



Comhairle Contae **Lú**  
**Louth** County Council

**STANDING ORDERS**  
**OF**  
**LOUTH COUNTY COUNCIL**  
**including**  
**LOUTH STRATEGIC POLICY COMMITTEE**  
**LOUTH CORPORATE POLICY GROUP**  
**MUNICIPAL DISTRICTS OF LOUTH**

**Adopted 21<sup>st</sup> June 2024**

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## **LOUTH COUNTY COUNCIL STANDING ORDERS**

### **Meetings of the Council**

1. Unless upon any occasion when it is otherwise fixed by statute or by resolution of the Council, the Ordinary Meetings of the Council shall be as follows:
  - The third Monday of each month

This excludes the month of August in which no meetings are held,

Where the scheduled day for a County Council Meeting is an excluded day, the meeting shall be held on the fourth Monday of the month.

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

[Paras. 2(4) and 16(4)(a), Sch. 10]\*

### **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, in May or June, as appointed by resolution but within 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-Chathaoirleach, convene a meeting for a day which the administrator considers to be the earliest convenient date for that purpose

In an election year Louth County Council publishes 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

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\* Note: All references to paragraphs, Schedules or sections of, or to the 'Act', are to the Local Government Act, 2001.

meeting will be the election of the Cathaoirleach and specify the joint bodies and other bodies to which the local authority 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.

At an Annual Meeting in an election year the meetings administrator shall read out the names of persons duly elected as members of Louth County Council. Subject to this, the election of a Cathaoirleach is to be the first business of an Annual Meeting and the next business, the election of a Leas-Cathaoirleach.

In the case of the Annual Meeting in an election year the business to be transacted after the election of the Cathaoirleach and the 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 Louth County Council

### **Louth County Council Budget Meeting**

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

[Para. 5, Sch.10]

### **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.

The required number of signatures is 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.

Where an ordinary meeting of the local authority is to be held on a day within the period of 10 days after the day on which the meetings administrator 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 provisions of paragraph 6 of Sch. 10 apply in relation to calling of such meeting.

[Para.6, Sch. 10]

\*In the case of a meeting being requisitioned under section 140 or convened under section 34 or 146 the relevant section applies in relation to such meeting.

### **Hour of Meeting**

5. The hour of meeting of the Council shall be 10.00hrs or at such other hour as may from time to time be fixed by resolution of the Council. The Council shall rise not later than 13.30hrs... **Note 4**

### **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 Louth 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.

The address of the principal offices of Louth County Council for the purposes of these Standing Orders is County Hall, Millenium Centre, Marshes Lower, Dundalk, Co. Louth, A91 KFW6..... **Note 5**

[Paras. 2 and 15(4), Sch.10]

Where the place of the meeting allows and Members agree Meetings may also be held remotely, or a hybrid in-person / online meeting may be held. This is subject to resolution of Members and conditional on IT facilities and equipment being sufficient to enable all attending Members to clearly hear, be heard and contribute to the same level as if physically present at the meeting. Where a member intends to participate remotely, notice must be given to the Meetings Administrator in accordance with Appendix 1.

All attendees at remote / hybrid meetings must adhere to a meetings etiquette which will issue with the meeting invite and be read out by the Meetings Administrator at commencement of each hybrid or remote meeting.

## **Summoning of Meeting**

7. A notification to attend a meeting, other than a local authority budget meeting shall (a) be sent or 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.

In the case of a draft budget plan meeting, at least 7 days' notice shall be given.

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 Louth County 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 of any act or thing done at the meeting.

For the purposes of this Standing Order "signature" includes an e-signature or facsimile of a signature by whatever process reproduced or a printed version of the name of the meetings administrator.

[Para. 7, Sch. 10]

## **Public Notice of Meeting**

9. Public notice of the place, date and time of a meeting other than a 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.

**Note 6**

A copy of the public notice and agenda will be uploaded on the Louth County Council website and a link provided to the media and public on request.

[Para. 8, Sch. 10]

**Constitution of Meetings**

- 10. The Chair shall be taken by the Cathaoirleach at a meeting of the Council within fifteen (15) minutes after the time appointed for such meeting or in his / her absence by the Leas-Chathaoirleach 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-Chathaoirleach.

**Note 7**

- 11. The names of the members attending shall be recorded in the attendance register.

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**Note 8**

[Para. 15, Sch. 10]

- 12. The quorum for a meeting of a Louth County Council is 9 Members **Note 8**

If a quorum is not present within fifteen (15) 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

**Note 9**

[Para. 11, Sch. 10]

Whenever a meeting of council members 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

## **Order of Business**

- 13.** The Order of Business at all meetings other than Annual Meetings and Special Meetings shall, subject to the provisions of any enactments, be as follows:
- (i) Confirmation of Minutes.
  - (ii) Consideration of Reports and Recommendations.
  - (iii) Business prescribed by Statute, Standing Orders or Resolutions of the Council for transaction at such meeting.
  - (iv) Other business set forth in the Notice convening the meeting.
  - (v) Notices of Motion.
  - (vi) Correspondence.

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 Louth County 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 Louth County Council.

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 local authority and any person may inspect and make a copy of, or abstract from, the minutes during the usual office hours of the authority.

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

[Para. 14, Sch. 10]

The minutes shall be maintained on Louth County Council website once confirmed.

- 15.** Every Notice of Motion or Question submitted by the Member or Members giving it shall be delivered to the meetings administrator by email to [meetingsadministrator@louthcoco.ie](mailto:meetingsadministrator@louthcoco.ie) and shall be recorded in the order of their receipt and shall appear on the Agenda in that order.

Only a Notice of Motion or Question which has been delivered to the meetings administrator no later than 1700hrs on the fourteenth (14<sup>th</sup>) day before the date of the scheduled meeting shall appear on the Agenda.

The deadline for receipt of Notices will be delivered to the Council with the schedule of Ordinary Meetings of the Council at each Annual 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 two Notices in total (Motion and/or Question) (including adjourned motions / questions) on the Agenda for anyone meeting and the name of a member shall not appear more than two times on the Agenda as proposer or co-proposer of motions for any one meeting.

A Notice of Question once responded to on an agenda by the relevant Director of Services is for noting only during the meeting and shall not be further referred to, debated, or recorded in the Minutes of the Meeting.

### **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 the Council within six months of the date of the adoption of such resolution except with the written assent of not less than one-half of the number 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 one-half the total number of members vote in favour and subject to a requirement that at least two-thirds of the members present vote in favour and any statutory requirements.

This Standing Order cannot be suspended.

**Note 10**

[Para. 16(4)(d), Sch. 10]

19. Subject to Standing Order 18 any matter decided by Louth County Council 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 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 Council, subject to the requirement that not less than one-half of the total number of Louth County Council members vote in favour and subject to the requirement that such number voting in favour shall be not less than two-thirds of the members present and voting at the meeting.

This standing order dealing with urgent business cannot be suspended.

**Note 11** - [Para. 16(4)(e), Sch. 10]

### **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**

#### **Note 12**

22. The proposer of a motion not listed in the Agenda or an amendment, and not in common form, shall upon moving the same deliver a copy to the Chair.
23. 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 members 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.

- 24.** 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.
- 25.** 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.

- 26.** When an amendment is moved to an original motion it shall be discussed and decided upon before any further discussion takes place on the original motion to which the amendment relates.

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.

- 27.** 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.
- 28.** 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**

- 29.** Except with the permission of the Chair no member shall address the Council for more than four (4) 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.
- 30.** 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.
- 31.** 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.
- 32.** The Chair shall ascertain that a motion is seconded before the proposer is permitted to speak to it.
- 33.** 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.
- 34.** 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.
- 35.** When two or more members at the same time offer to speak, the member called upon by the Chair shall have precedence.
- 36.** A member while speaking shall address only the Chair.
- 37.** 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.

38. 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.
39. The Chair is the sole judge of order at meetings of 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, etc behaviour**

40. If at a meeting any Council member, 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.
41. 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.
42. 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.
43. 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 in accordance with SO 42 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.

**43A.** Where following a motion under SO 41 the member refuses to leave the meeting, and the meeting is adjourned under SO 43, a further motion may be put that the member concerned was the cause of the meeting being adjourned.

Paragraph 13 of Section 10 of the Local Government Act 2001 as amended sets out applicable sanctions to be applied to the Member where it is resolved that said Member was the cause of a meeting being adjourned.

**43B.** If following a motion under SO 43A, the chair expresses the further opinion that the member has continued to

- be disorderly by disregarding the ruling of the chair, or
- behave irregularly, improperly or offensively, or
- otherwise obstruct the business of the meeting, and

the chair expresses this opinion to the members present by again naming the member concerned, then the Chair or any member may move “that the member named be suspended for [a specified period]” and the motion, if seconded, shall be put and determined without discussion. The period specified in this motion shall be not less than one month and not more than 3 months.

**43C.** Where at least two-thirds of the elected members present and voting decide that the member be suspended, he/she shall be suspended with immediate effect from “all meetings of Louth County Council and any committee of Council, and all meetings of municipal district members” and, for the period specified in the motion.

**43D.** If within 3 months of the end a period of suspension, where at least two-thirds of the elected members present and voting decide that the member concerned has again, or continued to

- be disorderly by disregarding the ruling of the chair, or
- behave irregularly, improperly or offensively, or
- otherwise obstruct the business of the meeting,

on the basis of a motion moved by the Chair or any member “that the member named be suspended for [a specified period]” in accordance with SO 43B, and the motion, if seconded, shall be put and determined without discussion, he or she shall be again suspended with immediate effect from “all meetings of Louth County Council and any committee of Council, and all meetings of municipal district members”, for a period of at least 3 months, but not exceeding six months.

- 43E.** Notwithstanding, SOs 43A to 43D, Louth County Council may at any meeting subsequent to the imposition of the suspension, and during the period of suspension, decide by resolution to lift a suspension. Such resolution, whether under SO15 or SO 20 shall be considered at the earliest point on the agenda possible, subject to the requirement under any enactment in relation to other specified business.
- 43F.** The chair shall indicate to the meeting that the chief executive has sought consultations on arrangements for the exclusion, or where necessary, removal from the meeting, of any member the subject of a motion under this part of the SOs. This shall be as a point of information only and there shall be no debate on this information. **Note 12A**
- 44.** Where seats are reserved for either general or individual Member use, no member shall address the Chair, unless from one of the seats reserved to the use of members.

## **Deputations**

- 45.** The Council may by resolution decide to receive a deputation. Subject to the direction of the Chair, up to two (2) persons may speak on behalf of the deputation for not more than ten minutes, unless permitted by the Chair.

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 Council member, or direct application by the body concerned, sent to the meetings administrator at least fourteen (14) clear days before the date of the meeting.

### **Note 13**

A request for a deputation whether by motion or direct application should be put to the Corporate Policy Group (CPG) at the next meeting for consideration at the next CPG meeting. Notification should issue to the councillor raising the motion, or to the body making the application, of the decision of CPG and the reason for the decision, which is final.

The deputation may only be questioned by Council members but shall not be entitled to ask questions.

When the members of a deputation have addressed the meeting, they shall withdraw from the meeting. **Note 14**

The Council may, by resolution, decide to receive a deputation without notice, provided at least one-half of the members present vote for the resolution. This should only be done in exceptional circumstances and where matters of urgency arise that cannot be put off until the following ordinary meeting.

## **Questions, Votes and Divisions**

**46.** Determining of questions may be by:

a show of hands,

by voice where the decision is unanimous and there is no dissention,

by division i.e. a count of Councillors for or against,

by division by electronic means.

Where three members request a division, the names for and against the motion or amendment shall be taken down and recorded in the Minutes.

Where two members dissent a roll call vote is taken and the names for and against the motion or amendment shall be taken down in writing and recorded in the Minutes.

**Note 14A**

**47.** 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, he or she is entitled if s/he thinks fit to take a second vote on the matter, especially if he or she considers that through some misunderstanding the first vote did not properly represent the sense of the meeting at that time.

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

**49.** 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).

[Para. 12, Sch. 10]

## Attendance of Public and Media

50. The right of the public and representatives of the media to attend Council meetings is subject to the following :- **Note 15**

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 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.

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

The public shall be admitted subject to the following arrangements: **Note 17**

- Notification to the Meeting Administrator in advance
- Availability of space and limitation of number of attendees
- Signing of the Public Attendance Register
- Adherence to Standing Orders

52. Members of the public shall be seated and maintain silence and observe any directions given by the Chair or by any employee of the local authority 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. **Note 17**

53. No cameras of any kind or sound recording or communication equipment may be used at meetings of Council without the prior approval of the members. **Note**

54. The use of mobile phones shall not be permitted at meetings of the Council. [Section 45] **Note 17**

## COMMITTEES

### Strategic Policy Committees

### *Note 18*

- 55.** The Strategic Policy Committees (SPCs) of the Council shall be set out as per the Louth County Council Strategic Policy Scheme (herein referred after in these standing orders as the ‘Scheme’). The Scheme must be adopted by Council but not before full consultation and consideration of the procedure for establishment as set out in LG 07/2014 Establishment of New Strategic Policy Committees (SPCs) and any guidelines which may be issued by the Minister under Section 54(2) of the Local Government Act 2001 as amended:

The number of Strategic Policy Committees in the County of Louth is determined by the SPC Scheme adopted by Council.

- 56.** Each Strategic Policy Committee (SPC) shall consist of a minimum of a total membership of nine (9) members, roughly two-thirds of whom shall be members of the Council and a minimum of one-third must be nominated by sectoral, community and other interest groups throughout the County of Louth such sectoral, community and other interest groups having first been selected by the Council in accordance with the relevant guidelines.

Each Sector will select its own nominee(s) via the PPN and National Pillars where appropriate but appointment of Sectoral Representatives to the Committee is a reserved function of Council.

It is desirable that Sectoral Representatives remain on the SPC for the lifetime of the Council, however the pillars may de-select a representative and nominate a replacement representative.

Where an SPC Sectoral member misses 3 consecutive meetings the nominating body will be requested to nominate a replacement.

The Strategic Policy Committees shall be appointed as soon as possible after a local election on adoption of the Scheme and the elected members shall hold office for the period of the life of the Council appointing them. Where possible the stated preferences of the elected members will be taken on board when appointing to the Committees.

If having served on an SPC an Elected Members considers that another SPC has more relevant items of interest to them personally, he or she may seek to change Committees by means of a mutual exchange with another member with their written approval. This exchange will be considered and must be approved by the Corporate

Policy Group initially, then ratified by Council, and shall not affect the statutory requirement that every member of Council sits on at least one Strategic Policy Committee.

The quorum for a meeting is one-fourth of the total number of members of the SPC plus one, or, where one-fourth of such total number is not a whole number; the quorum is the next highest whole number, plus one. Of this number there should be 3 elected members present. If the Chair is unable to attend, his/her place shall be taken by another elected member of the SPC.

If a quorum is not present within fifteen (15) 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

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

**Note 19**

58. The Cathaoirleach and Council members of the Strategic Policy Committees shall reflect the proportionality and the distribution of elected representation on the Council; in default of agreement, the Cathaoirleach and Council members of the Strategic Policy Committees shall be appointed by the formation of groups pursuant to Paragraph 18 of Sch. 10. (See also the relevant guidelines)
59. Every member of the Council shall be a member of one of the Strategic Policy Committees, but shall not be a member of more than two.
60. It shall be the function of a Strategic Policy Committee to consider matters connected with the formulation, development, monitoring and review of policy which relate to the functions of the Strategic Policy Committee and the Local Authority and to advise the Authority on those matters.
61. 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.  
[Section 48]

The first meetings of the Strategic Policy Committees will be agreed on adoption of the Scheme, thereafter the times, days and locations of meetings will be determined by the individual SPCs, and the minimum terms of notice for meetings will mirror those of the standing orders of Louth County Council.

Meetings of the SPC may be fully remote, fully in-person, a hybrid meeting of both online and in-person, with at least one meeting to be held fully in person per annum.

The Order of Business of a Committee shall be as follows:

- (a) Confirmation of Minutes
- (b) Matters Arising
- (c) Business submitted by the Director of Service (if any)
- (d) Business referred from the Council (if any)
- (e) Business referred from the CPG (if any)
- (f) Work Programme
  - (1) Current Work Programme
  - (2) Items for consideration for future work programme

Relevant training will be provided to SPC members.

### **Corporate Policy Group**

**62.** The Cathaoirleach of the Council and the Cathaoirligh of the Strategic Policy Committees shall form the Corporate Policy Group, (CPG) 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.

[Section 133]

Louth County Council CPG meetings are routinely scheduled for the second Thursday before the full monthly meeting of Council in order that the CPG can review upcoming items on the Council agenda.

The hour of meeting of the CPG shall be 09.30hrs or at such other hour as may from time to time be fixed by resolution of the Corporate Policy Group. The CPG shall rise not later than 11.30hrs.

The Quorum of Louth CPG is three (3) members. If a quorum is not present within fifteen (15) 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.

The Cathaoirleach of Louth County Council chairs the CPG. In the absence of the Cathaoirleach, a chair is appointed by the other CPG members.

## **Committees - General**

### **Note 22**

74. 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.
75. 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.
76. In the election of Committees, candidates shall be proposed and seconded and if the number so proposed and seconded does not exceed the number of vacancies, those proposed and seconded shall be declared elected. Should the number of those proposed and seconded exceed the number of vacancies a vote shall be taken, and the procedures shall be as follows:

Where the number of candidates nominated exceeds by one the number of vacancies to be filled, the candidate who has received the lowest number of votes shall be eliminated and the remaining candidates shall be declared elected.

Where the number of candidates or continuing candidates exceeds by two or more the number of vacancies to be filled, the candidate who has received the lowest number of votes shall be eliminated and a vote shall be taken as between the continuing candidates. Every candidate shall be entitled to vote for a number of candidates not exceeding the number of vacancies. This procedure shall be repeated as often as is necessary.

Notwithstanding anything contained above, the provisions of paragraph 18 of Sch. 10, and the requirements of any other enactment will apply to appointments to committees.

### **Note 23**

77. 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.
78. 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.

79. Every Committee in the whole of its proceedings shall be governed by the Standing Orders or Resolutions of the Council affecting such Committee.
80. 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.
81. Save for meetings of the Corporate Policy Group and such other Committees as the local authority may specify from time to time, representatives of the media and the public may be present at meetings of Committees of the Council. When confidential matters are under discussion Committees may decide to exclude such representatives from the meeting or the relevant portion of the meeting. **Note 24**
82. The meetings administrator shall summon a meeting of any Committee at the request of the Cathaoirleach of the Committee, or any three of its members, or whenever the meetings administrator deems it necessary in special circumstances that such Committee shall meet.
83. 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.  
**Note 25**
84. In the absence of the Cathaoirleach of a Committee, the Chair shall be taken by any Council member of the Committee agreed at the meeting.
85. The Chair of each Committee shall be responsible to the Council for the general management of the business entrusted to such Committee.
86. 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.
87. 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}
88. 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.  
**Note 26**

## **Suspension of Standing Orders**

- 89.** Subject to the provisions and requirements of the Act, or of any other enactment, any Standing Order, except Nos. 18, 20, 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. [Para. 16(4)(g)]

**Note 27**

## **Casual Vacancy**

- 90.** A casual vacancy shall be filled in accordance with Section 19 of the Local Government Act 2001 as amended. For the purposes of subsections 3 (b) and (c) of that section, where a casual vacancy is caused by a member who at the time of his/her election to the council was a non party candidate, the following rules shall apply:-

Where the person who caused the casual vacancy was, at the time the casual vacancy occurred, a member of a registered political party, the person to be co-opted shall be nominated by that party.

Where the person who caused the casual vacancy was not, at the time the casual vacancy occurred, a member of a registered political party, the members shall, in filling the casual vacancy, have due regard to the wishes of the former member or his or her family members as appropriate

**Note 28**

## **91. Reporting on attendance at outside bodies and boards**

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 municipal district members and shall in any event do so in accordance with the requirements of Section 141 of the Local Government Act 2001, as amended by section 53(1) of the 2014 Act.

## **Temporary absences**

- 92.** Where temporary absences occur consideration should be given to Section 19A of Local Government Act 2001, as amended.

## DISTRICT MEETINGS OF LOUTH COUNTY COUNCIL STANDING ORDERS

### Meetings of Municipal District Members

1. Unless upon any occasion when it is otherwise fixed by statute or by resolution of the Municipal District, the Ordinary Meetings of the Municipal District shall be as follows:
  - Ardee the first Thursday of each month
  - Drogheda the first Monday of each month
  - Dundalk the second Tuesday of each month

This excludes the month of August in which no meetings are held,

Where the scheduled day for a Municipal District Meeting is an excluded day the meeting shall be held on the same assigned day of the second week of the month.

A schedule of Ordinary Meetings of the Municipal District 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 date specified by Louth County Council, which shall be not later than ten days after the Annual Meeting of Louth County Council, and not on an excluded day. [Para. 4(4)(b), Sch. 10]

In every other year the Annual Meeting shall be on such day, in May or June, as appointed by resolution.

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

### Meeting to consider Draft Budgetary Plan

3. The Chief Executive shall consult with the municipal district members in the preparation of the Louth County Council draft budget and for this purpose a draft budgetary plan will be prepared. This draft budgetary plan will allow the municipal district members determine the manner in which the General Municipal Allocation will be spent. The draft budget plan shall be considered by the municipal district members within the any period determined by the Minister and the deliberations

shall be concluded at least 21 days prior to the date set for Louth County Council's budget meeting  
[Para. 5, Sch.10]

### **Special Meeting**

4. A Special Meeting of the municipal district members 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-Chathaoirleach, or by the Cathaoirleach on foot of a request in writing presented to him or by municipal district members.  
The required number of signatures per Municipal District is as follows:

- Ardee            3 Members
- Drogheda      4 Members
- Dundalk        5 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 municipal district members making the request may convene a meeting.

Where an ordinary meeting of the local authority is to be held on a day within the period of 10 days after the day on which the meetings administrator 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 provisions of paragraph 6 of Sch. 10 apply in relation to calling of such meeting.  
[Para.6, Sch. 10]

In the case of a meeting being requisitioned or convened under section 34 the relevant section applies in relation to such meeting.

### **Hour of Meeting**

5. The hour of meeting of the municipal district members shall be as follows:

- |          |          |
|----------|----------|
| Ardee    | 16.30hrs |
| Drogheda | 16.15hrs |
| Dundalk  | 17.15hrs |

or at such other hour as may from time to time be fixed by resolution of the municipal district members.

The municipal district members shall rise not later than:

- Ardee 18.30hrs
- Drogheda 18.15hrs
- Dundalk 19.15hrs

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

6. In so far as practicable the place for holding meetings of the municipal district members shall be as follows:

- Ardee Dermot O'Brien Room, Mid-Louth Civic Services Centre, Ardee, A92 RYT2
- Drogheda Chamber, Drogheda Civic Offices, Fair Street, Drogheda, A92 P440
- Dundalk Chamber, Town Hall, Crowe St., Dundalk, A91 W20C

and meetings shall normally be held there, provided that the municipal district members may from time to time by resolution appoint an alternative location for a particular meeting.

The address of the principal offices of Louth County Council for the purposes of these Standing Orders is County Hall, Millenium Centre, Marshes Lower, Dundalk, Co. Louth, A91 KFW6  
[Paras. 2 and 15(4), Sch.10] **Note 5**

Where the place of the meeting allows and Members agree Meetings may also be held remotely, or a hybrid in-person / online meeting may be held. This is subject to resolution of Members and conditional on IT facilities and equipment being sufficient to enable all attending Members to clearly hear, be heard and contribute to the same level as if physically present at the meeting. Where a member intends to participate remotely, notice must be given to the Meetings Administrator in accordance with Appendix 1.

All attendees at remote / hybrid meetings must adhere to a meetings etiquette which will issue with the meeting invite and be read out by the Meetings Administrator at commencement of each hybrid or remote meeting.

### **Summoning of Meeting**

7. A notification to attend a meeting, other than a meeting to consider the draft budget plan shall (a) be sent by email or otherwise delivered to each municipal district member, (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.

In the case of a draft budget plan meeting, at least 7 days' notice shall be given.

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, 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 municipal district members

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 an e-signature or facsimile of a signature by whatever process reproduced or a printed version of the name of the meetings administrator.

[Para. 7, Sch. 10]

### **Public Notice of Meeting**

9. Public notice of the place, date and time of a meeting other than a Municipal District 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.

#### **Note 6**

A copy of the public notice and agenda will be uploaded on the Louth County Council website and a link provided to the media and public on request.

[Para. 8, Sch. 10]

## Constitution of Meetings

10. The Chair shall be taken by the Cathaoirleach at a meeting of the municipal district members within Fifteen (15) minutes after the time appointed for such meeting or in his / her absence by the Leas-Chathaoirleach 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-Chathaoirleach. **Note 7**

11. The names of the members attending shall be recorded in the attendance register [Para. 15, Sch. 10]  
**Note 8**

12. The quorum for each of the Municipal Districts in Louth is as follows:
- Ardee – 3 members
  - Drogheda – 4 members
  - Dundalk – 5 members

Whenever a meeting municipal district members 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 15 mins 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 **Note 9**  
[Para. 11, Sch. 10]

## Order of Business

13. The Order of Business at all meetings other than Annual Meetings and Special Meetings shall, subject to the provisions of any enactments, be as follows:
- (i) Confirmation of Minutes.
  - (ii) Consideration of Reports and Recommendations.
  - (iii) Business prescribed by Statute, Standing Orders or Resolutions of the Council for transaction at such meeting.
  - (iv) Other business set forth in the Notice convening the meeting.
  - (v) Notices of Motion.
  - (vi) Correspondence.

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 municipal district members 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 municipal district members 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 municipal district member.

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 municipal district members 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 shall be open to inspection at the principal offices of Louth County Council [and at the normal place of meetings of municipal

district members]<sup>1</sup> and any person may inspect and make a copy of, or abstract from, the minutes during the usual office hours of the authority.

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 municipal district members.

[Para. 14, Sch. 10]

The minutes shall be maintained on Louth County Council website once confirmed.

### **Notices of Motion and Question**

15. Every Notice of Motion or Question submitted by the Member or Members giving it shall be delivered to the meetings administrator by email to [Meetingadministrator@louthcoco.ie](mailto:Meetingadministrator@louthcoco.ie) and shall be recorded in the order of their receipt and shall appear on the Agenda in that order.

Only a Notice of Motion or Question which has been delivered to the meetings administrator no later than 1700hrs on the fourteenth (14<sup>th</sup>) day before the date of the scheduled meeting shall appear on the Agenda.

The deadline for receipt of Notices will be delivered to the Municipal District with the schedule of Ordinary Meetings of the Municipal District at each Annual 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 two Notices in total (Motion and/or Question) (including adjourned motions / questions) on the Agenda for any one meeting and the name of a member shall not appear more than two times on the Agenda as proposer or co-proposer of motions for any one meeting.

A Notice of Question once responded to on an agenda by the relevant Director of Services is for noting only during the meeting and shall not be further referred to, debated, or recorded in the Minutes of the Meeting.

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

18. A motion to revoke or amend a resolution of the municipal district members 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 municipal district members within six months of the date of the adoption of such resolution except with the written assent of not less than one-half of the number of municipal district members. 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 one-half the total number of members vote in favour and subject to a requirement that at least two-thirds of the members present vote in favour and any statutory requirements.

This Standing Order cannot be suspended.  
[Para. 16(4)(d), Sch. 10]

**Note 10**

19. Subject to Standing Order 18 any matter decided by the municipal district members 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 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 municipal district members, subject to the requirement that not less than one-half of the total number of municipal district members vote in favour and subject to the requirement that such number voting in favour shall be not less than two-thirds of the members present and voting at the meeting.  
This standing order dealing with urgent business cannot be suspended.  
**Note 11** - [Para. 16(4)(e), Sch. 10]

### **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

## Note 12

22. The proposer of a motion not listed in the Agenda or an amendment, and not in common form, shall upon moving the same deliver a copy to the Chair.
23. 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 municipal district members 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.

24. An amendment which has been proposed and seconded may be withdrawn only on leave obtained from a majority of the municipal district members present at the meeting at the request of the member concerned.
25. 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.

26. When an amendment is moved to an original motion it shall be discussed and decided upon before any further discussion takes place on the original motion to which the amendment relates.

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.

27. 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.

28. 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**

29. Except with the permission of the Chair no member shall address the municipal district members for more than four (4) 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.
30. 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.
31. 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.
32. The Chair shall ascertain that a motion is seconded before the proposer is permitted to speak to it.
33. A motion "that the municipal district members 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 municipal district members 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.
34. 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.
35. When two or more members at the same time offer to speak, the member called upon by the Chair shall have precedence.
36. A member while speaking shall address only the Chair.
37. 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.

38. 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.
39. The Chair is the sole judge of order at meetings of municipal district members 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, etc behaviour**

40. If at a meeting any municipal district member, in the opinion of the Chair notified to the members, 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.
41. 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.
42. Where the municipal district members 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.
43. 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 in accordance with SO 42 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.
- 43A. Where following a motion under SO 41 the member refuses to leave the meeting, and the meeting is adjourned under SO 43, a further motion may be put that the member concerned was the cause of the meeting being adjourned.
- 43B. If following a motion under SO 43A, the chair expresses the further opinion that the member has continued to
  - be disorderly by disregarding the ruling of the chair, or
  - behave irregularly, improperly or offensively, or
  - otherwise obstruct the business of the meeting, and

the chair expresses this opinion to the members present by again naming the member concerned, then the Chair or any member may move “that the member named be suspended for [a specified period]” and the motion, if seconded, shall be put and determined without discussion. The period specified in this motion shall be not less than one month and not more than 6 weeks.

**43C.** Where at least two-thirds of the elected members present and voting decide that the member be suspended, he/she shall be suspended with immediate effect from all meetings of the municipal district members and any committee of the municipal district members, for the period specified in the motion.

**43D.** If within 3 months of the end a period of suspension, where at least two-thirds of the elected members present and voting decide that the member concerned has again, or continued to

- be disorderly by disregarding the ruling of the chair, or
  - behave irregularly, improperly or offensively, or
  - otherwise obstruct the business of the meeting,
- on the basis of a motion moved by the Chair or any member “that the member named be suspended for [a specified period]” in accordance with SO 43B, and the motion, if seconded, shall be put and determined without discussion, he or she shall be again suspended with immediate effect from all meetings of the municipal district members and any committee of the municipal district members, for a period of not less than 6 weeks and not more than 10 weeks.

**43E.** Notwithstanding, SOs 43A to 43D, the municipal district members may at any meeting subsequent to the imposition of the suspension, and during the period of suspension, decide by resolution to lift a suspension. Such resolution, whether under SO15 or SO 20 shall be considered at the earliest point on the agenda possible, subject to the requirement under any enactment in relation to other specified business.

**43F.** The chair shall indicate to the meeting that the chief executive has sought consultations on arrangements for the exclusion, or where necessary, removal from the meeting, of any member the subject of a motion under this part of the SOs. This shall be as a point of information only and there shall be no debate on this information.

**Note 12A**

There is no provision for suspension of pay, and suspension from attending meetings of municipal district members does not extend to attendance at local authority meetings or any committees of Louth County Council.

**44.** Where seats are reserved for either general or individual Member use, no member shall address the Chair, unless from one of the seats reserved to the use of members.

## Deputations

45. The municipal district members may by resolution decide to receive a deputation. Subject to the direction of the Chair, up to two (2) persons may speak on behalf of the deputation for not more than ten minutes, unless permitted by the Chair.

Request for a deputation to be heard by the municipal district members shall not be considered unless the subject matter to be raised be notified in writing on the motion of a municipal district member, or direct application by the body concerned, sent to the meetings administrator at least fourteen (14) clear days before the date of the meeting.

**Note 13**

A request for a deputation whether by motion or direct application should be put to the Corporate Policy Group (CPG) at the next meeting for consideration at the next CPG meeting. Notification should issue to the councillor raising the motion, or to the body making the application, of the decision of CPG and the reason for the decision, which is final.

The deputation may only be questioned by municipal district members but shall not be entitled to ask questions.

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

**Note 14**

The municipal district members may, by resolution, decide to receive a deputation without notice, provided at least one-half of the members present vote for the resolution. This should only be done in exceptional circumstances and where matters of urgency arise that cannot be put off until the following ordinary meeting.

## Questions, Votes and Divisions

46. Determining of questions may be by:

a show of hands,  
by voice where the decision is unanimous and there is no dissention,  
by division i.e. a count of Councillors for or against,  
by division by electronic means.

Where three members request a division, the names for and against the motion or amendment shall be taken down and recorded in the Minutes.

Where two members dissent a roll call vote is taken and the names for and against the motion or amendment shall be taken down in writing and recorded in the Minutes.

**Note 14A**

47. 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, he or she is entitled if s/he thinks fit to take a second vote on the matter, especially if he or she considers that through some misunderstanding the first vote did not properly represent the sense of the meeting at that time.
48. Each member present at a meeting of municipal district members shall have a vote unless prohibited by any enactment.
49. 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 municipal district members which are reserved functions or questions duly coming or arising before a meeting of the municipal district members 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).  
[Para. 12, Sch. 10]

#### **Attendance of Public and Media**

50. The right of the public and representatives of the media to attend meetings of municipal district members is subject to the following:- **Note 15**

Where the municipal district members are 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 municipal district members may, by resolution in respect of which, at least one-half of the total number of municipal district 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.

#### **Note 16**

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

The public shall be admitted subject to the following arrangements: **Note 17**

- Notification to the Meeting Administrator in advance
- Availability of space and limitation of number of attendees
- Signing of the Public Attendance Register
- Adherence to Standing Orders

- 52.** Members of the public shall be seated and maintain silence and observe any directions given by the Chair or by any employee of the local authority in attendance upon the municipal district members. 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 municipal district members 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. **Note 17**

- 53.** No cameras of any kind or sound recording or communication equipment may be used at meetings of municipal district members without the prior approval of the members. **Note 17**

- 54.** The use of mobile phones shall not be permitted at meetings of the municipal district members.  
[Section 45] **Note 17**

## COMMITTEES

74. The municipal district members 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 municipal district members may determine when appointing the Committee.
75. 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.
76. In the election of Committees, candidates shall be proposed and seconded and if the number so proposed and seconded does not exceed the number of vacancies, those proposed and seconded shall be declared elected. Should the number of those proposed and seconded exceed the number of vacancies a vote shall be taken, and the procedures shall be as follows:

Where the number of candidates or continuing candidates exceeds by two or more the number of vacancies to be filled, the candidate who has received the lowest number of votes shall be eliminated and a vote shall be taken as between the continuing candidates. Every candidate shall be entitled to vote for a number of candidates not exceeding the number of vacancies. This procedure shall be repeated as often as is necessary.

Notwithstanding anything contained above, the provisions of paragraph 18 of Sch. 10, and the requirements of any other enactment will apply to appointments to committees.

### **Note 23**

77. Whenever a vacancy occurs in the membership of any Committee of the municipal district members, by reason of the death, resignation or disqualification of a member, such vacancy shall be filled as soon as circumstances permit, by the municipal district members after due notice.
78. 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 municipal district members, 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.
79. Every Committee in the whole of its proceedings shall be governed by the Standing Orders or Resolutions of the municipal district members affecting such Committee.
80. A copy of every Report of a Committee to be submitted to the municipal district members shall, before the submission thereof, be transmitted to every member at least three days before meetings of municipal district members, save in cases of urgency when reading of the Report to the municipal district members shall suffice.

81. Save for meetings of such Committees as the municipal district members may specify from time to time, representatives of the media and the public may be present at meetings of Committees of municipal district members. When confidential matters are under discussion Committees may decide to exclude such representatives from the meeting or the relevant portion of the meeting. **Note 24**
82. The meetings administrator shall summon a meeting of any Committee at the request of the Cathaoirleach of the Committee, or any three of its members, or whenever the meetings administrator deems it necessary in special circumstances that such Committee shall meet.
83. The Cathaoirleach of the municipal district members shall be ex-officio a member of every Committee except those where membership is fixed by Statute. **Note 25**
84. In the absence of the Cathaoirleach of a Committee, the Chair shall be taken by any municipal district member of the Committee agreed at the meeting.
85. The Chair of each Committee shall be responsible to the municipal district members for the general management of the business entrusted to such Committee.
87. The municipal district members may resolve themselves into a Committee of the whole of the municipal district members for the transaction of business to be specified in the Resolution. {Section 45}
88. The decisions of the Committees of the municipal district members shall not become binding, except where otherwise provided in the Standing Orders, until approved by the municipal district members, unless the members specifically empowers these Committees to deal (without further reference to it) with certain matters, subject to the appropriate legal provisions.

### **Suspension of Standing Orders**

89. Subject to the provisions and requirements of the Act, or of any other enactment, any Standing Order, except Nos. 18, 20, 46 to 49 [and 22 to 44 if so decided by the municipal district members] 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 municipal district members, subject to the requirement that at least two-thirds of the members present vote in favour.  
[Para. 16(4)(g)]

**Note 27**

### **Reporting on attendance at outside bodies and boards**

- 91.** A member or members appointed to outside bodies and boards may from time to time submit reports to the municipal district members on matters arising in such bodies or boards which have relevance to the municipal district members and shall in any event do so in accordance with the requirements of Section 141 of the Local Government Act 2001, as amended by section 53(1) of the 2014 Act.

### **Temporary absences**

- 92.** Where temporary absences occur consideration must be given to Section 19A of Local Government Act 2001, as amended.

## Appendix 1

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

#### **Purpose**

These supplementary standing orders apply to meetings of Louth County Council, Borough and Municipal Districts, the Corporate Policy Group, and Strategic Policy Committees in light of the designation of the Local Authority in the Civil Law and Criminal Law (Miscellaneous Provisions) Act 2020 (Section 29) (Local Authorities) (Designation) Order 2020 (S.I. No. 445 of 2020).

#### **Management of Remote Meetings**

1. Members should notify their Meetings Administrator in advance if they intend to attend the meeting remotely. Notice should be received **no later than one business day** in advance of the scheduled meeting.
2. 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.
3. The Cathaoirleach will at the outset, and at any reconvening of a meeting, call a roll call of members participating remotely 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 meeting if they lose connection in accordance with provisions on connectivity within the agreed standing orders.
4. The attendance of those members at the meeting will be recorded by the Meetings Administrator.
5. 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.
6. 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.
7. 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**

8. 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 Cathaoirleach.

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

10. The Cathaoirleach, at the beginning of the meeting, will explain the protocol for members' participation. The Cathaoirleach's ruling during the debate will be final.

11. Members who wish to speak should use the notification process as directed by the Cathaoirleach and then speak when invited.

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

## **Voting**

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

14. 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 15 minutes, the Chair may conduct a recorded roll-call of members present and, where necessary, accept the member's vote by an authenticated electronic method approved by the Meetings Administrator and read into the record. Such votes shall be recorded in the minutes in the same manner as other divisions or roll-call votes.

## **Leaving a Remote Meeting**

15. Members leaving the meeting should make every effort to inform the Cathaoirleach 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**

16. 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 Cathaoirleach 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 email or text message to re-join the meeting at the appropriate time.

17. Members of the media may be present at a remote meeting but must maintain silence and observe any directions given by the Chair or by any employee in attendance.

18. Members of the media should give prior notice of joining virtually in accordance with the Council's arrangements.

### **Meetings in Committee**

19. 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.

20. 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.

21. 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, in accordance with standing orders that apply.