division.

21.4 Each Councillor present at a meeting of the Council shall have a vote unless prohibited by an enactment.

21.5 Without prejudice to any enactment or other provisions of these Standing Orders requiring either the presence of a specified number or proportion of the Councillors, 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 determine:

- (a) by a majority of the Councillors 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).

22. Attendance of Public and Media

22.1 The right of the public and representatives of the media to attend Council meetings is subject to the following:

Where the Council is of the 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 Councillors 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.

22.2 Members of the public and representatives of the media will occupy the parts of the Meeting Room allotted to their use.

22.3 In certain circumstances, it will be necessary to restrict admission of members of the public due to space restrictions in the Chamber. In such cases arrangements will be as determined by the Meetings' Administrator.

22.4 Members of the public shall be seated and maintain silence and observe any directions given by the Cathaoirleach or by an employee in attendance upon the Council. The employees in attendance upon the Council are responsible for the execution of all measures necessary for the maintenance of order and decorum in and about the Chamber.

22.5 Members of the public or representatives of the media shall not distribute or attempt to distribute any literature, leaflets or other documents to Councillors or officials inside the Council Chamber.

22.6 If a member of the public interrupts a meeting at any time or endeavours, without the permission of the Council, to address a Meeting, the Cathaoirleach shall warn him or her and, if the interruption continues, the Cathaoirleach shall order the person's removal.

22.7 In case of a general disturbance in any part of the Meeting Room open to the public, the Cathaoirleach shall order that part to be cleared.

22.8 Subject to such conditions as may be determined by the Council from time-to-time representatives of the press, radio and television may use camera and broadcasting or recording equipment at meetings of the Council at which such representatives are permitted to be present. Otherwise, no cameras of any kind or

sound recording or communicating equipment may be used at meetings of the Council without the prior approval of the Council.

22.9 The use of mobile phones shall not be permitted at meetings of the Council.

B. REMOTE MEETINGS

This section of the Standing Orders (SO 23-33) provides the means and guidance for the conduct of any remote meeting of the Local Authority and its sub-committees held under the provisions of S.I. No. 445 of 2020.

23. Holding of Meetings of the Council

23.1 The holding of meetings of the Council and any committees in a physical location where all attendance is in person will be the default position for meetings of the Local Authority where statutory decisions are being made.

24. Remote Meetings: Definition of Place

24.1 The 'place' at which the meeting is held may be at:

- the Council Chamber.
- one or more Council buildings or rooms.
- an external venue used to accommodate meetings of the council.
- the location of the organiser of the meeting;
- an electronic, digital or virtual location, web address or a conference call telephone number.

24.2 The "place" of the meeting could also be a number of these combined, with at least some of the elected members and the public and/or media (as provided for under the provisions of Section 45(3) of the Local Government Act 2001) attending remotely.

25. Notice of Meeting

25.1 Members will be notified of the meeting, in accordance with Standing Order 7. In confirming their intention to attend, members will confirm whether their attendance will be physically or remotely, where such option exists. All agenda papers will be made available electronically to each member.

25.2 The Meetings Administrator will give the requisite notice to members of the press and public of the time of the meeting, the draft agenda and details of how to attend remotely.

26. Management of Remote Meetings

26.1 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.

26.2 The attendance of those members at the meeting will be recorded by the Meetings Administrator.

26.3 The normal quorum requirements for meetings as set out in Standing Order 10 will also apply to a remote meeting. Members attending physically and remotely will be awarded equal status in terms of a quorum.

26.4 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.

26.5 All members participating remotely must have their camera on at all times during a meeting, unless they have permission not to from An Cathaoirleach.

27. Connectivity

27.1 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 short period specified by the Cathaoirleach, to allow the connection to be re-established.

27.2 Should a member's remote connection fail, the Cathaoirleach may call a short adjournment to determine whether the connection can quickly be re-established.

27.3 If the connection cannot be restored or an alternative method of communication established within the time specified by the Cathaoirleach, the meeting should continue, provided the meeting remains quorate.

27.4 If the connection is successfully re-established, then the member(s) will be deemed to have returned at the point of re-establishment.

28. Meeting Procedures

28.1 The Meetings Administrator will facilitate the meeting. A designated individual will assume responsibility for controlling the online technology employed for remote access and attendance, and to administer the members' interaction, engagement and connections on the instruction of the Cathaoirleach.

28.2 The Cathaoirleach or Meetings Administrator will, at the beginning of a meeting, outline the protocols for attendance and participation at remote meetings and any other relevant directions. The Cathaoirleach's ruling on these matters will be final.

28.3 Given the reliance on technology it is particularly important that those making proposals or amendments differing from or in addition to report recommendations should, where possible, ensure these are provided to the Meetings Administrator in advance of the meeting. The CPG may co-ordinate this activity wherever possible in respect of full Council meetings and other meetings likely to result in a high number of requests to speak.

29. Voting

29.1 The order of debate is provided for under Standing Order 20. When satisfied that there has been sufficient debate, the Cathaoirleach will progress to the decision-making process.

29.2 The method of voting is provided for in Standing Order 21. A vote taken remotely in accordance with these Standing Orders constitutes a valid vote towards the decision of the Council.

29.3 Where a roll call vote is required to be taken, the Meetings Administrator will ask members at the meeting in turn (in person or remotely) and the answer of each Councillor is recorded. Every reasonable effort will be made to allow a member to record a vote.

29.4 Where a member has lost connectivity during a roll call vote and connection cannot be restored within a reasonable timeframe, the member will be allowed to vote by alternative means (by phone or text to the Meetings Administrator), with the member's vote confirmed to the meeting and recorded. No votes will be recorded after the result of the vote has been confirmed by the Cathaoirleach.

30. Leaving a Meeting

30.1 Members leaving the meeting should make every effort to inform the Cathaoirleach or Meetings Administrator 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.

31. Declaration of Interests

31.1 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 and this shall be recorded in the minutes. Their departure will be confirmed by the Meetings Administrator, who will invite the relevant Member by link, email or telephone, to re-join the meeting at the appropriate time.

32. Attendance of Public and Media

32.1 In line with the provisions of Section 45 of the Local Government Act 2001 and provided for in Standing Order 22, the Council may by resolution decide to meet in committee for the whole or part of the meeting concerned.

32.2 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.

32.3 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 if necessary, confirm, 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.

32.4 Members of the press and public will be facilitated with access to the proceedings of a remote meeting, in so far as is practicable, and in accordance with a decision of the Council.

32.5 Members of the public and media may be present at a remote meeting but must maintain silence and observe the provisions of the Standing Orders and any directions given by the Chair, the Meetings Administrator or designated individual.

32.6 Members of the press and public are required to give prior notice of their attendance and will be provided with the electronic invitation in accordance with established meeting arrangements.

32.7 Attendance by members of the press and public at a remote meeting may also be facilitated by webcasting or streaming.

32.8 If a member of the public fails to comply with the provisions of these Standing Orders or the directions of the Cathaoirleach at a meeting, the Cathaoirleach shall warn him or her and, if the failure to comply continues, the Cathaoirleach may order the person's exclusion from the meeting.

32.9 In the event that a member of the public continues to not comply with the Standing Orders or the protocols for attendance and participation or exhibits a pattern of behaviour that fails to observe the required conduct at remote meetings, the Cathaoirleach, in consultation with the Meetings Administrator, may, in exceptional circumstances, decide to deny that individual access to a remote meeting.

33. Remote Meeting Conduct

33.1 The rules of debate as set out in Standing Orders 19 and 20 will apply. Members who wish to speak should use the notification process as directed by the Cathaoirleach, and then speak when invited.

33.2 All meeting participants must mute their microphone, as the standard setting.

33.3 Members will unmute their microphone when the Cathaoirleach invites them to speak. The meetings platform chat facility must not be used for private conversations between Councillors or for interactions with members of the press and/or public.

33.4 All meeting participants should ensure that confidential papers are not seen in the video-feed. Inappropriate content or images should not be shared via the video-feed. The sharing of such content may result in exclusion from a meeting.

33.5 All meeting participants should maintain standards of behaviour befitting a meeting of the Council. Behaviours that would not be acceptable at a physical in-person meeting are equally not appropriate at remote meeting. This includes activities such as driving and participating in meetings while in a public environment. Such behaviours will result in exclusion from a meeting.

C. COMMITTEES OF THE COUNCIL

34. Strategic Policy Committees (SPCs)

34.1 The Strategic Policy Committees to the Council shall be:

- Development Management, Forward Planning and Rural Development SPC.
- Economic Development and Enterprise, Tourism and EU Affairs SPC
- Climate Action and Environment
- Transportation
- Housing Community & Cultural Development

34.2 Each of the Strategic Policy Committees (SPCs) shall consist of 15 members 10 of whom shall be members of the Council and 5 to be nominated by sectoral, community and other interest groups throughout the County of Meath, such sectoral, community and other interest groups having first been selected by the Council in accordance with the relevant guidelines.

34.3 The Strategic Policy Committees shall be appointed as soon as possible after a local election and the members shall hold office for the period of the life of the Council appointing them.

34.4 The Council shall appoint a Cathaoirleach to each of the Strategic Policy Committees from among the members of the Council to hold office for a minimum period of **3 years**, which may be renewed by the Council and subsequent Cathaoirleach shall be appointed from among the existing Council members of the Strategic Policy Committee.

34.5 The Cathaoirleach and Council members of the Strategic Policy Committees shall reflect the proportionality and the distribution of elected representation on the Council; in default of an agreement, the Cathaoirleach and the Council members of the Strategic Policy Committees shall be appointed by the formation of groups pursuant to Paragraph 18, Schedule 10, of the Local Government Act, 2001.

34.6 Any member of the Council may attend and speak at a meeting of a Strategic Policy Committee. The right to vote upon any question arising at a Strategic Policy Committee meeting is confined to members of that Strategic Policy Committee.

34.7 Every Councillor shall be a member of one of the Strategic Policy Committees. The members of a Strategic Policy Committee nominated by sectoral, community or other interest groups shall not be entitled to nominate a voting substitute to attend meetings in their place.

34.8 In a Committee, a motion or amendment may be proposed without a seconder, and a member may speak more than once to any question, but otherwise the Rules of Order on the Council, so far as they are conveniently applicable, shall govern all proceedings of Committees, and the member in the Chair at any meeting of a Committee shall determine questions of order.

34.9 Every Committee in the whole of its proceedings shall be governed by the SPC Standing Orders, as well as the Byelaws, Standing Orders of the Council or Resolutions of the Council affecting such Committee.

34.10 It shall be the function of a Strategic Policy Committee to consider matters connected with the formulation, development, monitoring and review of policy which relate to the functions of the Strategic Policy Committee and the Local Authority and to advise the Authority on those matters.

34.11 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.

34.12 To ensure compliance with the Regulation of Lobbying Act 2015, the work of the Strategic Policy Committees will adhere to the provisions of the Transparency Code. Specifically, information on each SPC will be made available on the Council's website, including: the names and details of the Chair and members; the agenda and minutes of each meeting, the terms of reference and reporting arrangements.

35. Corporate Policy Group (CPG)

35.1 The Cathaoirleach of the Council and the Cathaoirleach of the Strategic Policy Committees shall form the Corporate Policy Group. Where a Municipal District is not already represented, a member of such Municipal District will be nominated to be a member of the CPG. The Corporate Policy Group will be supported by the Chief Executive and Management Team.

35.2 The role of the CPG in general is to monitor the overall performance of the Council, to coordinate the work of the SPCs, to monitor their work programmes and to act on behalf of the SPCs in contributing to the strategic process. The CPG shall meet as often as required under the chairmanship of the Cathaoirleach and shall provide a forum for discussion of policy affecting the whole Council and shall report to the Council.

36. Protocol Committee

36.1 The Protocol Committee complements the work of the Corporate Policy Group and the statutory functions of the Plenary Council. The Council shall appoint the Protocol Committee. The composition of the Committee shall reflect the political composition of the Council's membership and shall include a representative from each Municipal District. The Committee shall not be more than eight members. The Cathaoirleach is an ex-officio member of the Committee.

37. Municipal Districts

37.1 Meath County Council shall be divided into 6 Municipal Districts as follows:

- Ashbourne
- Kells
- Laytown/Bettystown
- Navan
- Ratoath
- Trim

37.2 The members of the Council for each of the Municipal Districts contained in each of the Districts set out above shall be the members of that Municipal District

37.3 Each Municipal District may, at the annual meeting in each year, appoint a Cathaoirleach to hold office until the annual meeting held the following year.

37.4 The quorum for a Municipal District Meeting shall be 3 members or such higher number as may be fixed by resolution of the Municipal District committee.

37.5 Each Municipal District committee may set up Sub-Committees as required to deal with such matters as may be assigned from time to time and shall cease to exist upon completion of its report to the Municipal District Committee.

37.6 In a Committee, a motion or amendment may be proposed without a seconder, and a member may speak more than once to any question, but otherwise the Rules of Order of the Council, so far as they are conveniently applicable, shall govern all proceedings of Committees, and the member in the Chair at any meeting of a Committee shall determine questions of order.

37.7 Every Committee in the whole of its proceedings shall be governed by the Bye-Laws, Standing Orders or Resolutions of the Council affecting such a Committee.

37.8 All matters specific to an area shall in the first instance be brought to the attention of the appropriate Municipal District Committee for consideration and report.

38. Committees – General

38.1 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 a Committee and shall also fix the quorum. The term of office of a Special Committee shall not exceed one year or such period as the Council may determine when appointing the Committee.

38.2 Every Special Committee at its first meeting shall appoint a Cathaoirleach from its members and, where practical, fix the day and the hour of future meetings.

38.3 A copy of every Report of a Committee to be submitted to the Council shall, before the submission thereof, be transmitted to every Councillor at least three days

before Council Meetings, save in cases of urgency when reading of the Report to Council shall suffice.

38.4 Save for meetings of the Corporate Policy Group, and such other Committees as the local authority may specify from time to time, representatives of the media and the public may be present at meetings of the Committees of the Council. When confidential matters are under discussion Committees may decide by resolution supported by a majority of the members present to exclude such representatives for the relevant portion of the meeting.

38.5 The Meetings Administrator (or the relevant Director of Service in the case of a Strategic Policy Committee) shall summon a meeting of any Committee at the request of the Cathaoirleach of the Committee, or any three of the members, or whenever the Meetings' Administrator (or Director of Service in the case of a Strategic Policy Committee) deems it necessary that such a Committee shall meet.

38.6 The Cathaoirleach of the Council shall be ex-officio a member of every Committee and every Sub-Committee except those where membership is fixed by Statute.

38.7 In the absence of the Cathaoirleach of a Committee, the Chair shall be taken by any Council member of the Committee agreed at the meeting.

38.8 Whenever a vacancy occurs in the membership of any Committee of the Council, by reason of death, resignation or disqualification of a member, such a vacancy shall be filled, as soon as circumstances permit, by the Council after due notice.

38.9 In the election of Committees, candidates shall be proposed and seconded and, if the number so proposed and seconded does not exceed the number of vacancies, those proposed and seconded shall be declared elected. Should the number of those proposed and seconded exceed the number of vacancies a vote shall be taken.

38.10 In a Committee, a motion or amendment may be proposed without a seconder, and a member may speak more than once to any question, but otherwise the Rules of Order of the Council, so far as they are conveniently applicable, shall govern all proceedings of Committees, and the member in the Chair at any meeting of a Committee shall determine questions of order.

38.11 The Cathaoirleach of each Committee shall be responsible to the Council for the general management of the business entrusted to such a Committee.

38.12 Committees may appoint Sub-Committees from their number to facilitate the transaction of business, who shall report to the Committee, but such a Sub-Committee shall not have the power to transact any business without express authority from the Committee.

38.13 The Council may resolve itself into a committee of the whole Council for the transaction of business to be specified in the Resolution.

38.14 The decisions of the Committees of the Council shall not become binding, except where otherwise provided in the Orders, until approved by the Council, unless the Council specifically empowers these Committees to deal, without further references to them, with matters of urgency, subject to the appropriate legal provisions.

C. OTHER PROVISIONS

39. Suspension of Standing Orders

39.1 Subject to the provisions and requirements of the Local Government Act, 2001 or of any other enactment, any Standing Order, except Nos. 14-16 and 18-21, 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.

40. Casual Vacancy

40.1 A casual vacancy shall be filled in accordance with Section 19 of the Local Government Act, 2001.

40.2 The following procedures shall apply when a casual vacancy arises in the membership of the Council in respect of a non-party Councillor:

- a) Following an election at any time during the life of that Council, each Councillor elected as a non-party Councillor shall lodge with the Meetings' Administrator a sealed envelope (signed and dated by the Councillor concerned) containing a list of up to six names who shall be entitled to be co-opted to the Council in the event of a casual vacancy caused by that Councillor. The list of names shall show a clear preference for the order of nomination, i.e., 1, 2, 3 etc. The envelope shall also contain a signed form of consent to the nomination from each person so nominated and a declaration from each person so nominated that they were not, at the time of the election, and are not at the time of nomination a member of any registered political party. The nomination date shall be the date on which the sealed envelope is received by the Meetings' Administrator and said date will be marked on the sealed envelope by the Meetings' Administrator. A person shall not be a valid nominee if their consent and declaration is not provided in the sealed envelope at the date of nomination.
- b) Each elected non-party Councillor shall be entitled, having made an initial nomination as referred to in (a) above, to submit revised nominations at any time during the life of the Council and any such revisions must be notified in writing to the Meetings' Administrator and a fresh sealed envelope, signed by the Councillor concerned (to include the signed form of consent and declaration of the nominees) and clearly dated shall be lodged with the Meetings' Administrator. The envelope containing the previous nomination(s) shall be returned to the Councillor concerned by the Meetings' Administrator. Once

revised nominations are received by the Meetings' Administrator any earlier nominations become invalid.

- c) To be eligible for consideration to fill a casual vacancy the person nominated shall not have been a member of any registered political party at the date of the election, at the date of nomination, at the date the casual vacancy arises or at the date the casual vacancy is being filled. In the event of a nominated person becoming a member of a registered political party after the election date or after the nomination date but prior to the casual vacancy arising or being filled, he/she shall not be eligible to fill the said casual vacancy. A nominated person shall not be eligible for consideration to fill a casual vacancy unless (on or after the date of the casual vacancy arising) he/she has submitted his/her consent in writing to being co-opted to fill the casual vacancy and submitted a declaration that he/she has not been at the election date and nomination date a member of a registered political party and that he/she meets the above eligibility requirements.
- d) The person proposed for co-option to fill the casual vacancy shall be the first valid nominee so nominated in the order of preference appearing on the list of nominees(s) contained in the sealed envelope submitted by the elected non-party Councillor, who has furnished the consent and statutory declaration referred to in (c) above.
- e) In the event of a casual vacancy arising in respect of a person co-opted in accordance with the above procedure the vacancy shall be filled by selecting the next valid nominee in the order of preference appearing on the list of nominees(s) contained in the most recent sealed envelope provided to the Meetings' Administrator by the elected non-party Councillor prior to the casual vacancy arising.
- f) In the event of an elected non-party Councillor failing or refusing to submit nomination(s) in accordance with this Standing Order or where there are no remaining valid nominees of said elected non-party Councillor, as referred to at (c) above, a casual vacancy arising shall be filled by resolution of the Council from amongst persons meeting the requirements to be a valid nominee as set out at (c) above. In the event of two or more valid nominees being proposed and seconded the selection of the person to be co-opted shall be in the same manner as the method used for the election of Cathaoirleach as set out in Section 37 Local Government Act 2001. The provisions in paragraphs (a) to (f) above shall apply regardless of whether or not a Councillor elected as a non-party Councillor has affiliated to a registered political party since the date of his/her election.

41. Membership of Outside Bodies

41.1 A **Councillor or Councillors** 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 Local Government Act, 2001.

42. Deputations

42.1 The Council may by resolution decide to receive a deputation. Subject to the direction of the Cathaoirleach, two persons may speak on behalf of the deputation for not more than 10 minutes, unless permitted by the Cathaoirleach. A request for a deputation to be heard by the Councillors shall not be considered unless the subject matter to be raised is notified in writing on the motion of a Councillor, or direct application by the body concerned, and sent to the Meetings' Administrator at least 7 clear days before the date of the meeting. The deputation may only be questioned by Councillors but shall not be entitled to ask questions.

42.2 When the members of a deputation have addressed the meeting, they shall withdraw from the meeting.

43. Ethical Framework

43.1 Councillors shall at all times comply with the provisions of law relating to their conduct in public office and especially with all of Part 15 of the Local Government Act (Ethical Framework), the Code of Conduct for Councillors and any guidelines on ethics and conduct issued by or on behalf of the government.

43.2 Councillors shall comply in all respects with Section 177 of the Act and any councillor having a pecuniary or beneficial interest in a matter being considered by a meeting of the Council or any of its committees, or having knowledge that a connected person, as defined in the Act, has any such interest, shall declare the interest and withdraw from the meeting immediately for so long as the matter is being discussed or considered and have no part in the proceedings relating thereto.

43.3 Councillors not present at a meeting but if they were present would have to make a declaration, then they should do so in writing and furnish it to the Council's Ethics Registrar in advance of the meeting and the declaration shall be recorded in the minutes of the meeting.

43.4 In all instances, the onus is on the elected member to declare an interest and to ensure their compliance with the Ethical Framework.