

COMHAIRLE CHONTAE NA GAILLIMHE

Strategic Policy Committee

Standing Orders

December 2000

Arrangements for Meetings

- A minimum of four ordinary meetings will be held each year. Meetings will generally be held at Áras an Chontae, commencing at 3.30 p.m., unless the committee decide otherwise.
- The Chairperson or the Committee may decide to hold a special meeting.

Notice of Meetings

- Three clear days notice will be given for ordinary or special meetings of the committee and where possible, there will be an agreed schedule of ordinary meetings.

Quorum

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

Chairperson

- In accordance with the SPC Guidelines, the Chairperson shall be elected by the County Council and shall generally remain in office for a minimum period of two years.
- At a meeting of the Committee, the Chairperson shall preside. If the Chairperson is absent, the Members of the Committee shall choose a member to preside as Acting-Chairperson. Should the Chairperson arrive during the progress of the meeting, he/she shall take the chair.

Order of Business

The Business of the meeting shall be confined to policy issues and the order of business shall be:-
Confirmation of minutes of previous meeting.
Items agreed by Committee for inclusion on Agenda
Position Papers prepared for consideration by Committee.
Business submitted by Chairperson /Officials.

Minutes

- Minutes of all committee meetings shall contain particulars of the names of the members present, apologies received together with particulars of all recommendations arrived at.
- The Minutes of every committee meeting shall be signed by the Chairperson following confirmation by the Committee.

Rules of Debate

- Each Member of the Committee shall have the right to speak on an issue and equality in making their views known.
- The Committee shall, as far as possible, arrive at all decisions and recommendations by consensus.
- Meetings will be conducted in a spirit of mutual respect and partnership.
- The ruling of the Chairperson on a point of order shall be final.

Confidential Material

- The meetings of the Strategic Policy Committee shall be in committee.
- 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.
- Minutes and reports of the SPC will be publicly available after approval by the Council

Recommendations

- A report of the Committee meeting proceedings shall be submitted to the Council for approval and presented by the Chairperson of the Committee.

Non-Attendance

- In the event of a member failing to attend at least two ordinary meetings of the Committee in any year, the nominating body shall be asked to review the matter.

Suspension of Standing Orders

- Standing Orders may at any time be suspended on a proposal made for the purpose of any specified business provided the number voting in favour is not less than $\frac{3}{4}$ of the members present at the meeting and not less than $\frac{1}{2}$ the membership of the Committee. Prior notice of any such proposal shall be given to the Chairperson.

Interpretation of Standing Orders

- The Chairperson's ruling on any question of the Standing Orders shall be final.