



## **SUPPLEMENTARY STANDING ORDERS REGULATING THE PROCEEDINGS OF CORK COUNTY COUNCIL IN HOLDING REMOTE MEETINGS.**

### **Purpose**

These supplementary Standing Orders allow for remote meetings of Cork County Council and its committees in light of the designation of Cork County Council in the Civil Law and Criminal Law (Miscellaneous Provisions) Act 2020 (Section 29) (Local Authorities) (Designation) Order 2020 (S.I. No. 445 of 2020) and are to be read as supplementary to Standing Orders Regulating the Proceedings of Cork County Council dated 11<sup>th</sup> of July 2016.

### **Remote Meetings**

1. Given the designation of local authorities, the meetings of Cork County Council may now be held at:

- County Hall, Cork
- an external venue used to accommodate meetings of the Council
- one or more Council buildings or rooms, linked remotely
- an electronic, digital or virtual location, web address or a conference call telephone number
- a combination of the above to provide for physical and/or remote attendance by Elected Members.

### **Management of Remote Meetings**

2. Members should notify the Meetings Administrator in advance if they intend to attend the meeting remotely.

3. Any Member participating in a meeting remotely must, when they are speaking, be able to be heard and seen by all other Members in attendance, and the remote participant must, in turn, be able to hear and see those other Members participating except and save where telephone voting is permitted under standing order no. 15.

4. The Chairperson will at the outset, and at any reconvening of a meeting, call a roll call of participating Members and ensure that they can hear and see those in attendance. Any

Member participating remotely should also confirm at the outset and at any reconvening of the meeting that they can hear and, see the proceedings. Members should inform the Chairperson, Meetings Administrator or designated person by way of phone call or text message if they lose connection to the meeting.

5. The attendance of those Members at the meeting will be recorded by the Meetings Administrator.

6. The normal quorum requirements for meetings as set out in the Council's Standing Orders will also apply to a remote meeting. Members attending physically and remotely will together constitute a quorum.

7. Each Member participating remotely has personal responsibility to ensure and confirm to the Meetings Administrator that there are no other persons present who are not entitled to be either hearing or seeing consideration of such items, and/or recording the proceedings, in accordance with standing orders that apply.

8. Subject to compliance with General Data Protection Regulations (GDPR), the Meeting Administrator may facilitate the recording of the meeting for the purposes of taking minutes. However, this recording shall only be used for this purpose and will be deleted once the minutes are agreed.

### **Meeting Procedures**

9. The Meetings Administrator will coordinate the facilitation of the meeting. An appropriate official will assume responsibility for controlling the conferencing technology employed for remote access and attendance, and to administer the Member interaction, engagement and connections on the instruction of the Chairperson.

10. Members should allow sufficient time to establish a connection prior to the commencement of the meeting to allow themselves and the Meeting Administrator the opportunity to test the connection.

11. The Chairperson, at the beginning of the meeting, will explain the protocol for Members' participation. The Chairperson's ruling during the debate will be final.

12. Members who wish to speak should use the notification process as directed by the Chairperson, and then speak when invited.

13. The rules of debate as set out in existing standing orders will apply.

## **Voting**

**14.** A vote taken remotely in accordance with the Standing Orders of the local authority constitutes a valid vote towards the decision of the Council.

**15.** Where a member loses connectivity during a statutory vote, every effort will be made to re-establish a connection. If a connection cannot be restored within a reasonable timeframe every effort should be made to allow the Member to vote by telephone call from the Meetings Administrator or designated person, and confirmed by speaking to the Chairperson, and the vote recorded accordingly.

## **Leaving a Remote Meeting**

**16.** Members leaving the meeting should make every effort to inform the Chairperson by the appropriate means that they are exiting the meeting to ensure there is a Quorum remaining and so that it is not presumed to be a loss in connectivity.

## **Declaration of Interests**

**17.** Any Member participating in a remote meeting who declares a disclosable pecuniary or other beneficial interest, under Part 15 of the Local Government Act 2001, in any item of business that would normally require them to leave the room, must also leave the remote meeting, advising the Chairperson and Members at the time of departure and this shall be recorded in the minutes. Their departure will be confirmed by the Meetings Administrator, who will invite the relevant Member by telephone call or text message to re-join the meeting at the appropriate time.

## **Attendance of Public and Media at a Remote Meeting**

**18.** Members of the public and media may be present at a remote meeting which is not webcast live but must maintain silence and observe any directions given by the Chairperson or by any employee in attendance.

**19.** Members of the media and public should give prior notice of joining virtually in accordance with agreed local arrangements. To manage numbers and attendance, the Meetings Administrator may consider utilising electronic invitations compatible with the platform in use.

**20.** Where the authority is webcasting live, attendance of public and media is via that means.

## **Meetings in Committee**

**21.** In line with the provisions of Section 45 of the Local Government Act 2001, the Council may by resolution decide to meet in committee for the whole or part of the meeting concerned.

**22.** Should the Council elect to meet in Committee for some or all of the meeting the Meetings Administrator or designated person will ensure that there are no members of the public or media in remote attendance or remotely accessing the meeting or are able to hear or see the proceedings once the exclusion has been agreed by the meeting.

Where the Council has by resolution decided to meet in committee for the whole or part of the meeting concerned, each Member participating remotely has personal responsibility to ensure and confirm to the Meetings Administrator that there are no other persons present who are not entitled to be either hearing or seeing consideration of such items, and/or recording the proceedings.

**23.** Corporate Policy Group (CPG) will advise how meetings of Cork County Council and its committees are to be convened and whether meetings will be held by Members attending in person, or by Members attending remotely or by a combination of in person and remote attendance by Members.

Made under the Official Seal of the County Council of the County of Cork on \_\_\_\_\_

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

\_\_\_\_\_  
Cllr Mary Linehan -Foley, M.C.C  
Mayor of the County of Cork.

\_\_\_\_\_  
Mairéad Lucey,  
Senior Executive Officer.