

COMHAIRLE CONTAE ATHA CLIATH THEAS

South Dublin County Council



Standing Orders

For Full Council and Area Committees Meetings

Adopted 9th June 2003

**as amended on 13th June 2005, 8th December 2008, 10th October 2011, 14th April 2014,
13th April 2015, 12th June 2017, 21st March 2019, 24th September 2020, 11th April
2022, 12th December 2022 and 9th December 2024**

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South Dublin County Council

STANDING ORDERS REGULATING THE PROCEEDINGS OF THE COUNCIL

Prepared in accordance with Local Government Act 2001

Standing Orders adopted by the Council under the
Local Government Act, 2001 on 9th June 2003 as amended on 13th June 2005, 8th
December 2008, 10th October 2011, 14th April 2014, 13th April 2015, 12th June 2017,
21st March 2019, 24th September 2020, 11th April 2022 and 12th December 2022.

Meetings of the Council

1. Ordinary meetings of the County Council shall be held on the second Monday of each month unless upon any occasion when it is otherwise fixed by statute or by resolution of the Council. There will be no meeting in August. A schedule of all County Council and Committee Meetings shall be presented at Organisation, Procedure & Finance Committee meetings for consideration and forwarded to the next County Council Meeting for Approval.

The Organisation, Procedure & Finance Meetings shall be held on the second last Thursday of the following Months (January, March, May, September, October, and November).

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 Council shall hold an annual meeting on such day, in the month of May or June, as the Council shall by resolution decide.

Whenever an Annual Meeting is for any reason not held on the appointed day the Meetings Administrator shall, following consultation with The Mayor/An Méara¹, or if the office of The Mayor/An Méara is vacant or he / she is unable to act, with the Deputy-Mayor/Leas-Mhéara, convene a meeting for a day which the administrator considers to be the earliest convenient date for that purpose.

In an election year the local authority shall publish a notice of its Annual Meeting in at least one newspaper circulating in its administrative area. The notice shall state the date of the annual meeting and where appropriate that the first business of the meeting will be the election of The Mayor/An Méara 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.

¹ The Mayor/An Méara in this document also refers to Chairperson of any committee or meeting

In the case of an Annual Meeting in an election year and until the election of The Mayor/An Méara at such meeting, the Chair for this period shall be taken by a Member selected by the meeting for this purpose. Any Member selected to chair an Annual Meeting under this subparagraph shall not have a second or casting vote.

At an Annual Meeting in an election year the Meetings Administrator shall read out the names of persons duly elected as Members of the local authority. Subject to this the election of The Mayor/An Méara is to be the first business of an Annual Meeting and the next business, the election of The Deputy-Mayor/An Leas-Mhéara.

In the case of the Annual Meeting in an election year the business to be transacted after the election of The Mayor/An Méara and The Deputy-Mayor/An Leas-Mhéara shall include the consideration of the election, appointment or nomination of Members of joint bodies or other bodies elected, appointed or nominated by the local authority, and the election of Chairs of Strategic Policy Committees and Area Committees.

Local Authority Budget Meeting

3. A Local Authority Budget Meeting shall be held during the period prescribed by Regulation for that purpose in accordance with S103 of the Local Government Act 2001.

Special Meeting

4. A Special Meeting of the Council may be convened at any time by The Mayor/An Méara or if the office of The Mayor/An Méara is vacant or The Mayor/An Méara is unable to act, by The Deputy-Mayor/An Leas-Mhéara, or by The Mayor/An Méara on foot of a request in writing presented to him or her by any five Members.

Where The Mayor/An Méara refuses or neglects to act on foot of a request within 7 days of it being presented to him/her, the Members making the request may convene a meeting. The provisions of paragraph 6 of Sch. 10 of Local Government Act 2001 apply in relation to calling of such meeting.

Hour of Meeting

5. The hour of meetings of the Council and OP&F shall be 3.30 pm 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 7.00pm (6.00pm in respect of OP&F).

Place of Meeting and Address of Principal Offices

6. In so far as practicable the place for holding meetings of the Council shall be the principal offices of the Local Authority and meetings shall normally be held there. Meetings of SDCC may be held:
 - In the Council Chamber
 - In one or more Council buildings or rooms, linked remotely
 - By a virtual meeting using MS Teams, or another online platform as chosen by the Council
 - By a combination of the above to provide for physical and/or remote attendance by Members.

- At an external venue may be used to accommodate meetings of the Council in the event where it is not possible to use the Council Chamber or buildings, as a temporary measure.

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

County Hall, Tallaght, Dublin 24.

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 exclude the day the notification is issued and the day of the meeting, as well as Saturdays, Sundays, and Public Holidays).

A notification shall include or be accompanied by an Agenda listing the business to be transacted at the meeting. Subject to Standing Order 50 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 may be altered (whether by way of addition, deletion or otherwise) where agreed by the majority (half plus one 4 (four)) of Corporate Policy Group Members. Notification shall be issued to the Members.

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.

A notification shall have the signature of the Meetings Administrator and any document claiming to have that signature shall be deemed, until the contrary is proved to have been duly issued or given with the authority of the local authority.

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

For the purposes of this Standing Order "signature" includes a facsimile of a signature by whatever process reproduced or a printed version of the name of the Meetings Administrator.

Public/Media Notice of Meeting

8. Public/Media notice of the place, date and time of a meeting other than a local authority budget meeting shall be displayed not less than 3 clear days before the day of the meeting in or at the principal offices of the local authority in a position convenient for public inspection during normal office hours. (3 clear days shall exclude the day the notification is issued and the day of the meeting, as well as Saturdays, Sundays and Public Holidays).

Notice of meeting including Agenda is also published on our website www.sdcc.ie for Public and Media inspection.

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.

Constitution of Meetings

9. The Chair shall be taken by The Mayor/An Méara at a meeting of the Council within 15 minutes after the time appointed for such meeting or in his / her absence by the Deputy Mayor or otherwise by a Member called thereto by general agreement or chosen by vote of the Members present to chair the meeting and such Member shall leave the Chair on the arrival at the meeting of The Mayor/An Méara or Deputy Mayor.
10. The names of the Members attending in person shall be recorded by the Members signing the attendance sheet. The names of those Members attending the meeting remotely will be recorded by the Meetings Administrator.
11. The quorum for a meeting of the full Council is one-fourth of the total number of Members of the Council 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. Accordingly, the Quorum for SDCC is eleven (11). The normal quorum requirements for meetings as set out in the Council's Standing Orders will also apply to a hybrid meeting. Members attending physically and remotely will together constitute a quorum.

At the start of every meeting a roll call is taken to establish the number of Members present and to verify that there is a quorum.

Whenever a meeting of the local authority 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 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 Mayor/An Méara.

12. Members should notify the Meetings Administrator in advance, in so far as practicable and preferably by 12:00 noon on the day of the meeting, if they intend to attend the meeting remotely, to receive a link to the meeting and this link may not be shared.
13. Any member participating in a meeting remotely must, when they are speaking, be able to be heard (and seen, where practicable) by all other members in attendance, and the remote participant must, in turn, be able to hear (and see, where practicable) those other members participating.

14. The Mayor/An Méara will at the outset, call a roll call of participating members and ensure that they can hear and, where practicable, see those in attendance. Any member participating remotely should also confirm at the outset that they can hear and, where practicable, see the proceedings. Members should inform the meeting if they lose connection in accordance with provisions on connectivity within the agreed standing orders.
15. 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.
16. 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.

Hybrid / Remote Meeting Procedures

17. The Meetings Administrator will coordinate the facilitation of the meeting. Appropriate officials 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 Mayor/ An Méara.
18. 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.
19. The Mayor/An Méara, at the beginning of the meeting, will explain the protocol for members' participation. The Mayor's / An Méara ruling during the debate will be final.
20. Members who wish to speak should use the notification process as directed by The Mayor/An Méara, and then speak when invited.
21. Members leaving the meeting should make every effort to inform The Mayor/An Méara 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.

Order of Business

22. The Order of Business at all meetings other than Annual Meetings, Local Authority Budget Meetings and Special Meetings shall, subject to the provisions of any enactments, be as follows:
 - a. Consideration of resolutions pursuant to Section 140 of the Local Government Act 2001.
 - b. Confirmation of Minutes.
 - c. Consideration of resolutions pursuant to Section 34 of the Planning & Development Act, 2000 (Material Contravention).

- d. Consideration of Reports of Committees. Statutory business presenting from Area Committees requiring resolution shall be listed as a Headed Item under (g) below.
- e. Reports requested by Area Committees.
- f. Member's Questions; questions which are fully answered should be approved by the Council without debate. Questions which, in the opinion of the Councillor, have been incompletely and/or inaccurately replied to may be challenged by the Councillor concerned and replied to by the Chief Executive. The Mayor/An Méara shall decide on whether or not such a request from a Councillor should be granted.

Members can submit six (6) items of business, either six (6) questions or five (5) questions and one (1) motion.

- g. Other business prescribed by Statute, Standing Orders or Resolution of the Council for transaction at that Meeting.
- h. Business arising from the implementation of Section 44 of the Planning and Development Act 2000, or such other business as may, from time to time, become urgent for the implementation of the Council's powers in accordance with Statute.
- i. Business submitted by the Chief Executive.
 - i. Chief Executive's Report - The Chief Executive Report to be noted by the Members without debate. Members may submit queries on the report, by email, to the Chief Executive.
 - ii. All items appearing on Council or Committee agenda which require to be proposed and seconded, other than those items specifically entered by Members, shall be taken to be proposed and seconded by The Mayor/An Méara / An Mheára and Deputy Mayor / Leas Mayor respectively of that Council or Committee, unless there is a particular reason why the item should not be proposed and/or seconded by The Mayor/An Méara and/or Leas Mayor.
- j. Correspondence for information only. (Not for discussion).
- k. Business submitted by The Mayor/An Méara will be limited to not more than two(2) motions (the Mayors business cannot be co-signed) but without prejudice to his/her right, as a Member, to submit questions and motions in the ordinary way (see standing order 22f above).
- l. Notices of Motion: Motions & questions (**not omnibus in nature**) submitted to full Council should concern business relevant to the Council, Reserved Functions and Policy matters only.
 - i. A motion is a formal proposal by a member that the Council, or the specified committee take certain action. Generally, a motion should be phrased in a way to take an action or express an opinion "Calls on

the Minister....” that the Council agrees the following” “that this Council expresses support for...” A motion cannot be phrased as a question.

- ii. Questions submitted should relate to matters of administration of the Council for which the Chief Executive is responsible, must have the purpose of eliciting information, elucidating matters of fact or policy be brief and contain no argument or personal imputation and cover a single topic.
- iii. Notices of Motion shall appear on the Agenda, in the order of their receipt. The Agenda Paper for a Council/Area Committee Meetings will contain Notices of Motion/Questions in accordance with Schedule A (see attached).
- iv. In accordance with Standing Order 22 where a Member has already listed a motion on the agenda they may not have their name appended to motion(s) proposed by other Member(s).
- v. Members will be entitled to have one motion listed for each monthly meeting of the council.
- vi. A Motion recommending or involving expenditure shall be considered by the Council when the Council has before it a certificate setting out the budgetary impact which would be involved by the adoption of the motion. The Chief Executive shall prepare the required statement on receipt of the notice of motion.
- vii. Subject to the above precedence shall be given to the following motions on the Notice Paper:
 - a. Business not reached at previous meeting.
 - b. Motions adjourned without discussion at a previous meeting on the request of the proposer – re-entries.
- m. 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.
- n. 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

- 23.** Minutes of the proceedings of a meeting of the local authority shall be drawn up by the Meetings Administrator.

The Minutes shall include -

- a. The date, place and time of the meeting,
- b. The names of the Members present at the meeting,
- c. The names of the senior employees of the local authority present at the meeting,
- d. Reference to any report submitted to the Members at the meeting,
- e. Where there is a roll call vote, the number and names of Members voting for and against the motion and of those abstaining,
- f. Particulars of all resolutions passed at the meeting,
- g. Such other matters considered appropriate.

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

Minutes of a meeting shall be submitted for confirmation as an accurate record at the next following ordinary meeting, where practicable, or where not, at the next following meeting and recorded in the minutes of that meeting.

When confirmed with or without amendment, the minutes of a meeting shall be signed by the person Chairing the meeting they were submitted to for confirmation and any minutes claiming to be so signed shall be received in evidence without proof. When the question that they be confirmed is put from The Mayor/An Méara, 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 is also available on the Council's website www.sdcc.ie for Public and Media inspection.

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.

Notices of Motion

24. a. Every notice of Motion dated and signed by the Member or Members giving it shall be delivered through members net to the Meetings Administrator by midnight at least nine (9) clear days (9 clear days shall exclude the closing date for business and the day of the meeting, as well as Saturdays, Sundays and Public Holidays) before the date of such meeting and shall be recorded in the order of their receipt and shall appear on the Agenda in that order subject to:
 - Precedence shall be given to the following motions on the Notice Paper:
 - (i) Business not reached at previous meeting.
 - (ii) Motions adjourned without discussion at a previous meeting on the request of the proposer – re-entries.
- b. 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 Mayor/An Méara.

- c. The Agenda Paper for a Council / Area Committee Meetings will contain Notices of Motion in accordance with Schedule A (see attached).
- d. No motion shall be put to a meeting unless it has been duly moved and seconded. The Mayor/An Méara / An Méara shall ascertain that a motion is seconded before the proposer is permitted to speak to it.
- e. Notwithstanding any other provisions of these Standing Orders a motion may, for the purpose of dealing with urgent or emergency business related to a function of the Local Authority, be submitted to The Mayor/An Méara, the Area Committee Chair and the relevant Meeting Administrator prior to 12 noon on the day of the meeting for consideration. The decision of the Mayor/An Méara, the Area Committee Chair and the relevant Meeting Administrator shall be final. This is subject to the requirement that not less than half plus one of the total Members submit signatures to the Meeting Administrator at the meeting. Accordingly, the number of signatures required is twenty-one (21) and deemed approved by the Members and therefore taken without debate. No such Motion may be made until 1½ hours after the commencement of business, the 1½ hours requirement is not applicable to Area Committee Meetings.

Motions to Amend or Revoke Resolutions

- 25. A motion to revoke or amend a resolution of the Council can only be made on notice inserted in the Agenda, and such notice shall specify the resolution to be revoked or amended and furnish the terms of the motion to be made; but no such motion shall be allowed to appear on the Agenda to revoke or amend any resolution of Council within six (6) months of the date of the adoption of resolution except with the written assent of not less than half plus one of the total Members twenty-one (21) of the Council and to any statutory requirements. A resolution may not be revoked at the meeting at which it has been adopted.
- 26. Subject to Standing Order 25 any matter decided by the local authority by motion on notice or on the report of a committee shall not be re-opened within 6 months of the date of such decision.

Motions and Amendments

- 27. The proposer of an amendment to a motion, shall **before** moving the same deliver a copy to The Mayor/An Méara and Meetings Administrator.
- 28. A motion, notice of which stands in the Agenda and which has been proposed and seconded, may be withdrawn only on leave obtained from a majority of the Council present at the meeting at the request of the member concerned. A motion may be proposed by the Member in whose name it stands and in the absence of the Member the motion shall be dropped and shall not again be set down in the Notice Paper except on fresh notice and the Member will be notified accordingly. A motion or an amendment when not seconded is dropped
- 29. 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.

30. 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.

31. 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 to The Mayor/An Méara.
32. 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.
33. When an amendment is lost any further amendment of which notice has been given may be proposed, but only one amendment shall be at any time before the meeting and an amendment shall not be in order if The Mayor/An Méara rules it to be substantially the same as an amendment already lost.
34. In the event that there are amendments to the Annual Budget, these are taken as part of Headed Item No.1 and under no circumstance can the Budget be adopted without amendments being discussed and voted on. Amendments/motions to the Annual Budget are taken on the floor in the order that they are submitted and that timestamps be used to show this, amendments/motions can be submitted prior to the commencement of the Annual Budget

Order of Debate

35. Except with the permission of The Mayor/An Méara / An Méara no Member shall address the Council for more than two (2) minutes. The proposer of a motion shall be allowed to speak to the motion for three (3) minutes and for a further three (3) minutes in reply. 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 Mayor/An Méara / An Méara and when the proposer replies the debate on the motion is closed.
36. 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.
37. 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 Mayor's/An Méara decision in determining a point of order or personal

explanation shall be final.

38. 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.
39. 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.
40. When two or more Members at the same time offer to speak, the Member called upon by The Mayor/An Méara shall have precedence.
41. A Member while speaking shall address only The Mayor/An Méara.
42. 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.
43. When a Member seeks to make a point of order, the Member then addressing The Mayor/An Méara shall give way until the question of order has been determined by The Mayor/An Méara, unless the former seeks to address The Mayor/An Méara upon the question of order.
44. The Mayor/An Méara is the sole judge of order in the Council and has authority to maintain order and enforce prompt obedience to his/her ruling. When during a debate The Mayor/An Méara rises, any Member then speaking shall give way to The Mayor/An Méara.
45. If at a meeting any Member of the Council, in the opinion of The Mayor/An Méara notified to the Council, misconducts himself or herself by persistently disregarding the ruling of The Mayor/An Méara, or by willfully obstructing the business of the meeting, The Mayor/An Méara 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.
46. If in the opinion of The Mayor/An Méara any Member has been or is disorderly by persistently disregarding the ruling of The Mayor/An Méara, or by behaving irregularly, improperly or offensively or by otherwise obstructing the business of the meeting, and The Mayor/An Méara has conveyed his or her opinion to the Members present by naming the Member concerned, then The Mayor/An Méara or any Member may move “that the Member named leave the meeting” and the motion, if seconded, shall be put and determined without discussion.
47. 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.

48. Where in the opinion of The Mayor/An Méara there is general disorder which impedes the orderly transaction of business or where a Member against whom it was resolved that he or she leave the meeting refuses to do so, The Mayor/An Méara may adjourn the meeting for such period as he or she considers necessary in the interests of order.
49. No Member shall address The Mayor/An Méara, unless from their appropriate designated location for the meeting.

Adjournment of Council

50. 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.

Votes and Divisions

51. Every motion shall be determined by a general consensus, unless three (3) Members request a division, in which case the names for and against the motion or amendment shall be taken down in writing and recorded in the Minutes.
52. When there is a Roll Call taken a Member must be present when their name is called to vote, otherwise their vote is not recorded.
53. If the meeting is being held solely in the Council Chamber Members will vote electronically and the result of which will be taken down and recorded in the minutes.
54. If the meeting is being held hybrid/remote the vote will be taken by roll call and as per Standing order no. 14 Members must be heard (and seen where practicable) to cast a vote and the result of which will be taken down and recorded in the minutes.
55. 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, as determined by The Mayor/An Méara, the Member may phone The Mayor/An Méara or the Meetings Administrator to vote, who will inform the Members of the vote and the vote will be recorded accordingly.
56. Where The Mayor/An Méara has not formally declared the result of a vote, or is in doubt as to whether his / her declaration is right or wrong, s/he is entitled if s/he thinks fit to take a second vote on the matter, especially if s/he considers that through some misunderstanding the first vote did not properly represent the sense of the meeting at that time.

57. Each Member present at a meeting of the Council shall have a vote unless prohibited by any enactment.
58. 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).
59. Where statutory business is being considered, determination shall be by way of Roll Call vote in accordance with Schedule 10 16-(4) (f) of the Local Government Act 2001.

Declaration of Interests

60. Any Member participating in a 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 require them to leave the room, or the remote/hybrid meeting must advise The Mayor/An Méara 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 to re-join the meeting at the appropriate time.

Attendance of Members of the Oireachtas, Public and Media

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

Where the Council is of opinion that the absence of members of the public and representatives of the media from the whole or part of a particular meeting is desirable because of the special nature of the meeting or of an item of business to be or about to be considered at the meeting or for other special reasons, the Council may, by resolution in respect of which, that not less than half plus one of the total number of Members present 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.

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

Members of the Oireachtas shall occupy a reserved area in the Public Gallery.

63. Members of the public shall be seated and maintain silence and observe any directions given by The Mayor/An Méara or by any Member of Council staff in attendance at the meeting.

- (a) 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 Mayor/An Méara shall warn him or her and if the interruption continues

shall order that person's removal.

(b) In the case of a general disturbance in any part of the Meeting Room open to the public, The Mayor/An Méara shall order that part to be cleared.

64. Mobile phones shall be switched to silent and not used at meetings of the Council.
65. Members of the public and media may be present at a hybrid/remote meeting which is not webcast live but must maintain silence and observe any directions given by the Chair Mayor or by any employee in attendance.
66. 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.

Meetings In Committee

67. 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.
68. 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 attendance or remotely accessing the meeting or are able to hear or see the proceedings once the exclusion has been agreed by the meeting.
69. 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.

Broadcasting

70. No cameras of any kind or sound recording or communication equipment may be used at meetings, except for the purpose of webcasting without prior approval of the Council

No Member shall disclose the content of any discussions held in the confidential part of a meeting.

All Report/Replies on an Agenda are confidential until they are reached at a meeting.

Any Tweeting/Social Media sharing of items of business prior to it being reached at a meeting is prohibited.

Deputations/Presentations

71. (a) The Council may set aside days on which deputations will be received. Five (5) persons may speak on behalf of the deputation for not more than forty-five (45) minutes.

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 at least seven (7) clear days before the date of the meeting.

(b) Request for presentations at a deputation.

- i. Establish a number of meetings (twice yearly) to facilitate the making of presentations by groups to the full Council Membership. These meeting to be serviced by the Housing, Social and Community Development Department in conjunction with the current deputation's process.
- ii. Applications should be submitted by a Member on behalf of a group through the office of The Mayor/An Méara office giving details of the group and the proposed content of the presentation.
- iii. Applications will be considered at CPG Meetings and dates decided if approved.

COMMITTEES

Strategic Policy Committees

72. The Strategic Policy Committees of the Council are subject to the SPC Standing Orders as adopted by the Council.

Corporate Policy Group

73. The Mayor/An Méara of the Council, and the Chair of the Strategic Policy Committees shall form the Corporate Policy Group, which shall meet on the first Monday of each month with the exception of August, when there shall be no meeting. On occasion, for example, where the first Monday is also a public holiday, the meeting will be changed to an alternative day but to take place in advance of the monthly meeting of the Council. The date of this meeting shall be decided by the Mayor, in consultation with the Chief Executive and Meeting Administrator.

Each member of the Corporate Policy Group is required to attend 80% (rounded down to the nearest whole number) of the Corporate Policy Group meetings in any year, unless the absence is excused in advance due to an acceptable reason of illness or force majeure. It is the duty of the Meetings Administrator to bring this to the attention of the Mayor, and subsequently to the next meeting of the CPG to decide on the appropriate action to be taken. This action may include a recommendation to the Organisational Procedures and Finance Committee for the removal of a Councillor as chair of their respective Strategic Policy Committee, and the nomination of another Chairperson. The nomination process will adhere fully to the existing procedure for the nomination of SPC chairs.

Area Committees

74. Area Committees will meet monthly, except for July and August when there will be no meetings.

The normal hours of the meetings are 3.00pm to 6.00pm.

The normal place for holding the Area Committee meetings is:

County Hall, Tallaght, Dublin 24.

75. The South Dublin County Council Area shall be divided into four Area Committees as follows:
1. Clondalkin, Newcastle, Rathcoole, Saggart and Brittas Area Committee
 2. Lucan Palmerstown North Clondalkin Area Committee
 3. Rathfarnham, Templeogue, Firhouse, Bohernabreena Area Committee
 4. Tallaght Area Committee.
76. The Members of the Council for each of the local electoral areas contained in each of the areas 1 to 4 set out above shall be the Members of the Area Committee for that area. Each Member of the Council may attend all Area Committee Meetings but may only participate and vote at the Area Committee relevant to his/her Electoral Area.
77. Chairpersons of Area Committees to be elected at Annual Meeting of the County Council and to hold office until the next Annual Meeting.
78. The quorum for an Area Committee Meeting shall be the membership of that Committee divided by three (3), and any fraction being disregarded, subject to such quorum being not less than three Members.
79. Each Area Committee may set up sub-committees as required to deal with such matters as may be assigned from time to time and shall cease to exist upon completion of its report to the Area Committee.
80. (a) All matters specific to an area shall in the first instance be brought to the attention of the appropriate Area Committee for consideration and report.

Ten (10) items of business not more than five (5) can be motions [no more than two (2) items per function].

The Chair of a Committee of the Council shall be limited to not more than one motion per function but without prejudice to his/her right, as a Member, to submit questions and motions in the ordinary way.

(b) Motions/Questions for Area Committee meetings must relate to the business of the Area. Should the Members of the Committee require a report and/or discussion on a matter not within their Area they may raise the matter under the Headed Item - "Reports requested by Area Committees". Such requests must be agreed by way of motion at the Area Committee meeting. Maximum of one request per Committee per monthly Council meeting. Notwithstanding this requirement, it will be open to the Members of an Area Committee to request an informal briefing by the Chief Executive on such an issue.

(c) Recommendations from Committees requiring a resolution of the full Council will, subject to Standing Order 22(g) above, be submitted to the Council, in the form of a report. Reports will be transmitted to every Member of the Council at least three clear days before Council Meeting, save in cases of urgency when the reading of the Report to the Council shall suffice

(d) A Motion recommending or involving expenditure shall be considered by the Committee when the Committee has before it a certificate setting out the budgetary impact which would be involved by the adoption of the motion.

(e) A Report including those without notice may: -

- (i) Be noted
- (ii) Be amended
- (iii) Be adopted and approved
- (iv) Be postponed for consideration to a future meeting
- (v) Be referred back to the Committee from which it emanated for re-consideration and further report back
- (vi) Site Meetings will be agreed with Mayor / Chairs of Area Committees.

All Members to be informed of time, date and location of site meeting.

Organisation, Procedures and Finance

81. The Organisation Procedures and Finance Committee meeting is designed to cater for items that relate to the organisational procedures that support the carrying out of Council business as well as for keeping members informed of the organisation's financial matters that cannot be addressed at Council meetings.

As with all the meetings there are divisions with the Area Committee Meetings looking after all items that refer to a particular area while the County Council Meetings are for items that have a county wide implication.

A review of previous OP&F meetings shows that motions and questions have been included on the agenda across the following issues and would give guidance as to the appropriate nature of content:

- Training requirements for elected members
- Standing Orders
- Council meeting times
- Information on senior Council staff and their area of responsibility
- Request for the circulation of the minutes of the Corporate Policy Group
- Request for the establishment of committees or agreeing the membership of committees
- Request for financial information / reports on particular areas. The headed items on the OP&F agenda include:
- Calendar of Meeting dates for Council Meetings
- Training and Conferences attended by Councillors
- Resignation of members from committees and the subsequent approval of appointment of a replacement
- Reports from the Head of Finance
- Member's reps report for the preceding two months

By way of general guidance, the items relevant for the OP&F Committee can usually be responded to either by the Director of Corporate Performance or by the

Head of Finance, though there may be exceptions to this in certain circumstances. This committee meets 'in camera', meaning it is a private meeting where members of the public and press are not permitted.

Committees – General

82. 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. 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.
83. 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.
84. 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.
85. 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 Chairperson at any meeting of a Committee shall determine questions of order.
86. Every Committee in the whole of its proceedings shall be governed by the Standing Orders or Resolutions of the Council affecting such Committee.
87. 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.
88. 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.
89. The Meetings Administrator shall summon a meeting of any Committee at the request of the Chairperson of the Committee, or any three of its Members, or whenever the Meetings Administrator deems it necessary in special circumstances that such Committee shall meet.
90. The Mayor/An Méara of the Council shall be ex-officio a Member of every Committee and every Sub-Committee except those where membership is fixed by Statute.
91. In the absence of the Chairperson of a Committee, the Chair shall be taken by any Council Member of the Committee agreed at the meeting.

92. The Chairperson of each Committee shall be responsible to the Council for the general management of the business entrusted to such Committee.
93. 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.
94. The Council may resolve itself into a Committee of the whole Council for the transaction of business to be specified in the Resolution.
95. The decisions of the Committees of the Council shall not become binding, except where otherwise provided in the Standing Orders, until approved by the Council, unless the Council specifically empowers these Committees to deal (without further reference to it) with certain matters, subject to the appropriate legal provisions.

Suspension of Standing Orders

96. Subject to the provisions and requirements of the Local Government Act 2001, or of any other enactment, any Standing Order (other than those relating to dealing with urgent business – S.O.no. 24(e), to the revocation of a resolution – S.O. no. 25 or methods of voting – S.O. no. 51), may at any time be suspended on a motion, for the purpose of enabling any specific requirement defined in the suspensory motion to be considered and dealt with by the Council. The decision of the Mayor/An Méara and the relevant and the Meeting Administrator shall be final. The suspension of Standing Orders is subject to the requirement that two-thirds of the Members present vote in favour per Local Government Act, 2001 (Schedule 10 -16-4 (g)).

Interpretation Of Standing Orders

97. The Mayor/An Méara, ruling on any question or his/her interpretation of the Standing Order is final.
98. The Mayor/An Méara will have power to deal with any matter not covered by Standing Orders.

Where in these Standing Orders, reference is made to consultation with or a decision of the Mayor/An Méara relating to either the conduct of a meeting or interpretation of Standing Orders, then that reference shall be taken to include the Deputy-Mayor/Leas-Mhéara or a Member called by general agreement or chosen by vote of the Members present to chair the meeting.

Casual Vacancy

99. (a) A casual vacancy shall be filled in accordance with Section 19 of the Local Government Act 2001.

(b) In the event of a casual vacancy caused by the resignation of a Non Party Member, the co-option nominee will be made by the outgoing Member at time of resignation.

(c) (i) In the case of death in service of a Non Party Member, the co-option replacement will be made on the previous nomination of the Member.

(ii) Where no such nomination exists the co-option nomination will be made by the deceased Members next of kin.

Miscellaneous

100. A Member or Members appointed to outside bodies and boards shall (a) annually or (b) at any other time, if so requested by resolution or by The Mayor/An Méara submit reports to the Council on matters arising in such bodies or boards which have relevance to the Council and shall in any event do so in accordance with the requirements of Section 141, Local Government Act, 2001.

Schedule A

Questions and Motions – Numbers allowed

Council Meetings: -

- Six (6) items of business, not more than one (1) motion.

Organisation, Procedure and Finance Committee Meetings: -

- Six (6) items of business, not more than one (1) motion.

Area Committee Meetings: -

- Ten (10) items of business not more than five (5) can be motions [no more than two (2) items per function].

Schedule B

Appointment, Nomination or Election by South Dublin County Council of representatives / members to various statutory and other bodies, committees and organisations. – to be reviewed

1. Association of Irish Local Government
2. Audit Committee
3. Civic Theatre
4. Clondalkin Drug and Alcohol Task Force
5. Dublin 12 Local Drugs & Alcohol Task Force
6. Dublin Bus Forum
7. DCU Governing Authority
8. Local Authorities Members Association (LAMA)
9. Local Traveller Accommodation Consultative Committee
10. South Dublin County Council Heritage Forum
11. South Dublin County Joint Policing Committee
12. Tallaght Community Arts Centre
13. Tallaght Drugs and Alcohol Task Force
14. Dublin and Dún Laoghaire ETB (Education and Training Board)
15. Regional Health Forum Dublin Mid-Leinster
16. South Western Regional Drugs Task Force
17. Eastern and Midland Regional Assembly
18. Irish Public Bodies Mutual Insurances Ltd.
19. South Dublin County Local Community Development Committee
20. 300K Have Your Say Steering Group
21. Commemoration's Committee
22. Dodder Greenway Steering Committee
23. Infrastructure Naming Committee
24. Inter Local Authority Committee on Fire/Ambulance Services and Emergency Management
25. Liffey Valley Management Advisory Committee
26. South Dublin County Partnership
27. Woman's Caucus

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