

**LIMERICK CITY
AND COUNTY
COUNCIL**

**STANDING ORDERS
DECEMBER 2020**

Limerick City and County Council, in exercise of its powers under the Local Government Act, 2001, as amended by the Local Government Reform Act 2014 hereby make the following Standing Orders for the regulation of its Meetings and Proceedings

INDEX

Standing Order No.(s)	Content	Page(s)
1	Duration of Standing Orders	2
2	Application of Standing Orders	2
3	Meetings of the Council	2
4	Hour of Meeting	2
5	Place and Address of Meetings	2
6 - 13	Annual Meeting	2 - 3
14	Local Authority Budget Meeting	3
15 - 16	Special Meeting	3
17 - 24	Summoning of Meeting	3 - 4
25 - 27	Public Notice of Meeting	4
28 - 32	Constitution of Meetings	4
33 - 36	Order of Business	4 - 5
37 - 42	Confirmation of Minutes	5 - 6
43 - 46	Questions	6
47 - 55	Notices of Motion	6 - 7
56 - 58	Motions To Amend or Revoke Resolutions	7
59	Motion for Purpose of Dealing with Urgent Business	8
60 - 61	Adjournment of Council	8
62 - 64	Disclosure of Pecuniary or other Beneficial Interests	8-9
65 - 69	Motions and Amendments	9
70 - 85	Rules of Debate	9 - 10
86 - 90	Disorderly Conduct	11
91 - 94	Questions, Votes and Divisions	11
95 – 100	Attendance of Public and Media	12
101 - 102	Cameras, Sound Recording and Communications Equipment	12
103 - 108	Deputations	13
109 - 117	Committees – General	13
118	Report and Recommendation from Strategic Policy Committees	13
119	Suspension of Standing Orders	13-14
120	Interpretation of Standing Orders	14
121	Matters not Covered by Standing Orders	14
122	Votes of Congratulations and Good Wishes	14
123	Motions of Sympathy and Adjournments	14
124	Expressions of Sympathy	14
125	Remote Meetings	15
126	Revocation and Commencement	18

DURATION OF STANDING ORDERS

1. These Standing Orders shall continue in force until altered, amended, or repealed. The Council may, by Resolution, for which at least one half of the total number of Members of the Council votes in favour, amend or revoke Standing Orders and make new Standing Orders.

APPLICATION OF STANDING ORDERS

2. All Members must abide by the Standing Orders adopted by the Council. The Standing Orders apply to the whole of the Meeting, including Meetings or parts of Meetings from which the public has been excluded. These Standing Orders apply to Council and Committee Meetings.

MEETINGS OF THE COUNCIL

3. Unless upon any occasion when it is otherwise fixed by Statute or by Resolution of the Council, Ordinary Meetings of the Council shall be held bi monthly on the fourth Monday of the months of September, November, January, March, May and July. To facilitate the efficient operation of the Council, Strategic Policy Committee (SPC) meetings will be held during the intervening months of October, December, February, April and June. A schedule of meetings to be drawn up on an annual basis in July and agreed at July Council meeting. This schedule covers five SPC meetings of each SPC per year. If additional SPC meetings are required this can be factored in as required outside of the agreed schedule.

HOOR OF MEETING

4. The Meeting shall commence at 3.00 p.m. (or any other time as shall be fixed by Resolution of the Council or, in the absence of such Resolution, by the direction of the Mayor) and shall continue until business is concluded or 5.30 p.m., whichever first occurs. The Council may, however, by Resolution on the Motion of a Member, extend the duration of a Council Meeting to complete the Agenda.

PLACE AND ADDRESS OF MEETINGS

5. Notwithstanding Section 125, meetings shall normally take place at the Council's principal offices unless, due to exceptional circumstances, another venue within the Administrative area is agreed with the Mayor of the City and County of Limerick.

ANNUAL MEETING

6. In every year in which a Local Election is held the Annual Meeting shall be held on the 14th 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.
7. Where the 14th day is an excluded day the Meeting shall be held on the next following day which is not an excluded day.
8. In every year other than an election year the Annual Meeting shall be held on the last working day in the month of June.
9. In an election year the Council shall publish a Notice of its Annual Meeting in at least one newspaper circulating in its Administrative Area. The Notice shall state the date of the Annual Meeting and where appropriate that the first business of the Meeting will be the election of the Mayor. The Notice shall specify the joint bodies and other bodies to which

the Council is entitled to make appointments at that Meeting or subsequently. The Notice shall be in a form and published within the period prescribed by Regulations.

10. At an Annual Meeting in an election year the Meetings Administrator shall read out the names of persons duly elected as Members of the Council. Subject to this the election of a Mayor shall be the first business of an Annual Meeting and the next business, the election of a Deputy Mayor.
11. In the case of an Annual Meeting in an election year and until the election of the Mayor at such Meeting, the Chair shall be taken by a Member or an employee selected by the Meeting for this purpose. Any Member selected to chair this section of an Annual Meeting shall not have a second or casting vote and any employee of the Local Authority, if selected in accordance with this sub-paragraph, shall not have any vote.
12. In the case of the Annual Meeting in an election year the business to be transacted after the election of the Mayor and Deputy Mayor shall include the consideration of the election, appointment or nomination of Members of joint bodies or other bodies elected, appointed or nominated by the Council.
13. At the Annual Meeting the Council will approve and publish a programme of Council, District and Committee Meetings for the ensuing year.

LOCAL AUTHORITY BUDGET MEETING

14. The Local Authority Budget Meeting of Limerick City and County Council shall be held during the period prescribed by regulations for that purpose.

SPECIAL MEETING

15. A Special Meeting of the Council may be convened at any time by the Mayor or if the office of Mayor is vacant or the Mayor is unable to act, by the Deputy Mayor or by the Mayor on foot of a request in writing presented to him or her by any 5 Members.
16. Where the Mayor 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.

SUMMONING OF MEETING

17. A notification to attend a Meeting, other than a City and County Council 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) day for receipt of the notice, and (ii) the day of the Meeting. The notification of a Meeting will normally be circulated via electronic mail.
18. In the case of a Meeting requisitioned under Section 140 or convened under Section 34 or 146 of the Local Government Act 2001 the relevant section applies in relation to such Meeting.
19. A notification shall include or be accompanied by an Agenda listing the business to be transacted at the Meeting.
20. Subject to Standing Order No. 59 no business shall be transacted at a Meeting, or at any adjournment of such Meeting, other than that specified in the Agenda relating thereto.

21. In the case of a Special Meeting convened by requisition under Standing Order No. 15, a copy of the requisition shall be sent with the notification.
22. 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 proven, to have been duly issued or given with the Authority of the Local Authority.
23. 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.
24. For the purposes of Standing Order No. 22 “signature” includes a facsimile of a signature by whatever process reproduced or a printed version of the name of the Meetings Administrator.

PUBLIC NOTICE OF MEETING

25. Public 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. The Notice shall also be published on the Councils’ website.
26. 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 No. 15 the Agenda shall include or be accompanied by a copy of the requisition.
27. A copy of the Public Notice of Meeting and Agenda shall be made available to the media.

CONSTITUTION OF MEETINGS

28. The Chair shall be taken by the Mayor 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. In the event of an equality of votes, the question shall be decided by lot. The person selected shall occupy the chair until the arrival of the Mayor or Deputy Mayor.
29. The names of the Members attending shall be recorded in alphabetical order. All Members attending a Meeting of the Council shall sign the Attendance Register provided for that purpose by the Meetings Administrator.
30. The quorum for a Meeting of the Council shall be 11 Members (one-fourth of the total number of Members of the Council plus 1).
31. No business shall be transacted unless the number of Members required to constitute a quorum is present. If, after the expiration of twenty minutes after the time appointed for the Meeting, a quorum is not present, the Council shall rise and the Meeting shall stand adjourned to a day to be then named by the Mayor of the Meeting and the names of the Members in attendance when the roll is called shall be recorded in the Minutes, and they shall for all purposes be deemed to have attended a duly constituted Meeting.
32. If, at any stage during a Meeting of the Council, any Member or the Meetings Administrator draws the attention of the Mayor to the fact that a quorum is not present, the Meetings Administrator shall call the roll and record the names of the Members then present and if it appears that the number of such Members is less than the number required to constitute a quorum, the Mayor shall either suspend the Meeting for a period not greater than twenty minutes, or adjourn the Meeting to a later date to be named by him/her. The remaining business will be considered at the next Ordinary Meeting .

ORDER OF BUSINESS

33. 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) Confirmation of Minutes.
 - (b) Business prescribed by statute to be transacted at the Meeting.
 - (c) Business submitted by the Chief Executive.
 - (d) Correspondence from Government Departments, or from other sources on matters already considered by the Council.
 - (e) Consideration of reports of Committees.
 - (f) Letters and matters not requiring discussion.
 - (g) Notices of Motion adjourned from previous Meeting.
 - (h) Questions received since issue of Agenda for previous Meeting.
 - (i) Notices of motion received since issue of Agenda for previous Meeting.
 - (j) Other business as set forth on the Agenda paper.
34. The Council may by Resolution, without discussion, vary the order of business, so as to give precedence to any matter on the Agenda.
35. The Mayor shall have absolute discretion to refuse to accept any motion which is not relevant to the business as set out on the agenda.
36. 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.

CONFIRMATION OF MINUTES

37. Minutes of the proceedings of a Meeting of the 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.
38. 3 clear days before any Meeting of the Council, at which such Minutes are to be considered for adoption, a copy of such Minutes shall be sent or given by the Meetings Administrator to each Member of the Local Authority. The Minutes of a Meeting will normally be circulated via electronic mail.
39. 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.
40. Any discussion of the Minutes except as to their accuracy shall be out of order and the Mayor shall rule accordingly.
41. When confirmed, with or without amendment, the Minutes of a Meeting shall be signed by the person chairing the Meeting 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. 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.

42. A copy of the Minutes when confirmed in accordance with this Standing Order shall be open to inspection at the Principal Offices of the Council and any person may inspect and make a copy of, or abstract from, the Minutes during the usual office hours of the Council. A copy of the Minutes will also be available on the Authority's website.

QUESTIONS

43. All Questions must be submitted, preferably via e-mail, to the Meetings Administrator of the Council, or such other staff Member as may be designated by the Meetings Administrator, so as to be received by her / him at least 9 clear days before the Meeting of the Council, i.e. by 1pm on the Friday week prior to the Council Meeting. Each Member shall be permitted to submit 2 Questions.
44. Questions shall be relevant to the business of the Council and any dispute regarding relevancy shall be determined by the Mayor.
45. Questions which relate to the business of the Metropolitan / Municipal Districts may only be submitted to the relevant District.
46. Written replies to Questions shall normally be circulated by electronic mail in advance of the Meeting and shall not be for discussion.

NOTICES OF MOTION

47. All Notices of Motion shall be forwarded in writing to the Meetings Administrator of the Council, or such other staff member as may be designated by the Meetings Administrator, so as to be received by him / her at least 9 clear days before the Meeting of the Council i.e. by 1pm on the Friday week prior to the Council Meeting. Such Notices shall be dated and numbered by the Meetings Administrator in the order in which they are received and the Meetings Administrator shall insert in the Summons for any Meeting of the Council all Notices of Motion duly given in the order in which they have been received.
48. Notices of Motion shall be relevant to the business of the Council. Motions which relate to the business of the Metropolitan/Municipal District may only be submitted to the relevant District. Any dispute regarding relevancy shall be determined by the Mayor.
49. All Notices of Motion submitted in accordance with Standing Order No. 47 above will appear on the Agenda of the next appropriate Meeting of the Council. The proposer of a Motion placed on the Clár will be allowed to move said Motion and that the said Motion will be allowed to be seconded. Any Motions which refer to Council policy will then be referred by the Council to the appropriate Strategic Policy Committee or other Committee of the Council for consideration.

The SPC / other Committee shall consider this matter at the next appropriate meeting and report back to the subsequent Council meeting on the outcome of the deliberations on the motion. This will be done by way of report from the Chair of the SPC / Committee.

50. Any Notice of Motion which is out of order, or contains unbecoming expressions may be expunged from the Summons by order of the Mayor. In any case in which the Notice of Motion is, in his/her opinion, irregular or illegal, the Meetings Administrator to the Council shall communicate that opinion to the Mayor and to the Councillor submitting that Notice.
51. The Mayor shall not accept any motion involving the expenditure of money by the Council in excess of the amount provided in the Annual Budget unless Notice of such Motion has been duly given and appears on the Agenda paper.
52. The Mayor shall have the absolute power to refuse or amend any Motion to secure compliance with Standing Orders after consultation with the Member responsible for the Motion.
53. Each Member shall be permitted to submit 1 Notice of Motion, which shall be relevant to the business of the Council, for each Council Meeting.
 - (a) A Notice of Motion signed by 1 or more Councillors shall be held to be a Notice of Motion from each Councillor signing same.
 - (b) For a Notice of Motion from a Metropolitan/Municipal District to be a valid Motion from the District, all Members of the District must sign the Notice. In this case such Motion shall only be counted as a Motion from the proposer.
54. A Motion may be withdrawn by leave of the Meeting.
55. The following Motions may be made without Notice at a Meeting:-
 - (1) On matters expressly required by Statute to be done at the Meeting.
 - (2) By the Mayor on any matter which (s)he may deem necessary.
 - (3) On matters arising directly out of any business being discussed at the Meeting.
 - (4) For the Resolution of the Council into a Committee of the whole Council.
 - (5) For the variation of the Order of Business.
 - (6) For the adjournment of the debate.
 - (7) That the question be now put.
 - (8) That the Council proceed to the next business of the day
 - (9) For the Suspension of Standing Orders subject to compliance with Standing Order No. 118.
 - (10) For referring business to a Committee for inquiry, action and/or report.

MOTIONS TO AMEND OR REVOKE RESOLUTIONS

56. No Motion to rescind any Resolution which has been passed within the preceding 6 months, nor any Motion to the same effect as any Motion that has been rejected within the preceding 6 months, shall be in order, unless the notice thereof shall have been given and specified in the Summons and the Notice shall bear, in addition to the name of the Member who proposes the Motion, the names of 5 other Members; and when any such Motion has been disposed of by the Council, it shall not be competent for any Member to propose a similar Motion within a further period of 6 months.
57. It shall be necessary for the adoption of a Motion to rescind a Resolution of the Council that not less than 21 Members vote in favour of the motion to rescind.
58. A Resolution cannot be rescinded at the Meeting at which it was passed.

MOTION FOR PURPOSE OF DEALING WITH URGENT BUSINESS

59. Notwithstanding any other provisions of these Standing Orders, a Motion may be proposed without notice for the purpose of dealing with urgent business related to a function of the local authority, subject to the requirement that not less than three quarters of the Members present (being at least one half of the total number of Members of the authority) vote in favour.

- An Emergency Motion is one that due to its seriousness gives rise to an unexpected, urgent and potentially dangerous situation requiring immediate action of Council. The proposer of such a motion must, in submitting the motion, outline clearly why an emergency situation exists and why the motion cannot be dealt with by way of motion to the City and County Council or to a District Committee as already provided for.
- A motion which is deemed not to be an Emergency Motion will be listed for the next City and County Council Meeting or District Committee as deemed appropriate.
- Emergency Motions must be submitted to the Meetings Administrator by 4.00 p.m. on the working day prior to the monthly City and County Council Meeting, unless related to an issue that has arisen after 4.00 p.m. on the working day prior to the Meeting. Emergency Motions received will be circulated to all Councillors prior to the City and County Council Meeting.
- The Council may appoint a representative of the Council to adjudicate on Emergency Motions submitted and determine in conjunction with the Mayor, as to whether or not they will be put before the City and County Council for consideration.
- In the absence of such a representative, the Mayor, will make such determination in accordance with Standing Orders.

ADJOURNMENT OF COUNCIL

60. A Motion for adjournment of the Council may be made at any time and shall be determined without amendment and without debate, except that the mover of the Motion of adjournment and the mover of the Motion immediately affected by it, may each address the Council for not more than three minutes on the question of the adjournment; and when the Motion for adjournment is adopted, the Meeting will stand adjourned to a day then named or in the event of no such date being named, to the next occurring Ordinary Meeting.

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

DISCLOSURE OF PECUNIARY OR OTHER BENEFICIAL INTERESTS

62. Where a Resolution, motion, question or other matter is proposed or otherwise arises at a Meeting and a Member present at the Meeting has actual knowledge that he or she or a connected person (as referred to in Local Government Act 2001, Section 166) has a pecuniary or other beneficial interest in, or which is material to that matter, that Member shall

- (a) disclose the nature of his or her interest, or the fact of a connected person's interest at the Meeting before discussion or consideration of the matter commences;
- (b) withdraw from the Meeting for so long as the matter is being discussed or considered;
- (c) take no part in the discussion or consideration of the matter and refrain from voting

in relation to it.

63. Where a Member has actual knowledge that a matter is likely to arise at a Meeting at which that Member will not be present and which, if he or she were present, a disclosure would be required to be made under (a) above, that Member shall, in advance of such Meeting, make such disclosure in writing and furnish it to the Ethics Registrar and the Mayor.
64. The Minutes of the Meeting shall contain a record of any disclosure made under 62 or 63 above and any withdrawal from the Meeting.

MOTIONS AND AMENDMENTS

65. Every Motion or amendment shall be moved and seconded, before being discussed or put to the Meeting. A Motion may be proposed either by the Member in whose name it stands or in his/her absence by any Member authorised by him/her to propose it on his/her behalf. Unless so proposed and seconded any Motion shall stand adjourned to the next Meeting and if not then proposed or disposed of it shall not be again set down on the Agenda paper, except upon a new Notice of Motion.
66. Whenever an amendment upon 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 number of amendments may be given.
67. Every amendment shall be relevant to the Motion on which it is moved. The question of relevancy shall be determined by the Mayor at his/her absolute discretion.
68. If an amendment is rejected, other amendments may be moved on the original Motion. If an amendment is carried, the Motion, as amended, shall take the place of the original Motion and shall become the question upon which any further amendment may be moved.
69. Where there is only 1 amendment and it is carried, it shall then be taken to be the Motion and to be carried by the same voting.

RULES OF DEBATE

70. A Member while speaking shall address himself/herself to the Mayor.
71. No Member shall speak for more than 3 Minutes on any 1 issue without the consent of the Mayor, which shall be given only where the question under discussion is of exceptional importance.
72. Every Member shall have the option to stand or be seated when addressing the Council Meeting.
73. While a Member is speaking he/she shall not be interrupted except on a point of order. A point of order shall relate only to an alleged breach of a Standing Order or statutory provision and the Member shall specify the Standing Order or statutory provision and the way in which he/she considers it has been broken.
74. A Member while speaking shall, if the Mayor so directs, give way to a Member wishing to raise a point of order or to make a personal explanation. The Member raising the point of order or making the personal explanation shall confine his/her input strictly to the motion/amendment under discussion. A personal explanation shall be confined to some material part of a former speech which may appear to have been misunderstood.
75. When 2 or more Members indicate at the same time that they wish to speak, the Member called upon by the Mayor shall have precedence.

- 76. When, during a debate, the Mayor speaks, any Member then addressing the Council shall cease and no Member shall again speak until the Mayor has concluded.**
- 77. A Member shall not address the Council more than once on any Motion or amendment, but the mover of an original Motion may reply and in his/her reply shall strictly confine himself/herself to answering previous speakers and shall not introduce any new matter into the debate. However, a Member may speak to a point of order, or in personal explanation of some material part of a speech made by him/her which he/she believes to have been misunderstood.**
- 78. A Motion or amendment once proposed and seconded shall not be withdrawn without the consent of the Council.**
- 79. A Member shall not be permitted to move or second more than 1 amendment to a Motion.**
- 80. (a) Any Member of the Council may, at the conclusion of any speech, move any 1 of the following Motions:-**
- (i) That the debate be adjourned.**
 - (ii) That the question be now put.**
 - (iii) That the Council proceed to the next business**
- (b) All of the above Motions must be seconded. The mover of any one of them may speak upon it for not more than three minutes, but the seconder shall not be permitted to speak beyond formally seconding it. Upon such a Motion being made, the mover of the original Motion may be heard in reply for three minutes after which the Motion authorised by this order shall be put without further debate.**
- (c) If motion (a)(i) is carried, the discussion shall be resumed at the next Meeting of the Council and the Council shall proceed to the next business.**
- (d) The Mayor may refuse to put Motions (ii) or (iii) unless (s)he be of the opinion that the matter under discussion has been sufficiently debated.**
- (e) If Motion (a) (ii) is carried the question under discussion shall be at once put.**
- (f) If Motion (a) (iii) is carried the question under discussion shall be considered as dropped.**
- (g) When any 1 of the above Motions has been put and rejected the same Motion may not be put again during the same debate without the permission of the Mayor.**
- (h) No Member may discuss any other subject under cover of any motions authorised by this order.**
- 81. The Mayor shall have discretionary power to allow a Member to speak a second time but such permission shall be given only after every Member who desires to do so shall have spoken once.**
- 82. No Member shall use offensive language or make personal remarks in the Council Chamber.**
- 83. No Member of the Council shall leave the Council Chamber without first having intimated to the Mayor his/her desire to withdraw.**
- 84. Council Meetings shall not, unless by permission of the Mayor, be addressed by any person not a Member of the Council.**

85. No Member shall disclose the content of any discussions in the confidential part of a Meeting. No Member shall disclose to any person (other than a Member of the Council with a need to know) any matter which comes to their attention by virtue of their office as a Member where such disclosure would prejudice the interest of the Council or would be contrary to law. If in any doubt advice should be sought from the Meetings Administrator.

DISORDERLY CONDUCT

86. Whenever any Member shall be called to order by the Mayor the Member so called shall immediately discontinue speaking and shall not again address the Council on that issue without the Mayor's permission.

87. Any Member of the Council who, in the opinion of the Mayor, transgresses any Standing Order or refuses to obey the ruling of the Mayor may be called to order by the Mayor. If (s)he persists in her/his refusal to obey the ruling of the Mayor then the Mayor may suspend her/him for the remainder of the sitting. Any Member so suspended shall forthwith leave the Council Chamber and in the event of his/her neglect or refusal to do so the Mayor may order him/her to be removed there from.

88. The Mayor may call the attention of the Council to continued irrelevance, tedious repetition, unnecessary or unreasonable interruptions, unbecoming language or conduct, or to any breach of order on the part of any Member and may direct such Member, if speaking, to discontinue his/her speech and resume his/her seat, or in the event of persistent disregard of the authority of the Mayor or refusal to obey the ruling of the Mayor the Meeting may, on motion made by the Mayor, order the Member to be suspended for the remainder of the sitting. Any Member so suspended shall forthwith leave the Council Chamber.

89. If the Mayor considers that the Meeting, owing to disorder, cannot continue, the Mayor may adjourn such Meeting either for a short time or until a future date, and upon such adjournment the Meeting shall not resume until such date and time as the Mayor shall decide.

90. The provisions of Section 57 (d) of the Local Government Reform Act 2014 shall apply in relation to disorderly conduct.

QUESTIONS, VOTES AND DIVISIONS

91. Every Question shall, at the discretion of the Mayor, be determined either by a show of hands or by a vote, but any 1 Member may demand a vote. When a vote occurs the names of the Members voting for or against the Question or amendment shall be entered into the Minutes. Members shall vote in alphabetical order of their surnames.

92. All acts of the Council and all Questions coming or arising before the Council, may be done and decided by a majority of those Members who vote at such Meetings of the Council for and against the doing of such acts or Questions, except when otherwise required by law or other provisions of these Standing Orders.

93. In the case of an equality of votes, the Mayor of the Meeting shall have a second or casting vote, except in the case of election of Mayor.

94. Where the Mayor considers that the outcome of a vote was unclear or not properly understood he or she shall be entitled to take a second or subsequent vote.

ATTENDANCE OF PUBLIC AND MEDIA

95. 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 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.

96. Members of the public and representatives of the media will occupy the parts of the Council Chamber allotted to their use.
97. Members of the public shall be seated and maintain silence and observe any directions given by the Mayor or by any employee in attendance. Such employees are responsible for the execution of all measures necessary for the maintenance of order and decorum in and about the Chamber.
98. 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 shall warn him or her and if the interruption continues shall order that person's removal.
99. In the case of a general disturbance in any part of the Council Chamber open to the public, the Mayor shall order that part to be cleared.
100. The Council may, taking account of available space, limit the number of persons to be admitted to Meetings.

CAMERAS, SOUND RECORDING AND COMMUNICATIONS EQUIPMENT

101. No cameras of any kind or sound recording or communication equipment may be used at Meetings of the Council without the prior approval of the Council.
102. Councillors are not permitted to receive or make telephone calls during Meetings.

DEPUTATIONS

103. A request to receive a Deputation at a Meeting of the Council shall be made in writing to the Meetings Administrator and shall include
- (a) the name of the group or organisation and its role or purpose
 - (b) the name, address and telephone number of a contact person
 - (c) the issue or topic on which the deputation wishes to address the Council.
104. A request to receive a Deputation shall be considered by the Corporate Policy Group who shall make a recommendation to the Council on whether the Deputation should be received.
105. The request to receive a Deputation, when approved by the Corporate Policy Group Meeting, shall be placed as an item on the Council Agenda.
106. No more than 1 Member of the Deputation may address the Members except in reply to Questions from Members.

107. No Deputation shall exceed 5 persons in number and the maximum duration of the address (inclusive of the reading of any supporting documentation) shall be 15 Minutes.
108. No discussion shall take place until the Members of the Deputation have withdrawn from the Meeting.

Committees – General

109. The Council may from time to time appoint specialist or ad-hoc Committees which may be required either through particular local circumstances or through National Policy. Such Committees shall have a limited lifespan. The Council may, in the Resolution of appointment, lay down terms of reference for the said Committee.
110. The Mayor shall be an ex-officio Member of every Committee or sub-committee representative of the full Council except in the case of Committees regulated by Statute or regulations.
111. The Chairperson of any Committee, Sub-Committee or Special Committee shall have a second or casting vote in the event of a tie.
112. The decisions of Committees of the Council shall not become binding until approved by the Council, unless the Council specifically empowers these Committees to deal with matters of urgency without further reference to them.
113. The Standing Orders regulating debate and voting shall apply mutatis mutandis to all Meetings of Committees of the Council.
114. The Meetings Administrator of the Council shall summon a Meeting of any Committee on the request of the Mayor or any 3 of its Members, or whenever (s)he shall deem it necessary that such Committee shall meet.
115. Sub Committees may be appointed for facilitating the transaction of business, who shall report to the Committee. Such Sub-Committees shall not have power to transact any business without express authority from the Committee. The Mayor of any Committee shall be an ex-officio Member of all its Sub-Committees.
116. A Meeting of the Council shall take precedence over a Meeting of any Committee.
117. The quorum for any Committee not being a Committee of the whole Council shall be one quarter of the total number of Members plus 1 subject to a minimum of 3. Where one quarter is not a whole number the next highest whole number plus 1 applies.

REPORT AND RECOMMENDATION FROM STRATEGIC POLICY COMMITTEES

118. Reports and recommendations from SPCs will be included as a specific item on the Council agenda. Reports will be presented by the appropriate SPC Chair on a regular basis giving an update on proceedings at the SPC meetings. Members of an SPC will not ordinarily be allowed to speak on the Chairman's Report of the SPC. Where a Recommendation from an SPC is materially amended at the Council Meeting, all Members will be permitted to speak.

SUSPENSION OF STANDING ORDERS

119. (i) In any case of urgency or upon Motion made on a notice duly given, any 1 or more of the Standing Orders may be suspended at any Meeting, provided that two-thirds of the Members of the Council present and voting shall so decide.

- (ii) However, when Standing Orders are suspended to enable the debate to continue only the item under discussion shall be considered. Remaining items awaiting discussion shall be included on the Agenda for the next Meeting.

INTERPRETATION OF STANDING ORDERS

120. The Mayor's ruling on any question, or his/her interpretation of the Standing Orders, shall be final.

MATTERS NOT COVERED BY STANDING ORDERS

121. The Mayor shall have power to deal with any matter not covered by Standing Orders.

VOTES OF CONGRATULATIONS AND GOOD WISHES

122. Votes of Congratulations must be submitted in writing to the Mayor on the prescribed form at least 15 minutes before the commencement of the Meeting and these shall be read into the Minutes.

MOTIONS OF SYMPATHY AND ADJOURNMENTS

- | | | | |
|------|--|---|---|
| 123. | (i) Death of Sitting Member | } | Meeting of the Council to be Adjourned to another day |
| | (ii) Interment of near relative of Member taking place on day of Meeting (husband, wife, partner, son, daughter, mother, father, brother or sister). | | |
| | (iii) Interment of Senior Official or near relative of Senior Official taking place on day of Meeting. | | |
| | (iv) Recent death of near relative of a Member of the Council or Senior Official (husband, wife, son, daughter, mother, father, brother or sister) | } | Meeting of the Council will stand adjourned for 15 minutes |
| | (v) Death of former Member | | |
| | (vi) Death of Dignitary | | |

EXPRESSIONS OF SYMPATHY

124. Expressions of Sympathy must be submitted in writing to the Mayor on the prescribed form at least 15 minutes before the commencement of the Meeting and these shall be read into the Minutes.

REMOTE MEETINGS

- 125.(a)** This section of the Standing Orders provides the means and guidance for the conduct of any remote meeting of Limerick City and County Council 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). This section of the Standing Orders will be reviewed after six months to assess the effectiveness of holding remote meetings.
- 125.(b)** For the avoidance of doubt, this section also regulates meetings where some members may attend physically while other elected members may attend remotely.
- 125.(c)** Remote Meetings of Limerick City and County Council may, where the technology allows, be held at:
- (i)** One or more Council owned Chambers or rooms, linked remotely;
 - (ii)** An external venue used to accommodate meetings of Limerick City and County Council, linked remotely;
 - (iii)** An electronic, digital or virtual location, web address or a conference call telephone number;
 - (iv)** A combination of the above to provide for physical and/or remote attendance by elected members (known as a ‘Hybrid Meeting’). The decision on whether to hold a meeting in accordance with this section will be made by the Mayor in consultation with the Meetings Administrator.
- 125.(d)** Management of Remote Meetings:
- (i)** Members should notify their Meetings Administrator in advance if they intend to attend a meeting remotely.
 - (ii)** 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.
 - (iii)** The Mayor will at the outset, and at any reconvening of a meeting, conduct 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 and at any reconvening of the meeting that they can hear and, where practicable, see the proceedings.
 - (iv)** Members should inform the Meetings Administrator if they lose connection during the meeting – either after they return to the meeting (after restoring connection), or by phonecall or other appropriate means.
 - (v)** The attendance of those members attending the meeting remotely will be recorded by the Meetings Administrator.
 - (vi)** The normal quorum meeting requirement continues to apply to a remote meeting. Members attending physically and remotely will together constitute a quorum.
 - (vii)** In the event of any apparent failure of the online connection, the Mayor should immediately determine if the meeting is still quorate. If there is no quorum, then the meeting shall adjourn for a short period specified by the Mayor, to allow the connection to be re-established. Should a Member’s remote connection fail, the Mayor may call a short adjournment to determine whether the connection can quickly be reestablished. If

the connection cannot be restored, thus leading to the meeting not being quorate, the meeting should not continue and will be adjourned. If the connection is successfully re-established, then the meeting can continue from the point where it stopped being quorate.

- (viii) At the commencement of the meeting, 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 either hear or see consideration of the meeting discussions, and/or recording the proceedings.
- (ix) 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.
- (x) No other recording of the meeting and its proceedings by any person, including elected members and attending members of the media, shall be allowed.

125.(e) Meeting Procedures:

- (i) The Meetings Administrator will coordinate the facilitation of the meeting. He / She or another 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 Mayor.
- (ii) 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.
- (iii) The Mayor, or at the Mayor's request, the Meetings Administrator, shall, at the beginning of the meeting explain the protocol for members' participation. The Mayor's ruling during the debate will be final.
- (iv) Members who wish to speak should use the notification process as directed by the Mayor, and then speak when invited.
- (v) The rules of debate as set out in in sections 68-83 incl. will apply.
- (vi) All meeting attendees attending remotely shall, other than when speaking, mute their microphone so as not to cause undue interference to the business of the meeting.
- (vii) All members participating remotely must have their camera on at all times during a meeting.

125. (f) Voting:

- (i) A vote taken of members attending physically and/or remotely will constitute a valid vote towards the decision of Limerick City and County Council.
- (ii) Any vote taken at a remote meeting or hybrid meeting (combination of people physically present and remotely present) shall be taken by roll-call vote.
- (iii) Where a member loses connectivity during a statutory vote, every effort will be made to re-establish a connection. If a connection cannot be restored within a reasonable timeframe every effort will be made to contact the member by phone. Where phone contact is made in such circumstances, the member shall be entitled to vote by phone by advising the Mayor of his or her vote by ringing the Mayor's phone, which shall be played to the attendance over microphone and the vote recorded accordingly.

- (iv) Where contact with the remote member cannot be established, at the discretion of the Mayor, the vote may be deferred to a later time in the meeting. Any and all such deferred votes shall be taken before the end of the meeting, unless the it is decided to defer to another meeting.
- (v) Where contact / online connection with the Member cannot be established before the end of the meeting, that member shall be deemed to have left the meeting and the vote(s) in question shall proceed in their absence in accordance 125 (f) (iv) above.

125. (g) Leaving a Remote Meeting:

- (i) Members attending remotely who leave the meeting should make every effort to inform the Mayor 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.

125. (h) Declaration of Interests:

- (i) Any Member participating remotely at 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 normally require them to leave the room, must also leave the remote meeting, advising the Mayor and members at the time of departure and this shall be recorded in the minutes.
- (ii) Their departure will be confirmed by the Meetings Administrator, who will arrange for the relevant Member to be invited to re-join the meeting at the appropriate time.

125. (i) Attendance of Public and Media at a Remote Meeting (Section 45(3) Local Government Act 2001 – 2014)

- (i) Members of the public and media may be present at a remote meeting which is not webcast live but must maintain silence and observe any directions given by the Chair or by any employee in attendance.
- (ii) Members of the media and public who attend the meeting remotely should provide notice of their attendance to the Mayor on joining the meeting. To manage numbers and attendance, the meetings administrator may consider utilising electronic invitations compatible with the platform in use.
- (iii) If the technology allows for Limerick City and County Council meeting to be webcast live, attendance of public and media is via that means.

125. (j) Meetings in Committee:

- (i) 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.
- (ii) 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 in the physical setting the Meeting Administrator occupies or remotely accessing the meeting i.e. listed attendees on the virtual meeting that the Meetings Administrator is controlling.
- (iii) 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. The Meetings Administrator shall call

on each member participating remotely to so confirm, and such confirmations shall be noted in the minutes, before commencement of discussion on the matter at hand.

REVOCAION AND COMMENCEMENT

126. These Standing Orders shall come into operation on the 3RD December 2020 and all Standing Orders previously made by the Council and not already revoked shall be revoked with effect as from that date.

The Seal of the City and County Council of Limerick was affixed hereto by:

SEAN COUGHLAN
DIRECTOR OF SERVICE/APPROVED OFFICER

JAMES CLUNE
A/SEO CORPORATE SERVICES