



COMHAIRLE CONTAE
CHEATHARLACH

CARLOW COUNTY COUNCIL

Comhairle Chontae Cheatharlocha

Carlow County Council

**STANDING ORDERS
REGULATING THE PROCEEDINGS OF THE COUNCIL**

Adopted and Effective from 12th May 2025

We, the County Council of the County of Carlow, in pursuance of the powers vested in us under Part 6 (Sections 44 to 47 inclusive) and Paragraph 16 of Schedule 10 of the Local Government Act, 2001 and of every and any other power hereunto enabling, hereby make the undermentioned Standing Orders for the regulation of our proceedings and business, other than proceedings the regulation of which is provided for by or under Statute

INDEX

Standing Order No.(s)	Content	Page(s)
	Definitions	3
1	Meetings of the Council	3
2	Annual Meeting	3-4
3	Local Authority Budget Meeting	4
4	Special Meeting	4
5	Hour of Meeting	4
6	Place of Meeting/Address of Principal Offices	4
7 to 8	Summoning of Meeting	5
9	Public Notice of Meeting	5
10 to 12	Constitution of Meeting	5-6
13	Order of Business	6
14	Confirmation of Minutes	6-7
15 to 20	Notices of Motion including Revocation of Resolutions/Urgent Business	7-8
21	Adjournment of Council	8
22 to 27	Motions and Amendments	8-9
28 to 38	Order of Debate	9
39 to 43	Disorderly Conduct	9-10
44	Deputations	10
45 to 48	Questions, Votes and Divisions	10-11
49 to 53 & 71	Attendance of Public and Media	11, 14
54 to 60	Strategic Policy Committees	12
61	Corporate Policy Group	12-13
62 to 63	Municipal Districts	13
64 to 78	Committees – General	13-14
79	Suspension of Standing Orders	14
80 to 81	Casual Vacancy	14
82 to 83	Common Seal	15
84	Civic Receptions	15-16
85	Miscellaneous	16
86	Interpretation of Standing Orders	16
87	Matters not Covered by Standing Orders	16
88 to 89	Duration & Revocation of Standing Orders	16

DEFINITIONS

1. In these Orders “Council” means the County Council of the administrative County of Carlow.
2. “Member(s)” mean person(s) elected or chosen to the office of Councillor of the County of Carlow.
3. “Cathaoirleach” means the Councillor so elected at the Annual Meeting of the Council.
4. “Act of 2001” means the Local Government Act, 2001 (S.I. No. 37 of 2001) As Amended by the Local Government Reform Act, 2014.
5. “Chief Executive” means the Chief Executive for the Administrative County of Carlow, or in his/her absence, his/her duly appointed Deputy, for the purposes of Section 144 of the Local Government Act 2001 as amended by Section 54 of the Local Government Reform Act, 2014
6. “Meetings Administrator” means the person assigned responsibility for meetings administration, i.e. the Senior Executive Officer, Corporate Services, or in his/her absence, his/her duly appointed Deputy.
7. “Excluded day” means a day which is a Saturday, Sunday or public holiday (within the meaning given by the Organisation of Working Time Act, 1997) or any other day on which the principal offices of the local authority concerned are closed.
8. Unless otherwise specifically provided the word “month” when used in Resolutions of the Council, Standing Orders and Regulations of the Council, shall be deemed to mean a calendar month.

MEETINGS OF THE COUNCIL

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 held on the second Monday of each month. A schedule of Ordinary Meetings of the Council for the ensuing year shall be approved at each Annual Meeting.

ANNUAL MEETING

2. In every year in which a local election is held the Annual Meeting shall be held on the fourteenth day after the 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.

Where the fourteenth day is an excluded day the meeting shall be held on the next following day which is not an excluded day.

In every other year the Annual Meeting shall be on such day within the period 14 days either side of the anniversary of the first annual meeting.

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

The Council shall elect a Cathaoirleach and a Leas Cathaoirleach each year at its Annual Meeting from among the County Councillors, in accordance with Section 31 of the Act of

2001.

In an election year the Council shall publish a notice of its Annual Meeting in at least one newspaper circulating in its administrative area. The notice shall state the date of the annual meeting and specify the joint bodies and other bodies to which the Council is entitled to make appointments at that meeting or subsequently. The notice shall be in a form and published within the period prescribed by regulations.

In the case of an Annual Meeting in an election year and until the election of the Cathaoirleach at such meeting, the Chair for this period shall be taken by a Council member, or an employee of the local authority selected by the meeting for this purpose. Any member selected to chair an annual meeting under this subparagraph shall not have a second or casting vote and any employee of the local authority if so selected in accordance with this subparagraph shall not have any vote.

At an Annual Meeting in an election year the Meetings Administrator shall read out the names of persons duly elected as members of the Council. Subject to this the election of a Leas-Cathaoirleach shall be the first business of an Annual Meeting.

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

LOCAL AUTHORITY BUDGET MEETING

3. Local Authority Budget Meeting of Carlow County Council shall be held during the period prescribed by regulations for that purpose. (See Section 103(2)(b) of the Act of 2001).

SPECIAL MEETING

4. 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-Cathaoirleach, or by the Cathaoirleach on foot of a request in writing presented to him or her by any five members.

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

HOUR OF MEETING

5. The hour of meeting of the Council shall be 2.00 p.m. to 5.30 p.m. or at such other hour as may from time to time be fixed by resolution of the Council.

PLACE OF MEETING AND ADDRESS OF PRINCIPAL OFFICES

6. In so far as practicable the place for holding meetings of the Council shall be the principal offices of the County Council 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 and in the event of emergency circumstances (e.g. disaster, pandemic etc) the Cathaoirleach and Chief Executive may by agreement appoint an alternative location for a particular meeting.

The address of the principal offices for the purposes of these Standing Orders is County Offices, Athy Road, Carlow.

SUMMONING OF MEETING

7. A notification to attend a meeting, other than a County Council budget meeting shall (a) be sent by E mail or otherwise 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. The 3 clear days shall only exclude (i) normal day for receipt of the notice, and (ii) the day of the meeting.

A notification shall include or be accompanied by an Agenda listing the business to be transacted at the meeting. Subject to Standing Order 20 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 of 2001, or otherwise by law to be transacted at the meeting.

An Agenda which has been sent or delivered for this purpose may be altered (whether by way of addition, deletion or otherwise) if an Agenda specifying the alteration is delivered or sent to each member not less than 3 clear days before the day on which the meeting is to be held.

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

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.

Want of service or non-receipt of a notification by any member or lack of a signature or any other defect in the notification does not affect the validity of a meeting or of any act or thing done at the meeting.

For the purposes of this Standing Order “signature” includes a facsimile of a signature by whatever process reproduced or a printed version of the name of the meetings administrator.

PUBLIC NOTICE OF MEETING

9. 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.

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.

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

CONSTITUTION OF MEETINGS

10. The Chair shall be taken by the Cathaoirleach at a meeting of the Council within fifteen 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.
11. The names of the members attending shall be recorded in alphabetical order.
12. The quorum for a meeting of the Council shall be six members.

Whenever a meeting of the Council is abandoned owing to failure to obtain a quorum the names of those present at the time and place appointed for such meeting shall be recorded

by the Meetings Administrator and they shall for all purposes be deemed to have attended a duly constituted meeting.

If a quorum is not present within thirty 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

ORDER OF BUSINESS

13. 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) Votes of sympathy/congratulations
- (iii) Circulars
- (iv) Business prescribed by Statute, Standing Orders or Resolutions of the Council for transaction at such meeting.
- (v) Other business set forth in the Notice convening the meeting.
- (vi) Matters Arising from Minutes (to be considered after 4 o'clock break – maximum time allotted 15 minutes)
- (vii) Business remaining from last meeting (if any)
- (viii) Any correspondence or other business
- (ix) Notices of Motion in order to which they have been received. The Council shall take and consider Notices of Motion after 5 p.m.
- (x) Deputations shall not be received before 4.30pm (See No. 45)
- (xi) Presentations will be made after 5pm and confined to 10 minutes followed by 10 minutes of questions and Answers (not statements). The Cathaoirleach will thank the presenters on behalf of all the elected members
- (xii) With the permission of the Cathaoirleach, special matters shall be raised after 5.15 p.m. provided such matters have been discussed with him/her.
- (xiii) Any Other Business

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

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

CONFIRMATION OF MINUTES

14. Minutes of the proceedings of a meeting of the Council shall be drawn up by the Meetings Administrator.

The Minutes shall include -

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

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

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.

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.

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

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

NOTICES OF MOTION

15. Every Notice of Motion dated and signed by the Member or Members giving 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.

Every Notice of Motion, requiring a response from the Executive of the Council, shall be delivered to the Meetings Administrator at least ten clear days before the date of such meeting

16. If any Notice of Motion of which notice has been duly given relates to a matter normally dealt with by a Committee or comes within the terms of reference of any Committee or Committees, it shall be referred to such Committee or Committees as the Meetings Administrator may determine. Any dispute on such reference shall be determined by the Cathaoirleach.
17. No member shall be permitted to have more than three motions (including adjourned motions) on the Agenda for any one meeting and the name of a member shall not appear more than three times on the Agenda as proposer or co-proposer of motions 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.

MOTIONS TO AMEND OR REVOKE RESOLUTIONS

18. 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:

where Notice of intention to propose such alteration or revocation is signed by not less than nine members of the Council and is given in writing to the Meetings Administrator, at least ten clear days before the usual day for issuing the summons for the next meeting of the Council and

it shall be necessary for adoption of a motion to revoke or amend a resolution of the Council that not less than ten members [being not less than one-half of the total number of members of the Council] vote in favour and subject to such other requirements as may be specified in any statutory requirements.

A resolution may not be revoked at the meeting at which it has been adopted.

19. Subject to Standing Order 18 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.

MOTION FOR PURPOSE OF DEALING WITH URGENT BUSINESS

20. Notwithstanding any other provision of the 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, or a matter of urgent public interest, subject to the requirement that not less than nine members vote in favour of the matter being considered. It is also a requirement that when the motion is put that not less than nine members vote in favour and the motion must be passed.

The proposer of a motion not listed in the agenda and not in common form, shall, upon moving same, deliver a copy to the Chair and to each elected member.

ADJOURNMENT OF COUNCIL

21. 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.

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

MOTIONS AND AMENDMENTS

22. 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.
23. 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.
24. 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.
25. 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.

26. 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.
27. 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.

ORDER OF DEBATE

28. Except with the permission of the Chair no member shall address the Council for more than five 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.
29. No member who has spoken on a motion may move or second an amendment, but when an amendment is moved and seconded, a member who has already spoken on the original motion may speak on the amendment.
30. A member may speak more than once on the same motion or amendment for the purpose only of submitting a point of order or making a personal explanation. The Chair's decision in determining a point of order or personal explanation shall be final.
31. The Chair shall ascertain that a motion is seconded before the proposer is permitted to speak to it.
32. 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.
33. 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.
34. When two or more members at the same time offer to speak, the member called upon by the Chair shall have precedence.
35. A member while speaking shall address only the Chair.
36. A member speaking shall not be interrupted except upon a question of order, but may give way to a member desiring to make a personal explanation.
37. When a member seeks to make a point of order, the member then addressing the Chair shall give way until the question of order has been determined by the Chair, unless the former seeks to address the Chair upon the question of order.
38. The Chair is the sole judge of order in the Council and has authority to maintain order and enforce prompt obedience to his / her ruling. When during a debate the Chair rises, any member then speaking shall give way to the Chair.

DISORDERLY CONDUCT

39. 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.

40. 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.
41. 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.
42. 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.
43. No member shall address the Chair, unless from one of the seats reserved to the use of members.

DEPUTATIONS

44. The Council may by resolution decide to receive a deputation. Subject to the direction of the Chair, no more than two persons may speak on behalf of the deputation for not more than fifteen minutes in total, unless permitted by the Chair. No deputation shall be received before 4.30 p.m.

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 ten clear days before the date of the meeting at which the request for receipt of a deputation will be considered by the Council.

To avoid duplication between the County Council and Municipal District meetings, a deputation will only be received by either the County Council or relevant Municipal District and will not be received by both

The deputation may only be questioned by members of the Council but shall not be entitled to ask questions or to participate in any subsequent discussion or debate.

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

The Council may, by resolution, decide to receive a deputation without notice, provided two-thirds of the members present vote for the resolution.

QUESTIONS, VOTES AND DIVISIONS

45. Every question shall be determined by a show of hands or by roll call, at the discretion of the Cathaoirleach, 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.
46. Where the Chair has not formally declared the result of a vote, or is in doubt as to whether his / her declaration is right or wrong, s/he is entitled if s/he thinks fit to take a second vote

on the matter, especially if s/he considers that through some misunderstanding the first vote did not properly represent the sense of the meeting at that time.

47. Each member present at a meeting of the Council shall have a vote unless prohibited by any enactment.
48. 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).

ATTENDANCE OF PUBLIC AND MEDIA

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

Where the Council is of opinion that the absence of members of the public and representatives of the media from the whole or part of a particular meeting is desirable because of the special nature of the meeting or of an item of business to be or about to be considered at the meeting or for other special reasons, the Council may, by resolution in respect of which, at least ten 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.

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

Taking account of available space, the public shall be admitted subject to the following arrangements:

Each member of the Council shall allocate an admittance pass to one member of the public who shall be entitled to attend the next meeting of the Council for which the pass has been allocated.

51. 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.

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.

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.

52. 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.
53. Mobile phones to be switched off or on silent at meetings of the Council.

COMMITTEES

Strategic Policy Committees

54. The Strategic Policy Committees of the Council shall be :

Planning, Economic Development, Regeneration, Finance and ICT
Strategic Policy Committee.

Transportation, Environment, Emergency Services and Capital Projects Strategic
Policy Committee

Housing and Integration Strategic Policy Committee

Community Development, Recreation, Amenity, Sports, Arts & Culture, Libraries,
Museum & Heritage Strategic Policy Committee

55. The four Strategic Policy Committees (SPC) shall each consist of the following number of members elected from the following:

- Carlow County Council (26)
- Sectoral Nominees (20)
to be nominated by sectoral, community and other interest groups throughout the County of Carlow, such sectoral, community and other interest groups having first been selected by the Council in accordance with the relevant guidelines.

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.
Four committee members shall constitute a quorum.

56. The Council shall appoint a Chairperson to each of the Strategic Policy Committees from among the members of the Council to hold office for a minimum period of three years which may be renewed by the Council and subsequent Chairpersons shall be appointed by the Council from among the existing Council members of the Strategic Policy Committee.

57. The Chairperson 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 Chairperson and Council members of the Strategic Policy Committees shall be appointed by the formation of groups pursuant to Paragraph 18 of Schedule 10 of the Act of 2001. (See also the relevant guidelines)

58. Every member of the Council may be a member of one of the Strategic Policy Committees, but shall not be a member of more than two. Members are required to attend each meeting of the S.P.C. on which they have been nominated.

59. 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 Council and to advise the Council on those matters.

60. Each Strategic Policy Committee shall meet as often as required, circa four times a year, to deal with the business assigned to it, in accordance with Section 48 of the Act of 2001. The S.P.C. Chairperson and Director of Services will arrange and co-ordinate S.P.C. meetings.

Recommendations of a Strategic Policy Committee, subject to agreement of the Chairperson of the S.P.C., may be made to a Council meeting either by the Chairperson of the S.P.C. or the Director of Services.

Corporate Policy Group

61. The Cathaoirleach of the Council and the Chairperson of each 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, in accordance with Section 133 of the Act of 2001 as amended by Section 48 of the Local Government Reform Act 2014. Where for any period of time, a CPG does not contain a member from a Municipal District, a Municipal District Member for each Municipal District concerned shall be

- a. Selected by the Municipal District Members for such District or
- b. If the members fail to select a member the Cathaoirleach of that Municipal District will select the member
- c. If the Cathaoirleach of the Municipal District fails to select a member, the Cathaoirleach of the Council shall select a member

The Minister may issue policy guidelines to local authorities for the purpose of any provision of this Section

Municipal Districts

62. The Council shall be divided into three Local Electoral Areas known as Municipal Districts as follows :

Carlow Municipal District; Tullow Municipal District and
Muinebheag Municipal District

63. The members of the Council for each of the local electoral areas/ Municipal Districts contained in each of the three areas set out above shall be the members of the Municipal District for that area.

See Standing Orders for the Municipal District of Carlow, Municipal District of Tullow and the Municipal District of Muinebheag

Committees – General

64. 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.

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

66. 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, those vacancies shall be filled in accordance with the procedures set out in Paragraph 18 of Schedule 10 the Act of 2001 and the requirements of any other enactment will apply to appointments to committees.

67. 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.

68. 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.

69. Every Committee in the whole of its proceedings shall be governed by the Standing Orders

or Resolutions of the Council affecting such Committee.

70. 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.
71. 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, in accordance with arrangement set down in Standing Order No. 51, having regard to requirements relating to attendance of public. When confidential matters are under discussion Committees may decide to exclude such representatives from the meeting or the relevant portion of the meeting.
72. The relevant designated officer shall summon a meeting of any Committee at the request of the Chairperson 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.
73. 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.
74. In the absence of the Chairperson of a Committee, the Chair shall be taken by any Council member of the Committee agreed at the meeting.
75. The Chair of each Committee shall be responsible to the Council for the general management of the business entrusted to such Committee.
76. 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.
77. 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 of the Act of 2001}
78. 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.

SUSPENSION OF STANDING ORDERS

79. Subject to the provisions and requirements of the Act, or of any other enactment, any Standing Order, except Nos. 18, 20, 22 to 44 and 46 to 49 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. Paragraph 16(4)(g) of Schedule 10 of the Act of 2001.

CASUAL VACANCY

80. A casual vacancy shall be filled in accordance with Section 19 of the Act.
81. At meeting where casual vacancy is being filled in accordance with Section 19 of the Local Government Act, 2001, the outgoing member or their representative be allowed to attend and address the Council

COMMON SEAL

82. The Common Seal of the Council shall be kept securely in a safe place by the Meetings Administrator of the Council.
83. The Common Seal of the Council shall be affixed to all deeds and documents requiring the seal by the Chief Executive (Section 149(5) of the Act of 2001) and authenticated by the signature of the Cathaoirleach or of an employee of the Council nominated in writing for that purpose by the Chief Executive following consultation with the Cathaoirleach (Section 11(8) of the Act of 2001).

CIVIC RECEPTIONS

84. CIVIC RECEPTIONS/CIVIC HONOURS

Carlow County Council and Municipal District Receptions / Civic Honours

Decision to confer a civic honour is a Reserved Function LG Act 2001 as amended S 74 (3)

Proposed types of Civic Honours:

1. Freedom of Carlow - May only be bestowed by Carlow County Council in exceptional circumstances, to honour persons who have made a major and exceptional contribution to the life of the people of the County.
2. Civic Reception - To be bestowed by Carlow County Council and to honour significant and momentous achievement(s) by an individual, group or organisation at National or International level.
3. Municipal District Reception (Municipal Districts of Carlow, Tullow and Muinebheag) - These Receptions will be held at Municipal District Level and are for occasions where recognition is afforded to groups, individuals and organisations who bring honour and pride to their community, parish, district or County. Each Municipal District may hold one reception per annum – in the month of May. It is noted several individuals and/or groups/organisations can be recognised at each Reception.
4. Official Welcome - These are to mark a visit by distinguished individuals or groups. In such cases, the Council will extend an official welcome to such persons and will present an appropriate memento either by the Plenary Council (or the Cathaoirleach) or by the Municipal District (or the MD Mayor or Cathaoirleach)

Protocol to be followed for 1 and 2 above (Freedom of Carlow and Civic Receptions)

1. An elected member intending to propose the bestowal of a civic honour must first raise the matter in confidence with the Cathaoirleach.
2. The Cathaoirleach can only receive a proposal for a civic honour from an elected member of the Council which must be in writing with a citation.
3. The Cathaoirleach will list all proposals on the agenda of a CPG meeting and the CPG will consider each proposal and recommend to the full Council on the appropriate level of honour that should be bestowed and by whom (Plenary Council or Municipal District). The decision of the CPG to recommend bestowal, at either Plenary or Municipal District level, or not to bestow an award, shall be recorded in the minutes without reference being made to the member(s) who submitted, proposed or seconded the proposal.
4. The Council shall consider the recommendations of the CPG at the earliest next meeting of the Council, following the CPG meeting, at which there is time to give notice to members to enable full consideration of the matter. This matter to be considered, in committee, at the end of the Council Meeting. The decision of the Council to bestow civic honours at either Plenary or Municipal level, or not to bestow an award, shall be recorded in the minutes without reference being made to the member(s) who submitted, proposed or seconded the proposal.

Protocol to be followed for 3 above (Municipal District Receptions)

1. The Mayor / Cathaoirleach to invite nominations from the elected members of the Municipal District, giving at least two weeks' notice and a citation is required with each nomination. The Municipal District members will then consider, in committee, at the end of the next following Ordinary MD Meeting, the nominations received and any decision of the Municipal District to bestow a Municipal District Reception shall be recorded in the minutes without reference being made to the member(s) who submitted, proposed or seconded the proposal. The Municipal District members will also include any referrals received from the Plenary Council for a Municipal District Reception.

MISCELLANEOUS

85. 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 arrange for circulation of the Annual Report of each Board to the Council for consideration. (Section 141 of the Act of 2001).

INTERPRETATION OF STANDING ORDERS

86. The Cathaoirleach's ruling on any question, or his/her interpretation of the Standing Orders shall be final.

MATTERS NOT COVERED BY STANDING ORDERS

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

DURATION/REVOCATION OF STANDING ORDERS

88. These Revised Standing Orders shall come into operation on the 8th day of June 2020, and all Standing Orders previously made by the Council and not already revoked shall be revoked with effect as from that date.
89. The foregoing Standing orders shall continue in force until altered, amended, or repealed. The Council may, by resolution, for which at least ten members, i.e. being more than half of the total number of members of the Council vote in favour, amend or revoke standing orders and make new standing orders.