

COMHAIRLE CONTAE CHORCAI

CORK COUNTY COUNCIL



STANDING ORDERS

REGULATING THE PROCEEDINGS

OF THE COUNCIL

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APPLICATION OF STANDING ORDERS

1. All members must abide by the Standing Orders adopted by the Council. The Standing Orders apply to the whole of the meeting, including meetings or parts of meetings from which the public have been excluded. These Standing Orders apply to Council and Committee meetings.

INTERPRETATION

2. Throughout these Standing Orders, if not inconsistent with the context, the following terms shall have the meanings hereinafter assigned to them:-

“Mayor” shall mean the Mayor of the County of Cork.

“Chairperson” shall mean the Chairperson for the time being of a meeting of the Council or of a Committee, as the case may be.

“Chief Executive” shall mean the Chief Executive of Cork County Council.

“Secretary” shall mean the Senior Executive Officer, Corporate Services Department.

“Meetings Administrator” for meetings of the Council shall mean the Senior Executive Officer, Corporate Services Department.

“Excluded Day” shall mean a day which is a Saturday, Sunday or public holiday or any other day on which the principal offices of the Council are closed.

MEETINGS OF THE COUNCIL

3. 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 and fourth Monday of each month with the exception of August (when no meetings will be held) and December (when one meeting will be held on the second Monday). A schedule of Ordinary Meetings and Strategic Policy Committee Meetings of the Council for the ensuing year shall be approved at each Annual Meeting.

ANNUAL MEETING

4. 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 held on the fourth Friday of the month of June.

Whenever the Annual Meeting is for any reason not held on the appointed day, the Meetings Administrator shall, following consultation with the Mayor, or if the Office of Mayor is vacant or he/she is unable to act, with the Deputy Mayor, convene a meeting for a day which the Administrator considers to be the earliest convenient date for that purpose.

In an election year, Cork 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 Mayor, 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 Mayor at such meeting, the Chairperson for this period shall be taken by a member or an employee 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 Council 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 or persons duly elected as members of the Council. Subject to this, the election of a Mayor is to be the first business of an Annual Meeting and the next business, the election of a Deputy Mayor.

In the case of the Annual Meeting in an election year, the business to be transacted after the election of the Mayor and the Deputy Mayor 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,
- the fixing of the days for the first meetings of municipal district members for each of the eight municipal districts, so long as the day or days shall not be less than 10 days after the annual meeting of the Council and not be an excluded day.

LOCAL AUTHORITY BUDGET MEETING

5. A Council Budget Meeting shall be held during the period directed by the Minister for that purpose.

SPECIAL MEETING

6. A requisition to have a Special Meeting of the Council, as it relates to the functions and activities of the Council, may be made at any time by the Mayor or if the office of Mayor is vacant or the Mayor is unable to act, by the Deputy Mayor, or by the Mayor on foot of a request in writing presented to him or her by any five members.

Where the Mayor refuses or neglects to act on foot of a request within seven days of it being presented to him/her, the members making the request may convene a meeting.

A requisition shall be made in writing and be delivered by the Mayor, the Deputy Mayor or by the members making the requisition, as the case may be, to the Meetings Administrator or in his/her absence such other Officer as appointed by the Chief Executive. A requisition shall be signed by the person or persons making it, as the case may be, and shall contain as an agenda a statement of the business which it is proposed to transact at the meeting and 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.

On receipt of a requisition, the Meetings Administrator shall, unless it is a case to which the following subparagraph applies, issue a notification to members and give public notice for the Special Meeting required by the requisition.

Where a requisition specifies a day for the holding of a Special Meeting and an Ordinary Meeting of the Council is to be held on a day within the period of 10 days after the day on which the Meetings Administrator receives the requisition, the business stated in the requisition shall be considered at that Ordinary Meeting and the Special Meeting shall not be convened.

The Mayor of the County can at any time call a Special Meeting of the Council. A requisition, signed by the Mayor, shall contain as an agenda a statement setting out the business which it is proposed to transact at the meeting and 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.

HOOR OF THE MEETING

7. The meeting of the Council shall commence at 11.00 a.m. or at such other hour as may from time to time be fixed by resolution of the Council, or by statute, or in the case of a meeting called by the Mayor for which some other hour of meeting is named. All meetings of the Council shall terminate at 1.30 p.m. unless otherwise extended by a resolution of the Council which shall be passed not later than 1.15 p.m. This extension of time shall not extend past 2.00pm and this time period shall include discussion on Any Other Business matters.

PLACE OF THE MEETING AND ADDRESS OF PRINCIPAL OFFICES.

8. The place for holding meetings of the Council shall be the principal offices of the 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.

The address of the principal offices for the purposes of these Standing Orders is as follows:-

County Council Meetings: - County Hall, Cork.

Northern Divisional Committee Meetings: - Council Offices, Annabella, Mallow, Co. Cork.

Southern Divisional Committee Meetings: - County Hall, Cork.

Western Divisional Committee Meetings: - Council Offices, Kent Street, Clonakilty, Co. Cork.

Strategic Policy Committee Meetings:

S.P.C. 1 – Planning & Strategic Development - Director of Planning, County Hall, Cork.

S.P.C. 2 – Environment -Director of Environment, Environment Department, Inniscarra, Co. Cork.

S.P.C. 3 – Economic Development & Enterprise - Director of Economic Development, Community & Tourism, County Hall, Cork.

S.P.C. 4 – Tourism - Director of Economic Development, Community & Tourism, County Hall, Cork.

S.P.C. 5 – Housing -Director of Housing, County Hall, Cork.

S.P.C. 6 – Roads & Transport -Director of Roads, Council Offices, Annabella, Mallow, Co. Cork.

S.P.C. 7 – Social Inclusion & Community -Director of Economic Development, Community & Tourism, County Hall, Cork.

S.P.C. 8 – Arts, Culture & Languages -Arts Officer, County Hall, Cork.

SUMMONING OF MEETING

9. A notification to attend a meeting, other than a Council budget meeting shall (a) be sent or delivered to each member of the Council [in either hard copy or electronically], (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 the normal day for receipt of the notice, and 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 25, 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.

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 6, a copy of the requisition shall be sent with the notification.

- 10 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 Council. 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 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

- 11 Public notice of the place, date and time of a meeting other than a Council Budget Meeting shall be displayed not less than 3 clear days before the day of the meeting in or at the principal offices of Cork County Council, as outlined in Standing Order 8, 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 6, the Agenda shall include or be accompanied by a copy of the requisition.

Subject to any arrangements as it may make, Cork County Council shall supply a copy of a public notice and agenda to the media.

CONSTITUTION OF MEETINGS

12 The Chair shall be taken by the Mayor at a meeting of the Council at the time appointed for such meeting or in his/her absence by the Deputy Mayor 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 Mayor or the Deputy Mayor.

13 The chair being taken, the Meetings Administrator shall thereupon call the Roll of the members, and each member shall sign his/her name in the Attendance Book.

14 The quorum for a meeting of Cork County Council is fifteen (one-fourth of the total number of members of the Council plus one. Where one-fourth of the total number of members is not a whole number, the quorum is the next highest whole number plus one).

If, at any stage during a meeting of the Council, any member or the Meetings Administrator draws to the attention of the Mayor that a quorum is not present, the Meetings Administrator shall, after an interval of ten minutes, call the Roll, and shall record the names of the members in attendance; and if it shall appear upon such calling of the Roll that less than fifteen members of the Council are present, the Council shall rise, and the meeting shall stand adjourned to a day to be then named by the Mayor.

Once it has been determined that a quorum is present, the members will rise for recitation of the prayer by the Mayor.

15 The use of mobile phones shall not be permitted by members at meetings of the Council and all mobile phones shall be switched off prior to entering the Council Chamber.

ORDER OF BUSINESS

16 The Order of Business at all meetings, other than Annual Meetings, Budget Meetings and Special Meetings shall, subject to the provisions of any enactments, be as follows (subject to the subparagraph following):-

- a) Consideration of the Minutes of the last meeting of the Council with a view to their adoption and confirmation but the discussion thereon shall be strictly confined by the Mayor to the accuracy of the Minutes under discussion and no other matter shall be relevant or entertained by the Mayor.
- b) With the prior permission of the Mayor, members of the Council may move (without notice) votes of sympathy to the relatives of (i) member or employees of the Council, (ii) dignitaries of Church or State or (iii) members of the old I.R.A. and Cumann na mBán.
- c) Business prescribed by statute to be transacted at the meeting.
- d) Any financial business required to be done at the meeting.
- e) Reports and recommendations of Committees of the Council.
- f) Reports and recommendations of officers of the Council.
- g) Correspondence from Government Departments.
- h) Notices of motion in the order in which they have been received.
- i) The consideration of any matter of urgency or importance which may be brought forward by the Mayor or any other member on written notice and with the prior permission of the Mayor.
- j) Correspondence from other local authorities and Public Bodies in so far as it relates to the powers, functions and duties of the Council.
- k) With the prior permission of the Mayor, members of the Council may move (without notice) votes of congratulations.
- l) Any other business.

The Council may at any meeting vary the order of business as appearing on the Agenda in order to give precedence to any business of special urgency provided a proposal to that effect is first formally proposed and seconded and passed by two-thirds of the members present and voting providing always that such decision shall not affect any business required by statute to be done before any other business at the meeting.

No business not specifically mentioned in the Agenda for any meeting shall be dealt with at such meeting until all the business specifically set forth in the Agenda for such meeting is disposed of, if any five members of the Council present at such meeting object to any such business being sooner dealt with. Provided always, that in dealing with any business not specifically mentioned in the Agenda for any meeting the Council shall not enter into nor undertake any financial commitment. This Standing Order shall not be liable to suspension under Standing Order No. 26.

Matters to be raised under "Any Other Business" shall be brought to the attention of the Mayor and the Meetings Administrator before the meeting commences.

At Special Meetings of the Council only the business specified in the notice convening the meeting shall be transacted thereat.

CONFIRMATION OF MINUTES

17 Minutes of the proceedings of a meeting of the Council shall be drawn up by the Meetings Administrator. The Minutes shall include:-

- the date, place and time of the meeting,
- the names of the members present at the meeting,
- the names of the senior employees of the Council present at the meeting,
- reference to any report submitted to the members at the meeting,
- where there is a roll call vote, the number and names of members voting for and against the motion and of those abstaining,
- particulars of all resolutions passed at the meeting,

- 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 Council at least three days before the meeting at which same are to be considered, whereupon they shall be taken as read.

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.

Any member may, with the prior permissions of the Mayor, ask a question for the purpose of eliciting information as to the position relating to any matter contained in the minutes of proceedings which were adopted and confirmed at the commencement of the meeting. Such questions must be as brief as possible and the Mayor shall not allow nor entertain any discussion, debate, motion or decision by the Council on the question or answer thereto. Supplementary questions may be put only for the further elucidation of the information requested and shall be subject to the ruling of the Chairperson both as to relevance and as to number. Not more than fifteen minutes shall be allowed by the Mayor for questions raised by members under this Standing Order and said questions will be dealt with under Any Other Business.

When minutes of proceedings shall have been adopted and confirmed by the Council, it shall not be in order for any member of the Council to question their accuracy nor seek their amendment at subsequent meetings.

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 will be posted on the Council's website.

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

18 All Notices of Motion shall be forwarded in writing to the Meetings Administrator or electronically to corporate.affairs@corkcoco.ie so as to be received at the latest by 10.00am on the Monday prior the meeting. Notices of Motion received after this time will be placed on the Agenda for the meeting following the next meeting of the Council.

Every notice of motion shall be dated and signed by the member or members giving it and shall be recorded in the order of their receipt and shall appear on the Agenda in that order, subject to motions which have direct relevance to the business and activities of the Council taking precedence over others.

19 At Ordinary Meetings of Council, no member shall be permitted to have more than one motion (including adjourned motions) on the Agenda for any one meeting.

20 The Mayor, following consultation with the Meetings Administrator and the member responsible for the motion, shall have discretion to refer to a Committee or Municipal District meeting any motion which is not relevant to the business as set out on the Agenda or is more appropriately considered by a committee of the Council or by a Municipal District.

21 The Mayor, following consultation with the Meetings Administrator and the member responsible for the motion, shall have the discretion to refuse or amend any motion to secure compliance with these Standing Orders.

22 The Mayor, following consultation with the Meetings Administrator and the member responsible for the motion, shall have discretion to refuse any motion which is referring to a topic covered by a motion discussed by the Council in the previous 6 months.

23 A Notice of Motion which refers to a current planning application shall not be permitted on the Agenda except in instances where there is a statutory requirement to do so.

MOTIONS TO AMEND OR REVOKE RESOLUTIONS

24 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 one-third of the total membership of the Council. A resolution may not be revoked at the meeting at which it has been adopted.

It shall be necessary for adoption of a motion to revoke or amend a resolution of the Council that not less than two thirds of the members present and voting at the meeting vote in favour and subject to such other requirements as may be specified in Standing Orders and to any statutory requirements.

MOTION FOR PURPOSE OF DEALING WITH URGENT BUSINESS

25 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 one half of the total number of the members of the authority vote in favour.

SUSPENSION OF STANDING ORDERS

26 Subject to the provisions and requirements of any enactment, any Standing Orders, except nos. 24 and 56 - 57 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 a two-thirds majority of members present and voting shall be necessary to carry any such motion and provided that at least one half of the members of the whole Council are present at the time. Suspension of standing orders should typically be for issues of importance that have arisen since the last day for submitting motions for the meeting. Such matters shall be dealt with at 1.00pm.

ADJOURNMENT OF COUNCIL

27 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 three 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.

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

MOTIONS AND AMENDMENTS

29 A motion, notice of which stands in the Agenda, may be withdrawn by the member who submitted the motion with the approval of the meeting.

30 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 stand adjourned to the next meeting and if not then proposed or disposed of, it shall not again be listed on the agenda except upon a fresh notice of motion. A motion or an amendment when not seconded is dropped.

- 31 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.
- 32 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, (d) that the consideration of the question be postponed. An amendment shall not be in order if it is equivalent to a direct negative or if it is not in fact an amendment to the motion if purports to amend.
- 33 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.
- 34 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.
- 35 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 Mayor rules it to be substantially the same as an amendment already lost.

36 The Mayor may put any question to the vote whenever he is satisfied that the matter has been fully debated.

ORDER OF THE DEBATE

37 Except with the permission of the Chairperson the proposer of the motion shall not address the Council for more than three minutes and subsequent speakers shall be limited to two 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 Chairperson and when the proposer replies, the debate on the motion is closed. The proposer, in replying, shall be limited to two minutes.

38 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.

39 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 Chairperson's decision in determining a point of order or personal explanation shall be final.

40 The Chairperson shall ascertain that a motion is seconded before the proposer is permitted to speak to it.

41 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 one

question.

- 42 Any member who has not already spoken in the debate on a motion may, with the permission of the Chairperson, move “that the question be now put”, but may not speak for more than two minutes and if the motion be seconded, it shall be seconded without a speech and the Chairperson shall call on the mover of the vote. If carried, the Chairperson shall call on the mover of the original motion to exercise his right of reply as provided in Standing Order No. 37 and subject thereto put the original motion to the vote.
- 43 When two or more members at the same time offer to speak, the member called upon by the Chairperson shall have precedence.
- 44 A member while speaking shall only address the Chairperson.
- 45 No member shall address the Chairperson, unless from one of the seats reserved to the use of members.
- 46 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
- 47 When a member seeks to make a point of order, the member then addressing the Chairperson shall give way until the question of order has been determined by the Chairperson, unless the former seeks to address the Chairperson upon the question of order.
- 48 The Chairperson 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 Chairperson rises, any member then speaking shall give way to the Chairperson.

DISORDERLY CONDUCT

- 49 If, in the opinion of the Chairperson, any member has been or is disorderly by persistently disregarding the ruling of the Chairperson, or by behaving irregularly, improperly or offensively or by otherwise obstructing the business of the meeting and the Chairperson has conveyed this opinion to the members present by naming the member concerned, then the Chairperson or any other member may move “that the member named leave the meeting” and the motion if seconded shall be put and determined without discussion.
- 50 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.
- 51 Where in the opinion of the Chairperson 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 Chairperson may adjourn the meeting for such period as he or she considers necessary in the interests of order.
- 52 Where at a meeting it has been resolved in accordance with Standing Order 49 that a member leave a meeting and the Chairperson adjourns a meeting under Standing Order 51 because the member refused to leave and it has been resolved by a further resolution that the member was the cause of the meeting being so adjourned the provisions of Section 13 of Schedule 10 of the Local Government Act 2001 as amended by section 57 (d) of the Local Government Reform Act 2014 **shall be activated**. These provisions allow for reductions in a member’s remuneration and expense allowances and also for the possible suspension of the member concerned.

DEPUTATIONS

- 53 A request to the Council to receive a deputation on any matter relating to the powers functions and duties of the Council shall be by notice of motion which shall specify the nature of the matters to be raised by the deputation. Such notice of motion shall

only be submitted for the first meeting of each quarter of the Council. The Council shall go into Committee in order to receive a deputation.

54 Unless the Council otherwise decides, no deputation shall be heard at a meeting of the Council on any matter normally dealt with by a Committee of the Council but shall be referred to the appropriate Committee or referred to a Municipal District as appropriate.

55 Not more than two members of a deputation shall be permitted to address the Council and the time allotted to each deputation for addressing the Council shall not in any case exceed six minutes after which the deputation shall withdraw without any further discussion and the Council shall proceed with the next business on the Agenda.

A written response on the deliberations of Council shall be issued to the Deputation.

QUESTIONS, VOTES AND DIVISIONS

56 Unless where otherwise provided by these orders, or by law, a majority of members present and voting shall suffice to carry any motion or amendment and in case of equality of votes the Chairperson shall have, in accordance with law, a second or casting vote in addition to any vote to which he is otherwise entitled. Provided always that the Chairperson may at his discretion refrain from exercising his casting vote in which case the question shall not be deemed to be decided or negatived and may be raised by any member on a fresh notice of motion at a subsequent meeting.

57 Each member present at a meeting of the Council shall have a vote unless prohibited by any enactment and shall exercise such vote from the seat reserved for that members use.

ATTENDANCE OF PUBLIC AND MEDIA

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

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

Meetings of the Development Committee and meetings of the Strategic Policy Committees are held “in Committee” and members of the public and representatives of the media are precluded from attending these meetings.

59 Members of the public and representatives of the media will occupy the parts of the Council Chamber allotted to their use.

60 Members of the public shall be seated and maintain silence and observe any directions given by the Chairperson.

61 In the case of a general disturbance in any part of the Council Chamber open to the public, the Chairperson shall order that part to be cleared.

If a member of the public interrupts a meeting at any time or endeavors, without the permission of the Council to address a meeting, the Chairperson shall warn him or her and if the interruption continues shall order that person’s removal.

62 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.

63 The use of mobile phones shall not be permitted by members of the public and media at meetings of the Council and all mobile phones shall be switched off prior to entering the Council Chamber.

COMMITTEES

64 Strategic Policy Committees

The Strategic Policy Committees of the Council shall be:-

S.P.C. 1 – Planning & Strategic Development

S.P.C. 2 – Environment

S.P.C. 3 – Economic Development & Enterprise

S.P.C. 4 – Tourism

S.P.C. 5 – Housing

S.P.C. 6 – Roads & Transport

S.P.C. 7 – Social Inclusion & Community

S.P.C. 8 – Arts, Culture & Languages

65 The Membership of the Strategic Policy Committees shall be as follows:-

S.P.C. 1 – Planning & Strategic Development– 14 Councillors and 7 Sectoral Reps.

S.P.C. 2 – Environment – 14 Councillors and 8 Sectoral Reps.

S.P.C. 3 – Economic Development & Enterprise – 14 Councillors and 9 Sectoral Reps.

S.P.C. 4 – Tourism – 14 Councillors and 8 Sectoral Reps.

S.P.C. 5 – Housing – 14 Councillors and 7 Sectoral Reps.

S.P.C. 6 – Roads & Transport – 14 Councillors and 10 Sectoral Reps.

S.P.C. 7 – Social Inclusion & Community -13 Councillors and 8 Sectoral Reps.

S.P.C. 8 – Arts, Culture & Languages – 13 Councillors and 8 Sectoral Reps.

The sectoral, community and other interest groups will have 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, where practicable, for the period of the life of the Council appointing them. Where necessary, amendments to membership will be approved by full Council.

The quorum for a Strategic Policy Committee shall be the membership of that Committee divided by three, any fraction being disregarded, subject to such quorum being not less than three members.

- 66** The Council shall appoint a Chairperson to each of the Strategic Policy Committees from among the members of the Council to hold office for the life of the Council. In the event of resignation of the Chairperson of the Strategic Policy Committee, subsequent Chairperson shall be appointed by the Council from among the existing Council members of the relevant Strategic Policy Committee.
- 67** 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 Local Government Act, 2001.
- 68** Every member of the Council shall be a member of two Strategic Policy Committees.
- 69** 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.
- 70** Each Strategic Policy Committee shall meet as often as required, and at least four times a year, to deal with the business assigned to it. Members of the public and representatives of the media are precluded from attending meetings of the Strategic Policy Committees.

CORPORATE POLICY GROUP

- 71 The membership of the Corporate Policy Group shall be the Mayor, the Chairpersons of the Strategic Policy Committees and where for any period of time the group does not contain a member from a municipal district, a municipal district member for each municipal district. This member shall be selected by the municipal district members for the district concerned or failing such selection, the Chairperson of the municipal district concerned or such other members as the Chairperson may select.
- 72 The policy group shall advise and assist the council in the formulation, development, monitoring and review of policy for the Council and shall provide a forum for discussion of policy affecting the whole Council and shall report to Council. The Corporate Policy Group shall meet as often as required.

GENERAL

- 73 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 the life of the Council unless otherwise decided by Council.
- 74 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.
- 75 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.
- 76 Every Committee in the whole of its proceedings shall be governed by the Standing Orders or Resolutions of the Council affecting such meetings.

- 77 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.
- 78 Save for meetings of the Corporate Policy Group, Development Committee and Strategic Policy Committees and such other Committees as the Council 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.
- 79 The meetings administrator 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.
- 80 The Mayor shall be ex-officio a member of every Committee except those where membership is fixed by Statute. Such ex-officio membership shall continue for a period of twelve months after the members shall have ceased to be Mayor or until he or she shall have ceased to be a member of the Council whichever is the shorter period.
- 81 In the absence of the Chairperson of a Committee, the Chairperson shall be taken by any Council member of the Committee agreed at the meeting.
- 82 The Chairperson of each Committee shall be responsible to the Council for the general management of the business entrusted to such Committee.
- 83 The Council may resolve itself into a Committee of the whole Council for the transaction of business to be specified in the Resolution.

84 The decisions of the Committees of the Council shall not become binding, except where otherwise provided by Statute or in these 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.

85 The quorum for a Committee Meeting (including Divisional Committees) shall be the membership of that Committee divided by three, and any fraction being disregarded, subject to such quorum being not less than three members.

DISCLOSURE OF PECUNIARY OR OTHER BENEFICIAL INTERESTS

86 Where, at a meeting of the Council or of any committee, joint committee or joint body of the Council, a resolution, motion, question or other matter is proposed or otherwise arises either as a result of any of its functions under any enactment or as regards the performance by the Council, committee, joint committee or joint body of any of its functions under this or any other enactment, then, a member of the Council, committee, joint committee or joint body present at such meeting shall, where he or she has actual knowledge that he or she or a connected person [i.e. a brother, sister, parent or spouse of the member or a child of the member or of their spouse] has a pecuniary or other beneficial interest in, or which is material to, the matter,

- Disclose the nature of his or her interest, or the fact of a connected person's interest at the meeting, and before discussion or consideration of the matter commences,
- Withdraw from the meeting for so long as the matter is being discussed or considered,
- Take no part in the discussion or consideration of the matter and shall refrain from voting in relation to it.

87 There shall be recorded in the minutes of any meeting referred to in Standing Order No. 86 a reference to any disclosure made and of any subsequent withdrawal from the meeting.

88 A member of the Council or of any committee, joint committee or joint body of the Council shall neither influence nor seek to influence a decision of the Council in respect of any matter which he or she has actual knowledge that he or she or a connected person has a pecuniary or other beneficial interest in, or which is material to, any matter which is proposed, or otherwise arises from or as regards the performance by the Council of any of its functions under any enactment

MOTIONS OF SYMPATHY/ADJOURNMENTS

89 (a) Death of Sitting member :- Special meeting of Council

(b) Interment of former member/near relative
of member / senior official taking place on
the day of a Council meeting:- Meeting adjourned until the
following day unless decided
otherwise by Council-

CASUAL VACANCY

90 Where a casual vacancy occurs in the Council, and the member causing the casual vacancy was a non-party candidate at his or her election to the Council, the vacancy will be filled as follows:-

- Within 21 days of the next Local Election, or such longer time as approved by Council, the non-party member elected to the Council will nominate a panel of three substitutes in order of preference for filling of the casual vacancy.
- For the purpose of nomination and co-opting, the Mayor of the day shall nominate the first preference on the panel of substitutes and such nomination shall be seconded by the Deputy Mayor.

- Where a non-party candidate does not provide a list of preferred nominees, the casual vacancy shall be filled by the Council.”

OFFICIAL SEAL OF THE COUNCIL

- 91 The official seal of the Council shall be kept in some safe place secured by two different locks. Duplicate keys of one of the said locks shall be held by the Mayor of the Council and by a member of the Council duly nominated for that purpose by the Council. Duplicate keys of the other said lock shall be held by the Chief Executive and /or the Senior Executive Officer, Corporate Services.
- 92 All deeds and other documents relating to any reserved function of the Council to which the official seal of the Council shall require to be affixed shall be sealed in pursuance of a resolution of the Council and in the presence of the Mayor and of the Senior Executive Officer, Corporate Services.

AMENDMENT AND REVIEW OF STANDING ORDERS

- 93 Subject to the provisions of any statute governing the procedure of local authorities, the Council may by resolution on notice of motion signed by three members amend any one or more of these Standing Orders or may review all these Standing Orders. Notwithstanding the foregoing any proposal to amend or review these Standing Orders within twelve months of their adoption shall comply with the provisions of Standing Order Number 24.

MISCELLANEOUS

- 94 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.
- 95 From and after the date hereof all the Standing Orders heretofore in existence with reference to any of the several matters and things dealt with by these Orders shall be and are hereby repealed.

Made under the Official Seal of the County Council of the County of Cork, this
11th day of July, 2016.

Present when the Official Seal of the County Council was affixed:-



SEAMUS MCGRATH, M.C.C.
MAYOR



SEÁN O'CALLAGHAN
SENIOR EXECUTIVE OFFICER



