



Tullamore Town Council

Standing Orders Regulating the Proceedings of the Council

(Made under the Local Government Act 2001, Schedule 10, Paragraph 16)

Adopted 8th September 2009

1. Schedule of Meetings of the Council

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 on the second Thursday of each month.

2. Hour of Meeting

Meetings will commence at 5.00pm or at such hour as may be fixed by resolution of the Council and shall rise not later than 7.00pm or two hours after commencement of the meeting, whichever is the sooner. This time can be extended by a resolution of the majority of members present at the meeting.

3. Place of Meeting and Address of Principal Offices

Meetings of the Council will normally be held in the principal offices of the local authority. However the council may from time to time by resolution appoint an alternative location for a particular meeting.

The address of the principal offices of Tullamore Town Council is **Town Hall, Cormac Street, Tullamore, Co. Offaly.**

4. Annual Meeting

In every year in which a local election is held the Annual Meeting shall be held on the tenth day (*or if the tenth day is an 'excluded' day the next day which is not an 'excluded' 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. The order of business and notice requirements for an Annual Meeting in a local election year are contained in *Paragraph 4 of Schedule 10 of the Local Government Act 2001.*

In every other year, the Annual Meeting shall take place at **4.00pm on the second Thursday in June,** prior to the June Ordinary Meeting for that month unless otherwise fixed by resolution of the Council.

5. Budget Meeting

A local authority Budget Meeting shall be held during the period prescribed by regulations for that purpose each year.

6. Special Meeting

A special meeting of the Council may be convened at any time by :-

- (a) The Cathaoirleach or if the office of Cathaoirleach is vacant or the Cathaoirleach is unable to act for any reason by the Leas-Cathaoirleach **OR**
- (b) The Cathaoirleach on foot of a request in writing presented to him or her by any five members

Where the Cathaoirleach refuses or neglects to act on foot of a request referred to him under (b) above within 7 days of it being presented to him/her, the members making the request may convene the meeting in accordance with *Paragraph 6 of Schedule 10 of the Local Government Act 2001*.

7. Summoning of Meeting

A notification to attend a meeting, other than a local authority Budget Meeting, a meeting requisitioned under Section 140 of the Local Government Act 2001 or convened under Section 34 or 146 of the same act, shall :-

- (a) Be sent or delivered to each member of the local authority
- (b) Specify the place, date and time of the meeting
- (c) Give not less than 3 clear days notice of the meeting

The notification shall comply with the requirements of *Paragraph 7 of Schedule 10 of the Local Government Act 2001* and include an agenda listing the business proposed to be transacted at the meeting. In the case of a Special Meeting convened under *Paragraph 6 of Schedule 10 of the Local Government Act 2001* a copy of the signed requisition shall be sent with the notification.

8. Public Notice of Meetings

A notice of the place, date, time and agenda for a meeting other than a local authority Budget Meeting shall be displayed not less than 3 clear days before the day of the meeting at the principal offices of the local authority as set out in No. 3 of these standing orders. A copy of the notice and agenda will also be supplied to the local press in advance of each meeting. On request, a copy of the notice and agenda will be made available free of charge to any person seeking a copy.

9. Chairing of Meetings

In the case of an Annual Meeting in an election year and until the election of the Cathaoirleach at such meeting, the Chair shall be taken by the Meetings Administrator who shall at this meeting read out the names of persons duly elected as members of the local authority. The election of Cathaoirleach shall be the first item of business on the agenda for the Annual Meeting.

For all other meetings, the Cathaoirleach if present shall take the chair. In the absence of the Cathaoirleach the Leas-Cathaoirleach shall after 15 minutes have elapsed from the scheduled starting time of the meeting and having confirmed sufficient attendance for a quorum, assume the chair and commence the meeting but shall vacate the chair on the arrival of the Cathaoirleach. In the absence of the Leas-Cathaoirleach any other elected members called thereto by general agreement or by majority vote of the members present shall chair the meeting and shall vacate the chair upon the arrival of the Cathaoirleach or Leas Cathaoirleach.

10. Quorum

The quorum for a meeting of Tullamore Town Council shall be 4 members.

If a quorum is not present within 30 minutes after the time fixed for the meeting, or at any time during the meeting, the meeting shall stand adjourned to a day to be named by the Cathaoirleach. Whenever a meeting is abandoned owing to failure to obtain a quorum, the names of those present at the time and place appointed for such a meeting shall be recorded by the Town Clerk and they shall for all purposes be deemed to have attended a duly constituted meeting.

11. Order of Business

The Order of Business at all meetings other than Annual Meeting, Budget Meetings or Special Meetings shall subject to the provisions of any enactments be as follows :-

1. *Confirmation of Minutes*
2. *Business prescribed by Statute, Standing Orders or Resolutions of the Council for transaction at such meeting*
3. *Consideration of Reports and Recommendations*
4. *Other business set forth in the notice convening the meeting*
5. *Notices of Motion*
6. *Conferences*
7. *Correspondence*
8. *Questions*
9. *Any Other Business which may be properly constituted*

Prior notice of matters to be raised by members under Any Other Business must be given to the Cathaoirleach and Meetings Administrator.

The Cathaoirleach with the agreement of the majority of members present at a meeting may decide to take an item for consideration out of its sequence listing on the Agenda.

In the case of a meeting convened for a special purpose the business specified in the Notification for such meeting shall be the only business transacted

12. Minutes of Meeting

Minutes of the proceedings of a meeting of the local authority shall be drawn up by the Meetings Administrator and include :-

- (i) *Date, place and time of meeting*
- (ii) *Names of elected members and senior local authority employees present*
- (iii) *Reference to any report submitted to the members at the meeting*
- (iv) *Where there is a roll call vote the names of members voting for, against or abstaining from motion*
- (v) *Particulars of all resolutions passed at the meeting*
- (vi) *Such other matters considered appropriate*

Minutes of a meeting shall be submitted for confirmation as an accurate record at the next following ordinary meeting where practicable or where not to the next following meeting. When confirmed with

or without amendment, minutes shall be signed and dated by the Cathaoirleach and Meetings Administrator.

A copy of adopted minutes will be available for inspection or purchase by any person who so requests and placed on the Council's website www.offaly.ie

13. Notices of Motion

Each elected member may submit **a maximum of two Notices of Motion for each ordinary meeting** of the council (*including adjourned motions*) subject to compliance with the following :-

- (i) Notices may be submitted in the name of an individual or jointly by two or more members
- (ii) Notice must be signed and dated by the member(s) concerned
- (iii) Notices must be delivered to the Town Clerk at least 10 clear days before the date of the meeting to ensure their inclusion on the agenda. Notices received after this time will not be included on the agenda
- (iv) Notices will be included on the agenda in the order they were received by the Town Clerk
- (v) Notices can be moved at a meeting by the member(s) who submitted them or by another member whereby the member(s) concerned have notified the Town Clerk in writing of their authorisation to allow another member to move the motion on their behalf
- (vi) The management of the Town Council will endeavour where practicable to have a written reply available for the members at the meeting where such motion relates to a matter within the direct control of the local authority

Except with the approval of the Cathaoirleach, only the proposer of a motion can speak for a maximum of three minutes on the motion and the seconder for a maximum of two minutes.

14. Motions to Amend or Revoke Resolutions

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. No such motion shall be included on the agenda to revoke or amend any resolution of the Council within six months of the date of the adoption of the original resolution except with the written assent of not less than five members of the Council. A resolution may not be revoked at the meeting at which it has been adopted.

Any matter decided by the local authority by motion on notice or on the report of a committee shall not be re-opened within six months of the date of such decision.

15. Motions and Amendments

- (i) The proposer of a motion not listed in the agenda shall prior to moving the motion deliver a written copy to the Cathaoirleach.

- (ii) An amendment to a motion on the agenda 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.
- (iii) A motion, notice of which stands on 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 and at the request of the member concerned. A motion may either be proposed by the member in whose name it stands or if he/she be absent or by any member authorised by him/her in writing to propose it on his/her behalf. Other than in these circumstances, a motion shall be deemed withdrawn and shall not again be set down on the agenda except on fresh notice. A motion or an amendment when not seconded falls.
- (iv) Every amendment to a motion 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*
- (v) 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.
- (vi) 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.
- (vii) 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.
- (viii) 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 Cathaoirleach rules it to be substantially the same as an amendment already lost.
- (ix) A notice of motion not moved within three months from its initial inclusion on the agenda will be withdrawn from the agenda.

16. Motions for Purpose of Dealing with Urgent Business

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 five members of the authority vote in favour.

17. Adjournment of Council Meetings

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 may address the Council for not more than five minutes on the question of the adjournment. An adjournment requires the approval of a majority of the Council. When a motion for adjournment is approved by the council 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.

18. Order of Debate

- (i) Except with the permission of the Cathaoirleach no member shall address the Council for more than three minutes. A member may speak once upon any item on the agenda or on any motion except a motion which is to be put without debate. The proposer of a motion has the right to reply whilst the motion remains before the Chair and when the proposer replies the debate on the motion is closed.
- (ii) 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 Cathaoirleach's decision in determining a point of order or personal explanation shall be final.
- (iii) The Cathaoirleach shall ascertain that a motion is seconded before the proposer is permitted to speak to it.
- (iv) 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, it shall be adjourned to the next Ordinary Meeting. The motion to proceed to the next business shall not be made more than once during the debate on any question.
- (v) 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.
- (vi) When two or more members at the same time offer to speak, the member called upon by the Cathaoirleach shall have precedence.
- (vii) A member while speaking shall address only the Cathaoirleach and shall only do so from one of the seats reserved for the use of members.
- (viii) 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.
- (ix) When a member seeks to make a point of order, the member then addressing the Chair shall give way until the question of order has been determined by the Cathaoirleach unless the former seeks to address the Cathaoirleach upon the question of order.
- (x) The Cathaoirleach 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 Cathaoirleach rises, any member than speaking shall give way to the Cathaoirleach.
- (xi) If at a meeting any member of the Council in the opinion of the Cathaoirleach notified to the Council, misconducts himself/herself by persistently disregarding the ruling of the Cathaoirleach or by wilfully obstructing the business of the meeting, the Cathaoirleach 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.
- (xii) If in the opinion of the Cathaoirleach any member has been or is disorderly by persistently disregarding his/her ruling or by behaving irregularly, improperly or offensively or by otherwise obstructing the business of the meeting and the Cathaoirleach has conveyed their opinion to the

members present by naming the members concerned, then the Cathaoirleach or any member may move “that the member named leave the meeting” and the motion if seconded shall be put and determined without discussion.

- (xiv) Where the Council decide 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 the meeting on that day.
- (xv) Where in the opinion of the Cathaoirleach there is general disorder which impedes the orderly transaction of business or where a member against whom it was resolved that they leave the meeting refuses to do so, the Cathaoirleach may adjourn the meeting for such period as he or she considers necessary in the interests of order.

19. Deputations

The Council may by resolution decide to receive a deputation. Deputations shall generally consist of **not more than five persons**. Members of the deputation shall not speak for more than 5 minutes per person subject to a maximum of 15 minutes in total unless otherwise permitted by the Cathaoirleach.

Requests to receive a deputation will be considered at an Ordinary Meeting of the full council. Approved deputations will then be invited to attend the next suitable Ordinary Meeting of the Council and an item to this effect included on the agenda for that meeting.

The deputation may be questioned by members of the Council but it shall not be entitled to ask questions. When the members of the deputation have finished addressing the meeting, they shall then withdraw from the meeting.

20. Questions, Votes and Divisions

Every question shall normally be determined by a show of hands. However the Cathaoirleach following consultation with the Town Manager and Meetings Administrator can request that voting on certain statutory functions of the Council will require a formal roll call vote. Each member present at the meeting of the Council shall have a vote unless prohibited by any enactment.

Where the Cathaoirleach has not formally declared the result of a vote, or is in doubt as to whether his/her declaration is right or wrong, the Cathaoirleach is entitled to take a second vote on the matter, especially if he/she considers that through some misunderstanding the first vote did not properly represent the sense of the meeting at that time.

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 specific 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 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 if they so decide to exercise such a vote.

21. Attendance of Public and Media

Attendance of accredited representatives of local and national media will be facilitated at meetings, other than those whereby the council have passed a resolution to hold a particular meeting in committee.

A maximum of nine members of the public will be permitted to attend Ordinary Meetings of the Council other than those whereby the council have passed a resolution to hold such meetings in committee. Passes will be available at the principal offices of the Council for members of the public on a first come first served basis.

Members of the public and media representatives will occupy the parts of the council chamber allotted to their use and shall for the duration of their attendance at meetings observe the following :-

- a. Remain seated at all times*
- b. Maintain silence throughout*
- c. Observe any directions given by the Cathaoirleach or employee of the local authority*
- d. Refrain from using cameras or sound recording equipment except with the prior approval of the Council*

Non-compliance with any of the above will result in the immediate removal of the offending person(s) from the council chamber.

22. Committees

The Council may appoint a Special Committee for a specific purpose and in doing so shall define the terms of office, number of members and quorum for such committee which shall be not less than three. The terms and operation of a Special Committee will be determined by the nature of the task assigned to the committee in question.

23. Casual Vacancies

Casual vacancies arising in local authority membership will be filled in accordance with Section 19 of the Local Government Act 2001.

Where the person causing the casual vacancy was a non-party candidate at their election to the local authority, the vacancy shall be filled by the co-option by the local authority of a person to fill the vacancy in accordance with such requirements and procedures as may be adopted by the Council at the time the vacancy occurs.

24. Attendance at Conferences

The full council will meet in committee 15 mins before the appointed time for the Ordinary monthly meeting. A notification to attend the meeting will issue in tandem with the notification and agenda for

the Ordinary Monthly Meeting. The Council must assess the relevance of the conferences to the role of the elected member and where a conference is considered appropriate to the business of the Council, the names of those members selected to attend must be approved and seconded and recorded in the minutes. A report on all conferences attended must be given by attendees at the next Ordinary Monthly meeting following conference attendance.

25. Representation on Outside Bodies, Agencies & Boards

Representatives of the Town Council to outside bodies, agencies and associations will report back to the Council on a quarterly basis on matters arising in such organisations which have relevance to the Council. This item will be included on the Agenda for the Ordinary Monthly Meeting in January, June, September and December.

26. Suspension of Standing Orders

A motion to suspend Standing Orders to deal with a specified matter must be notified to the Cathaoirleach prior to the meeting where the motion is to be proposed. A motion with a proposer and seconder can then be moved subject to at least two thirds of the members present voting in favour of this motion.

27. Duration of Standing Orders

These standing orders shall continue in force until altered, amended or repealed on notice of motion duly given at a meeting of the council by a majority of two thirds of the total membership of the council. These standing orders revoke all standing orders previously made by the council with effect from (insert dated adopted) and shall come into force on the (insert date adopted)

These Standing Orders were made under the Official Seal of the Tullamore Town Council this day the 8th September, 2009 and present when the Official Seal of the Offaly County Council was affixed hereto.

28. Interpretation of Standing Orders

The interpretation of these Standing Orders shall be a matter solely for the Cathaoirleach of the meeting

CATHAOIRLEACH: _____
Councillor Tommy McKeigue

TOWN MANAGER: _____
Declan Kirrane

TOWN CLERK _____
Ruth McNally