

**WICKLOW COUNTY COUNCIL**  
**COMHAIRLE CHONTAE CHILL**  
**MHANTAIN**



**STANDING ORDERS**

**Adopted at annual meeting of Wicklow County Council held on Friday 21<sup>st</sup> June  
2024**

**WICKLOW COUNTY COUNCIL  
COMHAIRLE CHONTAE CHILL MHANTAIN**

**STANDING ORDERS**

**We the County Council of the County of Wicklow in pursuance of the power vested in us by the Local Government Act 2001 hereby make the following Standing Orders for the regulation of our business and proceedings.**

**DEFINITIONS**

- i. In these Orders “Council” means the Council of the County of Wicklow.
- ii. “Councillor” means the Councillor present at any meeting of the Council or of a committee or sub-committee appointed by the Council.
- iii. “Cathaoirleach” means the Councillor presiding at any meeting of the Council or of a committee or sub-committee appointed by the Council.
- iv. The Chief Executive means the Chief Executive for the County of Wicklow or, in his / her absence, his / her duly appointed Deputy.
- v. “Meetings Administrator” means the Meetings Administrator to the Council or, in his / her absence, his / her duly appointed Deputy.
- vi. The “Director of Services” means the Director to whom certain executive functions of the Chief Executive are delegated to from time to time.
- vii. The quorum for a meeting of a local authority is one-fourth of the total number of members 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.
- viii. In counting clear days where the number of days notice to be given does not exceed 7, Sundays shall not be reckoned in the computation. If notice exceeds 7 days Sundays shall be reckoned.
- ix. Unless otherwise specifically provided, the word month, when used in resolutions of the Council’s Standing orders and in regulations of the Council, shall be deemed to mean a calendar month.
- x. Throughout the Standing Orders, unless the contrary intention is shown, the masculine gender shall be deemed to include the feminine, and works in the singular shall include the plural and vice versa.

**MEETINGS OF THE COUNCIL**

**1. Ordinary Meetings**

Unless upon any occasion when it is otherwise fixed by statute or by resolution of the Council, Ordinary Meetings of the Council shall be held on the first Monday of each month.

Strategic meetings/Special meetings may be held from time to time as decided by Council

A schedule of Ordinary Meetings of the Council for the ensuing year shall be approved at each Annual Meeting.

## **2. Annual Meeting**

- (a) In every year in which a local election is held the Annual Meeting shall be held on the fourteenth day after the polling day or, where the poll is for any reason countermanded, interrupted or adjourned, 14 days after the day on which the poll is completed or the fresh poll is held.
- (b) Where the fourteenth day is an excluded day the meeting shall be held on the next following day which is not an excluded day.
- (c) In years which are not election years the Annual Meeting shall be held on the third Monday in June.
- (d) 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-Cathaoirleach, or if the office of Leas-Cathaoirleach is vacant or he / she is unable to act convene a meeting for a day which the administrator considers to be the earliest convenient date for that purpose.
- (e) In an election year the County 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 County 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.
- (f) At an Annual 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 the Cathaoirleach is to be the first business of an Annual Meeting.
- (g) In the case of the Annual Meeting in an election year the business to be transacted after the election of the Cathaoirleach shall be the election of the Leas Cathaoirleach and 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**

The Wicklow County Council Budget Meeting shall be held during the period prescribed by regulations for that purpose.

#### **4 Special Meeting**

- (a) A requisition to have a special meeting of a local authority convened (in this paragraph referred to as a “requisition”) may be made -
- i. by the Cathaoirleach
  - ii. if the office of Cathaoirleach is vacant, or the Cathaoirleach is unable to act, by the Leas- Chathaoirleach, or
  - iii. by the Cathaoirleach on foot of a request presented to him or her by any 9 members.
- (b) Where the Cathaoirleach refuses or neglects to act on foot of a request referred to in subparagraph (a) (iii) within 7 days of it being presented to him or her, the members making the request may convene the meeting in accordance with this paragraph.
- (c) A requisition shall be made in writing and be delivered by the Cathaoirleach, the Leas-Chathaoirleach (or in a case where subparagraph (b)) applies by the members making the requisition, as the case may be, to the meetings administrator.
- (d) A requisition shall be signed by the person or persons making it, as the case may be, and shall –
- i. contain as an agenda a statement of the business which it is proposed to transact at the meeting, and
  - ii. specify a day, (other than an excluded day), which is not less than 3 clear days after the day on which it is received by the meetings administrator, for the holding of the meeting.
- (e) On receipt of a requisition, the meetings administrator shall, unless it is a case to which subparagraph (f) applies, issue a notification under paragraph 8 and give public notice under paragraph 9 for the special meeting required by the requisition.
- (f) Where-
- i. a requisition under subparagraph (a) (iii) specifies a day for the holding of a special meeting, and
  - ii. an ordinary meeting of the local authority is to be held on a day within the period of 10 days after the day on which the meetings administrator received the requisition,

the business stated in the requisition shall be considered at that ordinary meeting and the special meeting shall not be convened.

#### **5. Hour of Meeting**

The hour of meeting of the Council shall be 2.00 p.m. or at such other hour as may from time to time be fixed by resolution of the Council. The Council shall rise not later than 5.00 p.m.

#### **6. Place of Meeting and Address of Principal Offices**

In so far as practicable the place for holding meetings of the Council shall be the address of the principal offices 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. The address of principal offices is County Buildings, Wicklow.

Given the designation of Wicklow County Council, in the Civil Law and Criminal Law Miscellaneous Provisions Act 2020 (Section 29) (Local Authorities) (Designation) Order 2020 (S.I. No. 445 of 2020) the meetings of Wicklow County Council may now also be held in person, remotely or hybrid as set out below and as determined by the Council.

- The Council Chamber, County Buildings, Wicklow
- An external venue used to accommodate meetings of the Council
- One or more Council buildings or rooms, linked remotely
- An electronic, digital or virtual location, web address or a conference call telephone number
- A combination of the above to provide for physical and/or remote attendance by elected members i.e. Hybrid.

## **7. Summoning of Meeting**

- (a) A notification to attend a meeting, other than a local authority budget meeting shall (i) be sent <sup>ii</sup>by email or delivered to each member of the Council, (ii) specify the place, date and time of the meeting, and (iii) give not less than 3 clear days notice. The 3 clear days shall only exclude (i) normal day for receipt of the notice, and (ii) the day of the meeting.
- (b) A notification shall include or be accompanied by an Agenda listing the business to be transacted at the meeting. Subject to Standing Order 16 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.
- (c) 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.
- (d) 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.

## **8. Notification of Meeting**

- a) 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.
- b) 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.

- c) 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.

## **9. Public Notice of Meeting**

- (a) Public 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.
- (b) 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.
- (c) Subject to any arrangements as it may make the local authority shall supply a copy of a public notice and agenda to the media.

## **10. Constitution of Meetings**

- (a) 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 / her absence by the Leas-Cathaoirleach 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-Cathaoirleach.
- (b) The names of the members attending shall be recorded in the Attendance Register.
- (c) The quorum for a meeting of a local authority is one-fourth of the total number of members 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.
- (d) 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.
- (e) 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

## **11. Election of Cathaoirleach**

Subject to paragraph 4 of Schedule 10, the following provisions shall apply and have effect in respect of the election of a Cathaoirleach by the members of Wicklow County Council.

- (a) one or more than one member may be proposed and seconded for nominations and every person so proposed and seconded who does not reject the nomination shall be a candidate and no other person shall be a candidate otherwise than in accordance with this provision;
- (b) where there is only one candidate, such candidate shall be elected;
- (c) where there are more than 2 candidates, a poll shall be taken;
- (d) if at such poll a majority of the members present vote for any particular candidate, such candidate shall be elected;
- (e) if at such poll no candidate receives the votes of a majority of the members present, the candidate receiving the least number of votes shall be excluded from the election, and, subject to paragraph (g), one or more further polls (according as may be necessary) shall be taken;
- (f) paragraphs (d) and (e) shall apply in relation to such further poll or polls;
- (g) where there are only 2 candidates or where, as a result of one or more polls all the candidates except 2 have been excluded, the question as to which of such candidates shall be elected shall be put to the members present and whichever of such candidates receives the majority of votes cast shall be elected;
- (h) if from an equality of votes given to 2 or more candidates any question arises as to which of such candidates is to be excluded or as to which of such candidates is to be elected, such question shall be decided by lot in accordance with paragraph (I);
- (i) in deciding any such question by lot, the names of the candidates concerned shall be written on similar slips of paper, the slips shall be folded so as to prevent identification and mixed and drawn at random, and the candidate whose name is first drawn shall be –
  - (i) the candidate who shall be excluded, where the question concerns an exclusion, or
  - (ii) the candidate who shall be elected, where the question concerns an election.

## **12. Order of Business**

- (a) 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) Consideration of Reports and Recommendations.
  - (iii) Business prescribed by Statute, Standing Orders or Resolutions of the Council for transaction at such meeting.
  - (iv) Other business set forth in the Notice convening the meeting.
  - (v) Notices of Motion.
  - (vi) Correspondence.

- (b) 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.
- (c) 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 .

### **13. Confirmation of Minutes**

- (a) Minutes of the proceedings of a meeting of the local authority shall be drawn up by the meetings administrator.

The Minutes shall include :-

- (i) the date, place and time of the meeting,
  - (ii) the names of the members present at the meeting,
  - (iii) the names of the senior employees of the local authority present at the meeting,
  - (iv) reference to any report submitted to the members at the meeting,
  - (v) where there is a roll call vote, the number and names of members voting for and against the motion and of those abstaining,
  - (vi) particulars of all resolutions passed at the meeting,
  - (vii) such other matters considered appropriate.
- (b) A copy of the minutes of a meeting shall be sent or given by the meetings administrator to each member of the local authority.
  - (c) 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.
  - (d) 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; provided that no entry shall be made in the Minutes of any protest other than a record of dissent, save in the form of a motion or an amendment. Proposed amendments to the Minutes of Council Meeting should be submitted to the Meetings Administrator either in writing, fax or e-mail before 1.00 p.m. on the day of the Council Meeting at which the Draft Minutes are listed for confirmation/adoption.
  - (e) 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 authority.

- (j) 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 authority.
- (k) A copy of the minutes when confirmed shall be made available on the Council's website [www.wicklow.ie](http://www.wicklow.ie) .

### **Land disposals, notification of members**

Section 183 of the Local Government Act, 2001 outlines the provisions which have effect in relation to any proposed disposal (not being by demise for a term not exceeding one year) of land which is held by a Local Authority

Section 183 (b) provides that *'at the first meeting of the local authority held after the expiration of 10 days after the day on which such notices are sent or delivered, the local authority may resolve that the disposal shall not be carried out or that it shall be carried out in accordance with terms specified in the resolution.'*

<sup>iii</sup>Questions or queries in relation to notices circulated should be submitted by email or in writing to the meetings administrator no later than 5.00 p.m. on the Thursday preceding the Council meeting. This does not preclude the raising of questions or queries at the meeting at which the disposal notice is being considered.

### **14. Notices of Motion**

- (a) Every Notice of Motion dated and signed by the Member or Members submitting it shall be delivered to the meetings administrator and shall be recorded in the order of their receipt and shall appear on the Agenda in that order.
- (b) 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 one calendar month before the date of such meeting.

Notice of motions dated and signed by all members of either of the five municipal districts can be forwarded to the meetings administrator, by email, by the municipal district administrator and will be included on the agenda for the next ordinary meeting of the Wicklow County Council and the provision in relation to the receipt of a notice of motion one calendar month before the date of such meeting set out at (b) above shall not apply.

- (c) If any Notice of Motion of which notice has been duly given relates to a matter normally dealt with by a Committee(s) or municipal district or comes within the terms of reference of any Committee(s) or municipal district, it shall be referred to such Committee(s) or municipal district as the meetings administrator may determine. Any dispute on such reference shall be determined by the Council.
- (d) No member shall be permitted to have more than 3 motions (including adjourned motions) on the Agenda for any one meeting and the name of a

member shall not appear more than 9 times on the Agenda as proposer or co-proposer of motions for any one meeting. Where at a meeting or any adjournment thereof more than one notice of motion appears on the Agenda to be proposed by one or more individual members, no second notice of motion of any such members shall be proposed until after every other member shall have proposed the sole or first notice of motion appearing in the member's name. A similar order of precedence shall apply to any further notices of motion remaining to be proposed by two or more members.

- (e) Notice of motions submitted by municipal districts set out in 14 (b) shall not be reckoned in this number.

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

- (a) A motion to revoke 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 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 16 members of the Council. A resolution may not be revoked at the meeting at which it has been adopted.
- (b) It shall be necessary for adoption of a motion to revoke or amend a resolution of the Council that not less than 16 members [being not less than one-half of the total number of members of the Council] vote in favour and subject to any statutory requirements.
- (c) Subject to Standing Order 16 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 decision.

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

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 local authority, subject to the requirement that not less than a majority of members present vote in favour.

### **17. Adjournment of Council**

- a) 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 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.

- b) A Special Meeting may be adjourned from time to time until its business is concluded.

### **18. Motions and Amendments**

- (a) The proposer of a motion not listed in the Agenda or an amendment, and not in common form, shall upon moving the same deliver a copy to the Cathaoirleach.
- (b) 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.
- (c) 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.
- (d) 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.
- (e) 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.
- (f) 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.
- (g) 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.

### **19. Order of Debate**

- (a) Except with the permission of the Chair no member shall address the Council for more than 3<sup>iv</sup> 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.

- (b) 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 to the amendment.
- (c) A member may speak more than once on the same motion or amendment for the purpose only of submitting a point of order, clarification or making a personal explanation. The Chair's decision in determining a point of order, clarification or personal explanation shall be final.
- (d) 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.
- (e) 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.
- (f) When two or more members at the same time offer to speak, the member called upon by the Chair shall have precedence.
- (g) A member while speaking shall address only the Chair.
- (h) A member speaking shall not be interrupted except upon a question of order or clarification but may give way to a member desiring to make a personal explanation.
- (i) When a member seeks to make a point of order, the member then addressing the Chair shall give way until the question of order or clarification has been determined by the Chair, unless the former seeks to address the Chair upon the question of order.
- (j) 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.
- (k) If at a meeting any member of the Council, in the opinion of the Chair notified to the Council, misconducts himself or herself by persistently disregarding the ruling of the Chair, or by wilfully 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.

- (l) 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.
- (m) 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.
- (n) 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.
- (o) No member shall address the Chair, unless from one of the seats reserved to the use of members.

## **20. Deputations**

- (a) The Council may by resolution decide to receive a deputation. Subject to the direction of the Cathaoirleach, 3 persons may speak on behalf of the deputation for not more than a total of 15 minutes, unless permitted by the Cathaoirleach.
- (b) Request for a deputation to be heard by the Council shall not be considered unless the subject matter to be raised be notified in writing on the motion of a member of the Council, or direct application by the body concerned, sent to the meetings Administrator at least 7 clear days before the date of the meeting.
- (c) The deputation may only be questioned by members of the Council but shall not be entitled to ask questions.
- (d) When the members of a deputation have addressed the meeting, they shall without prejudice to their general right of public attendance withdraw from the meeting.

## **21. Votes and Divisions**

- (a) Every question shall be determined by a show of hands, unless three members request a division, in which case the names for and against the motion or amendment shall be taken down in writing and recorded in the Minutes.
- (b) Where the Cathaoirleach 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 sense of the meeting at that time.

- (c) Each member present at a meeting of the Council shall have a vote unless prohibited by any enactment.
- (d) 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).

## **22. Urgent Questions**

- (a) Members of the Council may in the case of a matter of urgency, ask a question in relation to the business of the Council. These questions may be taken at 4.50 p.m.
- (b) The Cathaoirleach shall be informed before the meeting commences of the member's intention to ask a maximum of two (2) questions. Questions shall not be used so to generate an extended debate but a short directly related supplementary question may be allowed. Any question the subject of a Notice of Motion on the Agenda or awaiting placement on the Agenda will not be dealt with other than as a reply to the Notice of Motion.

## **23. Attendance of Public and Media**

- (a) The right of the public and representatives of the media to attend Council meetings is subject to the following:-
- (b) 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 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. Members of the public and representatives of the media will occupy the parts of the Meeting Room allotted to their use.
- (c) The public and representatives of the Media shall be admitted subject to the following conditions;
  - i. Adequate availability of space
  - ii. Compliance with Wicklow County Councils Standing Orders

- iii. The removal of members of the public / representatives of the media who interrupt the council proceedings or who otherwise misconduct themselves.
  
- (d) Members of the public shall be seated and maintain silence and observe any directions given by the Chair or by any employee in attendance upon the Council. Such employees are responsible for the execution of all measures necessary for the maintenance of order and decorum in and about the Chamber.
  
- (e) 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 Chair shall warn him or her and if the interruption continues shall order that person's removal.
  
- (e) In the case of a general disturbance in any part of the Meeting Room open to the public, the Chair shall order that part to be cleared.
  
- (f) No cameras of any kind or sound recording or communication equipment may be used at meetings of the Council without the prior approval of the Council.
  
- (g) The use of mobile phones shall not be permitted at meetings of the Council.

## **COMMITTEES**

### **24. Strategic Policy Committees**

The Strategic Policy Committees of the Council to be agreed by Elected Members. Agenda Item 3 refers.

- (a) 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 agreement, the Cathaoirleach and Council members of the Strategic Policy Committees shall be appointed by the formation of groups pursuant to Paragraph 18 of Sch. 10 of the Local Government Act 2001.
  
- (b) Every member of the Council shall be a member of one of the Strategic Policy Committees, but shall not be a member of more than two.
  
- (c) 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.

## **25. Arrangements for Strategic Policy Committee Meetings**

A minimum of four ordinary meetings will be held each year at a time and location to be decided by the Cathaoirleach. A special meeting of the Committee can be called by the Cathaoirleach or by at least five members of the Committee.

## **26. Notice of Meetings**

Five clear days notice will be given for ordinary meetings and special meetings of the Committee and where possible, there will be an agreed schedule of meetings.

## **27. Quorum**

The quorum for meetings of the Committee shall be five members. If after 30 minutes from the agreed starting time of an ordinary meeting, a quorum is not present, the meeting shall stand adjourned to a date to be determined by the Cathaoirleach.

## **28. Cathaoirleach**

- a) In accordance with the SPC Scheme adopted by the Council, the Cathaoirleach shall be elected by the County Council from among the Members of the Council and remain in office for the term of the Council subject to the agreement that there will be a sharing of one SPC Chair during the term of the current Council. Subsequent Cathaoirleach shall be appointed by the Council from among the existing Council Members of the Strategic Policy Committee.
- b) At the meeting of the Committee, the Cathaoirleach shall preside. If the Cathaoirleach is absent, the Members of the Committee shall choose a member to preside as Acting Cathaoirleach (Elected member.)

## **32. Order of Business**

- i. Determination that a quorum is present.
- ii. Confirmation of minutes
- iii. Matters arising from minutes.
- iv. Strategic Policy Committee Business.
- v. Correspondence.
- vi. Any other business.

## **30. Minutes**

- (a) Minutes of all committee meetings shall contain particulars of the names of the members present, apologies received together with particulars of all decisions arrived at or recommendations made.
- (b) The minutes of every committee meeting shall be signed by the Cathaoirleach or Leas Chathaoirleach following confirmation by the Committee and subsequently circulated to each committee member.

## **31. Rules of Debate**

- (a) Each Member of the Committee shall have the right to speak on an issue of quality in making the views know.
- (b) The Committee shall, as far as possible, arrive at all decisions and recommendations by consensus.
- (c) Meetings will be conducted in a spirit of mutual respect and inclusiveness. The ruling of the Cathaoirleach on a point of order shall be final.

**32. Confidential Material**

Certain matters which arise for discussion by the Strategic Policy Committee may be confidential and it is a matter for the meeting to declare that confidentiality shall be maintained on the issue.

**33. Recommendations**

Recommendations of the Committee shall be submitted to the Council for approval and presented by the Cathaoirleach of the Committee.

**34. Support Structures**

The Committee shall be entitled to establish sub-committees or working groups to examine particular policy issues.

**35. Substitute Membership**

Attendance of approved substitute member for nominees of the Public Participation Network will only be allowed for with specific prior approval of the Council. Substitute will have no voting powers.

**36. Non-Attendance**

In the event of a member failing to attend at least two ordinary meetings of the Committee in any calendar year commencing 1<sup>st</sup> January, 2015, the nominating body shall be asked to review the manner.

**37. Suspension of Standing Orders**

Standing Orders may at any time by consent of not less than ¾ of the members present at the meeting of the Committee be suspended on a proposal made for the purpose of any specified business. Prior notice of any such proposal shall be given to the Cathaoirleach.

**38. Interpretation of Standing Orders**

The Cathaoirleach’s ruling on any question of the Standing Orders shall be final.

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**39 Corporate Policy Group**

The Cathaoirleach of the Council and the Cathaoirligh of the Strategic Policy Committees shall form the Corporate Policy Group, which 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 Council.

Where the Municipal District is not represented on the CPG a member of such Municipal District (as selected by the Municipal District, or failing selection, the Cathaoirleach of the Municipal District or his/her nominee).

#### **40. Committees – General**

- (a) 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 Committee and shall also fix the quorum which shall not be less than three. The term of office of a Special Committee shall be for such period as the Council may determine when appointing the Committee.
- (b) 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.
- (c) 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, and the procedures shall be as follows:
- (d) Each candidate shall be elected by a majority of those Members present and entitled to vote. In the event of an equal division of votes the Cathaoirleach may exercise his / her casting vote of if the Cathaoirleach so desires the election shall be determined by lot.
- (e) Notwithstanding anything contained above, the provisions of paragraph 18 of Sch. 10, and the requirements of any other enactment will apply to appointments to committees.
- (f) Whenever a vacancy occurs in the membership of any Committee of the Council, by reason of the death, resignation or disqualification of a member, such vacancy shall be filled as soon as circumstances permit, by the Council after due notice.
- (g) 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.
- (h) Every Committee in the whole of its proceedings shall be governed by the Standing Orders or Resolutions of the Council affecting such Committee.

- (i) A copy of every Report of a Committee to be submitted to the Council shall, before the submission thereof, be transmitted to every member of the Council at least three days before Council Meetings, save in cases of urgency when reading of the Report to Council shall suffice.
- (j) 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 Committees of the Council. When confidential matters are under discussion Committees may decide to exclude such representatives from the meeting or the relevant portion of the meeting.
- (k) The meetings administrator shall summon a meeting of any Committee at the request of the Cathaoirleach of the Committee, or any three of its members, or whenever the meetings administrator deems it necessary in special circumstances that such Committee shall meet.
- (l) 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.
- (m) 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.
- (n) The Cathaoirleach of each Committee shall be responsible to the Council for the general management of the business entrusted to such Committee.
- (o) Committees may appoint Sub-Committees from their number to facilitate the transaction of business, who shall report to the Committee, but such Sub-Committee shall not have the power to transact any business without express authority from the Committee.
- (p) The Council may resolve itself into a Committee of the whole Council for the transaction of business to be specified in the Resolution. {Section 45}
- (q) The decisions of the Committees of the Council shall not become binding, except where otherwise provided in the Standing Orders, until approved by the Council, unless the Council specifically empowers these Committees to deal (without further reference to it) with certain matters, subject to the appropriate legal provisions.

#### **41. (a) Suspension of Standing Orders**

Subject to the provisions and requirements of the Act, or of any other enactment, any Standing Order, except numbers 17, 19, 44 to 46 (and 21 to 44 if so decided by Council] may at any time be suspended on a motion proposed without notice before 4.30 p.m. 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.

**(b) Submission of requests for suspension of standing orders**

1. A request for the Suspension of Standing Orders to be submitted to the Cathaoirleach or the Meetings Administrator in writing and in advance of the Council meeting.
2. Written submission to outline the nature of the request for the Suspension of Standing Orders and contain the name of the Elected Member proposing and seconding the request.
3. The Meetings Administrator will read the content of the written request to the meeting.
4. If clarity is required/requested the proposer will be invited to provide clarity to the request
5. The request will be put to vote without discussion

A request for the Suspension of Standing Order received by email and setting out the names of the two signatures therein is acceptable.

**42. Casual Vacancy**

A Casual Vacancy shall be filled in accordance with Section 19 of the Local Government Act, 2001.

Where the casual vacancy arises from the retirement of a member who was a non-party candidate at his/her election to the Council the vacancy shall be filled as follows:-

- (a) Where the retiring member nominates his/her successor such person so nominated shall be co-opted.
- (b) Where the retiring member does not nominate his/her successor, the vacancy shall be filled by the co-option of a person nominated by other members of the Council who were non party candidates at their election to the Council.

**43. Miscellaneous**

A member or members 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, Local Government Act, 2001.

**44. Matters not covered by Standing Orders**

The Cathaoirleach shall have power to deal with any matter not covered by Standing Orders.

**45. Duration of Standing Orders**

The foregoing Standing Orders shall continue in force until altered, amended or repealed on notice of motion duly given and carried by a majority of the Council of at least two thirds of the members being present.

**46. Revocation and Commencement**

These Standing Orders shall come into operation on 6<sup>th</sup> of October, 2014 and all Standing Orders previously made by the Council and not already revoked, shall be revoked with effect from that date.

**MADE UNDER THE OFFICIAL SEAL OF THE COUNTY COUNCIL OF  
THE COUNTY OF WICKLOW, ON 6<sup>TH</sup> OCTOBER, 2014.**

**Adopted by Wicklow County Council at**

**CATHAOIRLEACH** \_\_\_\_\_

**CHIEF EXECUTIVE** \_\_\_\_\_

**NOMINATED EMPLOYEE** \_\_\_\_\_

\_\_\_\_\_