

Rules of Business for the meetings of the Implementation Advisory Group for the Directly Elected Mayor with Executive Functions in Limerick City and County Council

This document provides guidance for the meetings and proceedings of the Implementation Advisory Group (referred to hereafter as ‘the IAG’ or ‘the Group’).

Notice of meetings and circulation of documents in advance of meetings

- Meetings should be held at times and on dates which accommodate the members of the IAG as far as possible, having regard to the work programme of the Group. To facilitate diary planning in that regard, a draft schedule will be proposed at an early date by the Chair as an indicative guide to the timetable of the Group’s work. At the end of each meeting, the date and location of the next meeting will be agreed and finalised; this will be based on that schedule, but be capable of being adjusted to take account of the Work Programme as it evolves. Reminders of each meeting will be circulated to members one week in advance of the meeting, with a final reminder the day before the meeting.
- The first two meetings are scheduled to take place on 2 December and 19 December in Limerick City & County Municipal Buildings, Merchants Quay. The group may consider it appropriate to hold subsequent meetings in venues outside of the city, for example, in Municipal District offices.
- Agendas, minutes of previous meetings, and any other documents deemed relevant will be circulated no later than one week in advance of each meeting. Members may request that the Chair, at his discretion, put an item on the agenda for the next meeting. Such requests should be relayed to the Chair in writing (email mayors@housing.gov.ie) no later than two weeks in advance of the meeting, although later requests may be accommodated if the Chair wishes. The Chair may at his own discretion add matters arising to the agenda although this should not normally happen later than one week in advance of the meeting.

- Notifications to members will be via an email address that each member will supply to the Chair.

The conduct of meetings

- The agenda of each meeting will be determined by the Chair in accordance with work programme.
- Matters at the meeting should generally be decided by consensus. Where consensus cannot be reached, the Chair may make a final decision on the matter.
- The Chair takes precedence at meetings; all decisions of the Chair in relation to the running of the meeting and points of order are final.
- Where there is uncertainty about a matter relating to the holding or running of the meetings of the IAG, the Chair's decision is final. Such decisions may be made with reference to the standing orders of Limerick City and County Council as far as practicable.
- As far as is practical, the views of all members will be heard. All points made, questions asked etc. must go through the Chair.
- The quorum for a meeting of the IAG is 5 members. This is arrived at by calculating one-fourth of the total number of members of the Group plus one; as one-fourth of the number of members of the Group is not a whole number, the quorum is the next highest whole number plus one.
- Meetings shall be conducted with regard for efficiency, effective decision-making, and timeliness.
- The Department shall provide the Secretariat to the Group and shall be responsible for drafting minutes and publishing documents and any associated or incidental matters.
- Sub-groups of the IAG will work on specific themes and provide reports to the Group, in accordance with the Group's work programme.
- Absent members may not nominate a stand-in. If they cannot attend a meeting, they may communicate any views or points they wish to make in advance of the meeting to the Chair, who will relay them to the meeting of the IAG.

- It is important that all members of the IAG behave with respect and express their views in an appropriate and professional manner.
- Minutes of all meetings will be kept, mainly focusing on decisions made, and agreed between all members of the IAG present at the meeting.
- The minutes of a meeting will be agreed at the following meeting of the Group, and this will be first on the agenda of the meeting. Once agreed, the minutes will be published on the website mayors.gov.ie.

Transparency and proceedings of the IAG

- The meetings and proceedings of the IAG will be subject to the legislative provisions applying to State proceedings, including Freedom of Information and Data Protection.
- The Department intends that the process of establishing the Directly Elected Mayor should be as transparent as possible. To that end, agreed documents associated with the work of the IAG should be published on the mayors.gov.ie website, including agendas of meetings, agreed minutes of meetings, documents supplied to the IAG to support its deliberations (where not already published), agreed reports and papers produced by the Group in the course of its deliberations.
- Members should not supply draft or agreed papers, minutes, communications or other records to anyone outside the Group unless it is explicitly agreed that they may do so. If members wish to publish material they should request formal permission at a meeting of the Group, or in writing from the Chair.
- Queries from media correspondents should as far as possible be directed through the Chair.

Freedom of Information (FOI)

- As a general rule, the Department of Housing, Planning & Local Government will publish approved documents on the website as a matter of routine. This will include today's press release, the terms of reference and a list of members appointed to the Independent Advisory Group. All relevant material will be published on the website www.mayors.gov.ie

General Data Protection Regulations (GDPR)

- As part of the working method of the group, material will be circulated in advance to members by email. Details of members' emails and mobile numbers will not be published on any departmental website, and will be used by the chair and the secretariat for the purposes of facilitating meetings, distributing material etc only