



Galway City Council Standing Orders

2017

17th July 2017

These Standing Orders for Galway City Council were adopted by the elected members on the 17th July 2017. The Standing Orders are subject to legislation governing the operation of Local Government, the Code of Conduct for Councillors and to the Dignity at Work policies in place in Galway City Council. The Standing Orders require the elected members and those in attendance at Meetings to comply with each of the provisions set out in this document and to respect the decisions of the Cathaoirleach / Mayor in respect of any ruling made.

Standing Orders ensure a streamlined and efficient approach is taken to the management of Meetings of City Council, committees and sub-committees and underpin Galway City Council's commitment to its Dignity at Work policies and procedures and the Code of Conduct for Elected Members.

Technical Definitions

Cathaoirleach shall be understood to be the Mayor, Deputy Mayor or other elected member chosen to chair any Meeting of Council. The Cathaoirleach will be responsible for order at Meetings in line with Standing Orders.

A point of order is a query as to whether correct procedure is being followed. A point of order may be raised if, in the opinion of a Councillor, Standing Orders appear to have been broken. A point of order may be raised during debate and the point is resolved before business continues. The point of order calls upon the Cathaoirleach to make a ruling. The Cathaoirleach may rule on the point of order or submit it to the judgment of the Council. If the Cathaoirleach accepts the point of order, it is said to be ruled "well taken". If not, it is said to be ruled "not well taken".

Generally, a point of order must be raised at the time the Standing Orders are considered to be broken or else it cannot be further considered. Exceptions to the rule that a point of order must be raised at the time of the violation include that a point of order may be raised at any time a motion was adopted in violation of any bylaws or applicable law, in conflict with a previously adopted motion (unless adopted by the vote to rescind it), or in violation of a fundamental principle of law. The ruling of the Cathaoirleach may be appealed to the Council in most cases.

A majority vote against the Cathaoirleach's ruling is required to overturn it. A point of order is sometimes erroneously used to ask a question of information or a question of procedure. If a member asks such a question, the Cathaoirleach should treat the question as the appropriate request.

A point of information / clarification permits a Councillor to offer a brief point during a contribution from another Councillor. A point of information can be raised in order to ensure the ongoing relevance of a statement being made by a Councillor.

The Councillor making the statement may clarify the point of information being raised and continue the statement without loss of speaking time. The use of points of information / clarification is restricted to allow the speaker to maintain control of their statement or input to the debate.

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Part 1 – Meetings of City Council

SO	Title
1	<p><u>Schedule of Meetings</u></p> <p>Unless upon any occasion when it is otherwise fixed by statute or by resolution of the Council, Ordinary Meeting of the Council shall be held on the second Monday of each month excluding the month of August. A schedule of Ordinary Meetings of the Council for the ensuing year shall be approved at each Annual Meeting.</p> <p>Where the Mayor, or in the absence of the Mayor, the Deputy Mayor, wishes to amend the date or time of an Ordinary Meeting, and the necessary resolution of Council is not possible, the Meetings Administrator will request the approval of the Procedures Committee and specify the grounds for the request to amend the date or time of the Ordinary Meeting. Where a majority of members of the Procedures Committee are in favour of the amendment, Councillors will be notified immediately of the amended date or time of the next Ordinary Meeting.</p>
2	<p><u>Prayer / Reflection at Commencement</u></p> <p>Each Meeting of Council will commence with a statement of intention to conduct the business of the Meeting in line with agreed Standing Orders followed by moment of silent reflection</p>
3	<p><u>Annual Meeting</u></p> <p>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</p> <p>Where the fourteenth day is an excluded day, the meeting shall be held on the next following day which is not an excluded day.</p> <p>In every other year the Annual Meeting shall be on such day within the period fourteen days either side of the anniversary of the first Annual Meeting.</p> <p>Whenever an Annual Meeting is for any reason not held on the appointed day, the Meetings Administrator shall, following consultation with the Mayor or if the office of the Mayor is vacant or he/she is unable to act, with the Deputy Mayor, or if no Deputy Mayor is available, in consultation with the Procedures Committee, convene a meeting for the day which the Administrator considers to be the earliest convenient date for that purpose.</p> <p>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</p>

	<p>Annual Meeting and where appropriate, that the first business of the meeting shall be the election of the Mayor, 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. The appointment to bodies may be dealt with by the formation of groups where permitted and relevant.</p> <p>In the case of an Annual Meeting in an election year and until the election of the Mayor at such meeting, the Cathaoirleach for this period shall be taken by a Councillor or an employee selected by the meeting for this purpose. Any Councillor selected to Chair an Annual Meeting under this subparagraph shall not have a second or casting vote and any employee of the Local Authority if so selected in accordance with this subparagraph shall not have any vote.</p> <p>At an Annual Meeting in an election year the business to be transacted after the election of the Mayor and the Deputy Mayor shall include the consideration of the election, appointment or nomination of Councillors of joint bodies or other elected, appointed or nominated by the Local Authority.</p>
4	<p><u>Statutory Budget Meeting</u></p> <p>The Statutory Budget Meeting shall be held during the period prescribed by regulation for that purpose.</p> <p>The Statutory Budget meeting shall be held during the period prescribed by the Regulations for that purpose and in accordance with Section 103 of the Local Government Act, 2001. Not less than seven days clear notice of the calling of the Budget meeting together with a copy of the draft budget and a report of the Chief Executive must be given to each Member of the City Council.</p>
5	<p><u>Special Meeting</u></p> <p>A Special Meeting of the Council may be convened at any time by the Mayor or if the office of the Mayor is vacant or the Mayor is unable to act, by the Deputy Mayor, or if no Deputy Mayor is available, in consultation with the Procedures Committee, or by the Mayor on foot of a request in writing presented to him/her by any six Councillors. The calling of a Special Meeting shall be subject to not less than 3 days notice unless otherwise determined by reference to Standing Orders.</p> <p>The holding of a Special Meeting in accordance with S.140 of the LG Act 2001 shall specify a day (not less than 7 days after the day on which the notice is received by the Chief Executive) for the holding of the Special Meeting.</p> <p>When the Mayor refuses or neglects to act on foot of a request within seven days of it being presented to him/her, the Councillors making the request may convene a Meeting. The provision of Paragraph 6 of Schedule 10 of the Act apply in relation to calling of such a Meeting.</p> <p>A Special Meeting may be cancelled at any time, but no later than 24 hours before the date convened for the Special Meeting by the Mayor or if the office of the Mayor is vacant or the Mayor is unable to act, by the Deputy Mayor, or if no Deputy Mayor is available, in consultation with the Procedures Committee, where the purpose for calling the Special Meeting is no longer valid or required or a person or body scheduled to attend is no longer</p>

	available to attend on that date or other circumstances arising deemed appropriate, subject to the requirements of S.140 of the LG Act 2001.
6	<p><u>Hours of Meeting</u></p> <p>The hours of the meeting shall be 4.00 pm or at such other hour as may from time to time be fixed by resolution of the Council or by the Mayor or if the office of the Mayor is vacant or the Mayor is unable to act, by the Deputy Mayor in consultation with the members of the Procedures Committee. The Council shall rise not later than 7.30 p.m. When the need arises Councillors can decide to add an extension of time of a maximum of one hour to 7.30 p.m. Where the Councillors agree to a further extension of time, a 15 minute break shall be taken at 7.30 pm and the meeting shall conclude no later than 8.45 pm. Standing Orders shall not be evoked to extend the meeting beyond 8.45pm.</p>
7	<p><u>Place of Meeting and Address of Principal Offices</u></p> <p>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, provided that the Council may from time to time by resolution appoint an alternative location for a particular meeting.</p> <p>The address of the principal offices for the purposes of these Standing Orders is City Hall, College Road, Galway, H91 Z4K8.</p>
8	<p><u>Summoning of a Meeting</u></p> <p>A notification to attend a meeting, other than a Local Authority Statutory Budget Meeting shall</p> <ul style="list-style-type: none"> (a) Be sent or delivered to each member of Council (b) Specify the place, date and time of the meeting (c) Give not less than five days notice. <p>Method of notification may include email. The preferred method of notification is through the Council's extranet facility for elected members.</p> <p>A notification shall include or be accompanied by an Agenda listing the business to be transacted at the meeting. Subject to Standing Order 34 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.</p> <p>An Agenda which has been issued for this purpose may be altered (whether by way of addition, deletion or otherwise) if an Agenda specifying the alteration is delivered or sent to each Councillor not less than three clear days before the day on which the meeting is to be held.</p> <p>In the case of a Special Meeting convened by requisition under Standing Order 5, a copy of the requisition shall be sent with the notification.</p>
9	<p><u>Notification of Meeting</u></p>

	<p>A notification shall have the signature of the Meetings Administrator or other person appointed or nominated to act in place of the Meetings Administrator and any document claiming to have the signature shall be deemed, until the contrary is proved to have been duly issued or given with the authority of the Local Authority.</p> <p>Want of service or non-receipt of a notification as prescribed in the Act by any Councillor 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.</p> <p>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.</p>
10	<p><u>Public Notice of Meeting</u></p> <p>Public notice of the place, date and time of a meeting other than a Local Authority Budget meeting shall be displayed not less than three 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.</p> <p>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.</p> <p>Subject to any arrangements as it may make, the Local Authority shall supply a copy of a public notice and agenda to the media.</p>
11	<p><u>Constitution of Meetings</u></p> <p>The Chair shall be taken by the Mayor at a meeting of the Council within fifteen minutes after the time appointed for such meeting or in his/her absence by the Deputy Mayor or otherwise by a Councillor called thereto by general agreement or chosen by vote of the Councillors present to chair the meeting and such Councillor shall leave the chair on the arrival at the meeting of the Mayor or Deputy Mayor.</p>
12	<p><u>Attendance Register</u></p> <p>The names of the Councillors attending shall be recorded in an attendance register by signature, in person, of that Councillor.</p>
13	<p><u>Meeting Quorum</u></p> <p>The quorum for a meeting of a Local Authority is one-fourth of the total number of Councillors of the Local Authority 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. The quorum is six Councillors.</p> <p>Whenever a meeting of the Local Authority is abandoned owing to failure to reach a quorum the names of those present at the time and place appointed for such Meetings shall be recorded by the Meetings Administrator and they shall for all purposes be deemed to have attended a duly constituted Meeting.</p> <p>If a Councillor is absent due to approved official business, medically certified absence or other</p>

	<p>approved absence this will be recorded for the purpose of calculation of members allowances by the Meetings Administrator in consultation with the Cathaoirleach.</p> <p>If a quorum is not present fifteen 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.</p>
<p>14</p>	<p><u>Order of Business</u></p> <p>The Order of Business of all Meetings other than Annual Meetings, Statutory Budget Meeting and Special Meetings shall, subject to the provisions of any enactments, be as follows;</p> <ol style="list-style-type: none"> 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 of Committees. 4. Consideration of Reports of Officials. 5. Notice of Motions. 6. Questions. 7. Correspondence. 8. Items for Councillors Information. 9. Conferences. 10. Votes of Sympathy/Congratulations. 11. Other Business set forth in the notice convening the meeting. 12. Any Other Business. <p>Where a Special Meeting has been convened, the business specified in the Notification for such Meeting shall be the only business transacted therefore no 'any other business' will be listed on the agenda or considered at the Meeting.</p> <p>At any Ordinary Meeting of the Council it shall be proper, if a majority of the Councillors 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.</p> <p>Items on the agenda under Item 4 – (Consideration of Reports of Officials) may be removed where the item is listed on the Agenda for three consecutive Meetings and not considered by the Councillors. Where a Councillor subsequently requests consideration of the Item notice shall be delivered to the Meetings Administrator not later than 1.00 pm on the Monday prior to such Council meeting. In the event of the Monday falling on a bank holiday, notice should be submitted prior to 11.00 am on the Tuesday prior to a Council meeting.</p> <p>Quarterly Progress Reports submitted under Item 4 will be listed for two consecutive Meetings only.</p> <p>Reports under Agenda Item 4 (Chief Executive's Report) will be listed for two consecutive Meetings only and will be taken as noted if not considered.</p> <p>Items listed on the Meeting Agenda for consideration shall fall upon dissolution of the Council.</p>
<p>15</p>	<p><u>Questions</u></p>

	<p>The following procedure shall apply in relation to questions to be considered at Meetings of the Council:</p> <ul style="list-style-type: none"> (i) Questions must be submitted in writing to the Meetings Administrator not later than 1.00 pm on the Monday prior to a Council Meeting (and not less than 7 days in advance of a Meeting where the Meeting is held on a day other than a Monday). In the event of the Monday falling on a bank holiday, Questions must be submitted prior to 11.00 am on the Tuesday prior to a Council Meeting. If a Question is issued outside the relevant time period, a response shall be issued at the following monthly Meeting (i) No Councillor shall be entitled to table more than one question at any one Meeting (ii) Details of the question submitted shall be issued to Councillors with the notice of Meeting (iii) Questions must relate to urgent matters of administration of the Council for which the Chief Executive is responsible, shall not already be the subject of a Notice of Motion, must have the purpose of eliciting information, elucidating matters of fact or policy, be brief and contain no argument (iv) It shall be the function of the Cathaoirleach to decide whether questions conform with the requirement of this Standing Order (v) Questions shall be answered without debate and only one supplementary question shall be allowed to the Councillor who submitted the question. A period of no more than one minute shall be allowed for such supplementary question (vi) A written reply to the question submitted shall be circulated and the reply may be read at the Meeting if requested by Council.
16	<p><u>Deputations – Period of Notice</u></p> <p>Deputations shall only be received where ten clear days notice, in writing, of the intended deputation and the subject thereof shall have been delivered to the office of the Meetings Administrator and where leave of the Council has been granted at the Meeting prior to which the deputation is to be received, unless the urgency of the circumstances shall, in the opinion of the Council, dispense with these conditions and that the consent of not less than two-thirds of the Councillors present has to be obtained.</p>
17	<p><u>Deputations – Permitted Number of Attendees</u></p> <p>The members of the deputation shall not exceed three in number; not more than two of them shall be at liberty to address the Council, and the speeches and presentations shall not be of more than ten minutes duration. The subject matter brought forward by the deputation may be discussed as an item of business or may be brought forward to the Corporate Policy Group for consideration and report to the Council or the Council may adjourn for consideration at a later meeting. It is open to the Council to refer a deputation, in the first instance, to a relevant committee of the Council.</p>
18	<p><u>Deputations – Permitted Number per Meeting</u></p> <p>Not more than one deputation shall be heard at any one Meeting and the time allocated for the speeches, questions and subsequent discussion shall not exceed forty-five minutes.</p> <p>Details of deputations and a copy of their presentation will be provided to Councillors prior to the Council Meeting.</p>

19	<p><u>Attendance of Public and Media</u></p> <p>The right of the public and representatives of the media to attend a Council Meeting is subject to the following:</p> <p>When the Council is of the opinion that the absence of members of the public and representatives of the media from the whole or part of a particular Meeting is necessary 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 Councillors vote in favour, decide to meet <i>in committee</i> for the whole or part of the Meeting concerned. The resolution in that instance shall indicate in a general way the reasons for the resolution and those reasons shall be recorded in the minutes of the Meeting.</p> <p>In these Standing Orders “media” shall be defined as accredited representatives of local and national print media, local and national radio and television and recognised online media organisations. “Members of the Public” means any person who is not attending the Meeting at the request of the Council, excluding staff of Galway City Council.</p> <p>Meetings or part of Meetings held <i>in-committee</i> will not be streamed or webcast.</p>
20	<p><u>Allocated Area / Space for Public and Media</u></p> <p>Members of the public and representatives of the media will occupy the parts of the Meeting room allotted to their use. Members of the public are welcome to attend at Meetings of the Council and in order to ensure admission, due to the limited space available the following arrangements will apply:</p> <ul style="list-style-type: none"> (i) Application to attend shall be made to the Meetings Administrator two clear working days prior to the day of the Meeting. (i.e. Thursday at 4pm if the Meeting is scheduled for Monday at 4pm) (ii) Members of the public shall not participate in the debate (iii) Members of the public should present at the Meeting nominated time for commencement. (iv) The number of persons admitted shall be subject to the availability of space as determined by the Meetings Administrator and allocated on a first come first served basis. The Cathaoirleach may exercise his / her discretion to allow additional people into the Chamber if space is, or becomes, available (v) No contact shall be made and no material or notes shall be passed between members of the public and Councillors (vi) Members of the public booking seats at Meetings are required to give their name, address, telephone number and email address and will also be advised that they may be required to produce identification before being allowed to enter the Council Chamber. Groups, not exceeding five persons, attending Meetings will be requested to name all members and all members may be requested to produce identification before being allowed to enter the Council Chamber
21	<p><u>Order of Meetings - Members of the Public</u></p> <p>Members of the public shall be seated and maintain silence and observe any directions given by the Cathaoirleach or by any staff member so authorised by the Council. Such employees are responsible for the execution of all measures necessary for the maintenance of order and</p>

	<p>decorum in and about the Chamber.</p> <p>If a member of the public interrupts a Meeting at any time or endeavours, to address a Meeting or make contact with a Councillor or pass materials or notes to a Councillor, the Cathaoirleach shall order the person's removal.</p> <p>In the case of a general disturbance in any part of the Meeting room open to the public, the Cathaoirleach shall order the Meeting be adjourned and order that the public shall vacate the Chamber.</p>
22	<p><u>Recording of Meetings</u></p> <p>No unauthorised audio, video or photographic recording of the business of the Meeting shall be permitted by anyone present at a Meeting except by resolution of at least one-half of the total number of Councillors voting in favour. Any other audio/visual recordings must have approval of the Council.</p>
23	<p><u>Use of Electronic Devices at Meetings</u></p> <p>Electronic devices and phones should be muted. The making and receiving of telephone calls shall not be permitted at Meetings of the Council.</p>
24	<p><u>Webcasting Council Meetings</u></p> <p>Council Meetings may be webcast in full or in part and streamed live on the Council's website or by delayed broadcast. All persons in the Chamber will be notified that <i>"The Meeting may be filmed for live or subsequent broadcast via the Council's website. Therefore by entering the Council Chamber any Councillor, member of the public or other person in attendance is consenting to being filmed and to the possible use of those images and sound recordings for webcasting"</i>. The consent of a parent / guardian will be required where any child is present in the Chamber during any webcast, live or delayed.</p>
25	<p><u>Demonstration of Sympathy</u></p> <p>The convening and adjournment of Meetings of the City Council as a demonstration of sympathy should be carried on by reference to the following provisions:</p> <p>(i) A death among any of the of the following, if it occurs within three (3) days of the next Ordinary Council Meeting, to produce an adjournment of such Meeting; otherwise, a Special Meeting may be summoned to convey sympathy;</p> <ul style="list-style-type: none"> – His Holiness, The Pope and other religious leaders – The President of Ireland – His/Her Worship the Mayor or a former Mayor of the City of Galway – A Councillor – An Taoiseach – A serving Minister/Minister of State for the constituency (residing in the City of Galway) – A serving President of National University of Ireland, Galway – A serving President of the Galway Mayo Institute of Technology – Religious leaders resident in the City of Galway as maybe deemed appropriate by the City Council – Freemen of The City of Galway (living in the City of Galway) <p>(ii) A death among any of the following may be met by up to a ten minute adjournment at the next meeting of the Council or other such time as agreed by Council:</p>

	<ul style="list-style-type: none"> - A former Councillor - The immediate family of any Council member – (father, mother, spouse, brother, sister, son or daughter) or a serving member of Staff in Galway City Council
26	<p><u>Interpretation</u></p> <p>The word “Chair / Chairperson / Cathaoirleach” shall mean the Chairperson of the Meetings of the Council/Committee at the time being.</p>

Part 2 –Notice of Motions

SO	Title
27	<p><u>Notice of Motion – deadline for submission</u></p> <p>Every Notice of Motion dated and signed by the Councillor or Councillors shall be delivered to the Meetings Administrator not later than 1.00 p.m. on the Monday prior to such Council meeting. In the event of the Monday falling on a bank holiday, Notice of Motions should be submitted prior to 11.00 am on the Tuesday prior to a Council meeting.</p> <p>No Notice of Motion shall be set down on the Agenda for any meeting unless such Notice of Motion shall have been delivered to the Meetings Administrator not later than 1.00 pm. On the Monday prior to such Council meeting. In the event of the Monday falling on a bank holiday, Notice of Motions should be submitted prior to 11.00 am on the Tuesday prior to a Council meeting.</p> <p>A Councillor who has requested that a Notice of Motion be considered at a forthcoming Meeting may withdraw such Notice of Motion submitted by him / her in writing to the Meetings Administrator not later than 1.00 pm on the Wednesday prior to such Council Meeting.</p>
28	<p><u>Notice of Motion – referral to committee / grouping of motions</u></p> <p>If any Notice of Motion of which notice has been duly given relates to a matter normally dealt with by a Committee, it shall be referred to such Committee or Committees as the Meetings Administrator may determine. Such notice shall be placed on the Agenda and a notice of referral to a Committee included in the Agenda. Any dispute on such reference shall be determined by the Cathaoirleach.</p> <p>Notices of Motion which have been duly received on similar topics may be grouped and the Cathaoirleach may determine to take a group of Notices of Motion together at a Meeting or to consider a Notice of Motion or group of Motions relevant to any Item on the Agenda under discussion.</p>
29	<p><u>Notice of Motion – maximum number / procedures</u></p> <p>The Maximum number of Motions on the Agenda for Meeting of the City Council bearing the name of any one Councillor at any time shall be three.</p> <p>Only three Motions (including adjourned Motions) bearing the name of any one Councillor can be moved at any one Meeting, and shall be in the order as submitted. When a Councillor submits more than one Motion on the same date, the Motions must be numbered so as to indicate their order on the notice paper.</p>

	<p>All Notices of Motion shall fall upon the dissolution of Council following local elections.</p> <p>All Notices of Motion submitted by a Councillor who may subsequently become disqualified from membership of the Council shall fall, on the date upon that Councillor's disqualification.</p> <p>A Notice of Motion on the Agenda may be considered alongside another related Agenda Item, on the request of the proposer and the consent of the Cathaoirleach.</p> <p>When a Motion is received a response will be issued to the elected Council within one month of the date on which the Motion was submitted. A Councillor may request to have a Motion placed back on the Agenda. Re-submitted Notices of Motion will remain on the Agenda until consideration is given to same at a Council Meeting unless withdrawn by the Councillor.</p> <p>If the number of Notices of Motion on the Agenda for any Meeting of the City Council exceeds ten Motions excluding those submitted within the previous four week period, the Cathaoirleach may call a Special Meeting to be held at his / her discretion or otherwise determined by resolution of Council for the purpose of dealing with the Notices of Motion.</p> <p>When a Notice of Motion is submitted and signed by more than one Councillor, the first named Councillor is deemed the proposer of the Motion and is therefore included in his/her Notice of Motion allocation.</p> <p>A requirement to deal with Business of Special Urgency at a Notices of Motion Meeting will require the suspension of Standing Orders by resolution of not less than two thirds of the membership of Council.</p>
30	<p><u>Notice of Motions – irregular, improper or offensive</u></p> <p>A Motion, the contents of which is irregular, improper or offensive shall not be discussed at any Meeting of the Council and the ruling of the Cathaoirleach, after consultation with the Meetings Administrator and / or Chief Executive as to whether or not a Motion comes within the Standing Orders shall be final, and, if deemed irregular, improper or offensive, shall not appear on the notice paper. (the Agenda)</p>
31	<p><u>Notice of Motions - irregular, improper or offensive</u></p> <p>When any Notice of Motion shall be given, or any recommendation shall appear in any report to the Council which, in the opinion of the Chief Executive is of an illegal or irregular character, it shall be the duty of the Meetings Administrator in consultation with the Chief Executive, (before the Motion is proposed), to give legal opinion to the Council thereon for the guidance of Councillors, and such opinion shall be submitted to the Council, at the Meeting at which such Motion or report is to be considered.</p>
32	<p><u>Motion to Amend or Revoke Resolutions</u></p> <p>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 months of the date of the adoption of such resolution except with the written assent of not less than one half of the</p>

	<p>total membership of the Council. A resolution may not be revoked at the Meeting at which it has been adopted.</p> <p>Where Councillors wish to revoke or amend a resolution of the Council within 6 months of its adoption, it shall be necessary for the adoption of a Motion of not less than two thirds (twelve) of the membership of the Council voting in favour and subject to any statutory requirements.</p>
33	<p><u>Motion to Amend or Revoke Resolutions - Timescale</u></p> <p>Subject to Standing Order 32, 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.</p>
34	<p><u>Motion for Purpose of Dealing with Urgent Business</u></p> <p>The Cathaoirleach may, at any time, by resolution of Council, vary the order of business so as to give precedence to any business of special urgency, subject to the requirement that not less than one-half of Councillors, in attendance at a Meeting, vote in favour.</p> <p>Prior notice of the request in writing or in email (with or without signatories) shall be submitted to the Cathaoirleach and Meetings Administrator no later than 11 am on the date of the Council Meeting and the Cathaoirleach will determine whether the Motion is deemed of special urgency under the Standing Order.</p> <p>Any resolution to suspend Standing Orders to consider a Motion under Standing Order 34 shall be taken by the Cathaoirleach at a time deemed appropriate by him / her to do so.</p>
35	<p><u>Motion of Adjournment</u></p> <p>A Motion for adjournment of a Council Meeting may be made at any time during the Meeting and shall be determined without amendment and without debate.</p> <p>The mover of the Motion of adjournment and the mover of the Motion immediately affected by it, where the adjournment relates to a Motion being discussed, 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 time or day then named or in the event of no such date being named, to the next occurring Ordinary Meeting.</p> <p>A Special Meeting may be adjourned from time to time until its business is concluded.</p>
36	<p><u>Proposal and Delivery of a Motion to the Cathaoirleach</u></p> <p>Motions may only be proposed at a Meeting as deemed relevant by the Cathaoirleach and relevant to the matter under discussion. The proposer of a Motion not listed in the Agenda or an amendment, and not in common form, shall upon moving the same deliver a copy in writing to the Cathaoirleach.</p> <p>A Motion or an amendment which fails to secure a seconder shall not be discussed.</p>

	<p>In the course of discussing an item on the Agenda (excluding the Minutes of previous meetings) a Councillor may propose a Motion specific to the subject under discussion.</p> <p>A Motion may either be proposed by the Councillor in whose name it stands or if he or she be absent, by any Councillor authorised by him or her in writing to the Cathaoirleach to propose it on his or her behalf.</p>
37	<p><u>Withdrawal of Motions</u></p> <p>A Motion, subject to Standing Order 29, and which has been proposed and seconded and listed on a Meeting Agenda, may be withdrawn at the request of the Councillor concerned.</p>
38	<p><u>Motions Out of Order</u></p> <p>When it is the opinion of the Cathaoirleach, a Motion proposed and seconded during a Meeting is of an illegal or irregular nature, the Cathaoirleach shall rule the Motion out of order.</p>
39	<p><u>Amendment of Motion - Withdrawal</u></p> <p>An amendment which has been proposed and seconded may be withdrawn at the request of the Councillor who proposed the amendment.</p> <p>Where the seconder of the amendment seeks to withdraw his / her support for an amendment, the proposer may then seek an alternative seconder for the amendment.</p>
40	<p><u>Amendment of Motion – Relevance to Motion</u></p> <p>Every amendment shall be specific to the Motion on which it is moved. An amendment shall not be in order if it is equivalent to a direct negative or it is not in fact an amendment of the Motion it purports to amend. The ruling of the Cathaoirleach under this Standing Order shall be final.</p>
41	<p><u>Amendment of Motion – Sequence of Consideration</u></p> <p>When a Motion and an amendment remain before the Cathaoirleach, the amendment shall be first put and shall be decided rejected or withdrawn before any other amendment shall be moved. When an amendment shall be affirmed, by a majority of Councillors present, the original Motion disappears and the amendment becomes the original Motion.</p> <p>When an amendment is defeated, another amendment to the original Motion may be proposed, but only one amendment shall be at any one time before the Cathaoirleach, and the amendment shall not be in order if it is substantially the same as an amendment already defeated. No amendment which is equivalent to a direct negative shall be accepted.</p>

Part 3 – Procedure in Meetings

No	Title
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42	<p><u>Order of Debate – Speaking Time</u></p> <p>Except with the permission of the Cathaoirleach no Councillor shall address the Council for more than three minutes. A Councillor 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 for not more than one minute whilst the Motion remains before the Cathaoirleach and when the proposer replies the debate on the Motion is closed. If the item or Motion is of extraordinary importance the time allowed for reply maybe extended to five minutes, subject to the requirement that not less than one-half of the members of the Council present vote in favour of such extension and subject to the provision that it be decided at the beginning of the debate on the item or Motion, that it be considered of extraordinary importance.</p>
43	<p><u>Order of Debate – Seconding of Motion</u></p> <p>A Motion must be formally seconded before the Cathaoirleach will permit the proposer to speak to the Motion.</p>
44	<p><u>Order of Debate - Proceed / Adjourn</u></p> <p>Council may determine that it “does now proceed to next business” or that “the debate be now adjourned” and the Councillor proposing may speak for not more than three minutes, and if the Motion be seconded, it shall be seconded without a speech. The Cathaoirleach shall then call on the mover of the resolution under discussion to speak to the Motion just moved, for a period of not more three minutes and subject thereto the latter Motion shall then be put to the vote.</p> <p>The Motion to proceed to next business shall not be made more than once during the debate on any question.</p> <p>At any time during a discussion on a Motion a Councillor 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 Motion.</p>
45	<p><u>Order of Debate - Speaking Order</u></p> <p>When two or more members at the same time offer to speak, the member called upon by the Cathaoirleach shall have precedence.</p>
46	<p><u>Order of Debate - Speaking Protocol</u></p> <p>A Councillor while speaking shall address only the Cathaoirleach.</p>
47	<p><u>Order of Debate - Determining a Point of Order</u></p> <p>A Councillor may seek to make a point of order and subject to the permission of the Cathaoirleach may raise a point of order. The Councillor then addressing the Cathaoirleach shall give way until the point of order has been determined by the Cathaoirleach.</p>

48	<p><u>Order of Debate - Point of Order and Personal Statement</u></p> <p>A Councillor called upon to speak by the Cathaoirleach shall not be interrupted except upon a point of order, but may give way to a Councillor desiring to make a statement, with the permission of the Cathaoirleach.</p> <p>A Councillor seeking to make a personal statement may be permitted to do so by the Cathaoirleach. A point of order may be raised by any Councillor and taken with the permission of the Cathaoirleach.</p> <p>The Councillor then addressing the Cathaoirleach shall give way until the point of order has been determined by the Cathaoirleach.</p>
49	<p><u>Order of Councillors - Judge of Order</u></p> <p>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.</p> <p>When during a debate the Cathaoirleach rises, any Councillor then speaking shall give way to the Cathaoirleach. The ruling of the Cathaoirleach relating to the orderly conduct of business is final.</p>
50	<p><u>Order of Councillors - Misconduct</u></p> <p>If at a Meeting, any member of the Council, as determined by the Cathaoirleach, 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 Councillor may move "That the Councillor named be not further heard", and any Motion if seconded, shall be put and determined without discussion by a majority of those present at the Meeting.</p>
51	<p><u>Order of Councillors – Disregarding ruling of the Chair</u></p> <p>If in the opinion of the Cathaoirleach any Councillor has been or is disorderly by persistently disregarding the ruling of the Cathaoirleach, or by behaving irregularly, improperly or offensively or by otherwise obstructing the business of the Meeting, and the Cathaoirleach has conveyed his or her opinion to the Councillors present, then the Cathaoirleach or any Councillor may move "that the Councillor named leave the Meeting" and the Motion, if seconded, shall be put and determined without discussion by a majority of those present at the Meeting.</p>
52	<p><u>Order of Councillors – Order to Leave Meeting</u></p> <p>Where the Council decides that a Councillor shall leave a Meeting, the Councillor shall immediately leave the Meeting and shall not be entitled to speak on the subject matter or issue of debate or to take any further part in that Meeting or any adjourned date of that Meeting. Where the Councillor refuses to leave, the Cathaoirleach may adjourn the Meeting if he / she deems appropriate.</p>

53	<p><u>Order of Councillors – Refusal of Councillor to Leave a Meeting.</u></p> <p>Where at a Meeting it has been resolved that a Councillor leave a meeting and the Cathaoirleach adjourns the Meeting because the Councillor refuses to leave and it has been resolved by further resolution that the Councillor was the cause of the Meeting being so adjourned, then any remuneration to, and any allowances for expenses incurred, by that Councillor concerned, as provided for by regulations shall be reduced for the period of 12 months (irrespective of whether or not a local election is to be held during that period) from the date of the Meeting concerned as prescribed in S. 57 Local Government Reform Act 2014.</p>
54	<p><u>Order of Councillors – Suspension of Councillors</u></p> <p>Where, following the Cathaoirleach expressing the further opinion that the Councillor has continued to be disorderly by disregarding the ruling of the Cathaoirleach, or by behaving irregularly, improperly or offensively, or by otherwise obstructing the business of the Meeting and the Cathaoirleach has conveyed such further opinion to the Councillors present by naming the Councillor concerned, it has been resolved further by at least two-thirds of those present, on a Motion moved by the Cathaoirleach or any Councillor (which Motion, if seconded, shall have been put and determined without discussion) that for a specified period ‘the Councillor stand suspended with immediate effect from all Meetings of the local authority and any committee of the local authority, as prescribed in the Local Government Reform Act 2014. (S.57(5)(a)(ii))</p>
55	<p><u>Removal of Mayor or Deputy Mayor or SPC Chair</u></p> <p>Subject to s. 38 of the Local Government Reform Act 2014, the Council may by resolution remove from office the Mayor or Deputy Mayor for stated misbehaviour or if his or her removal appears to it to be necessary for the effective performance by the local authority of its functions and such removal may also be for those reasons arising from the performance of his or her duties as chair of the Corporate Policy Group. The Council may by resolution remove from office the Chairperson of any Strategic Policy Committee for stated misbehaviour or if his or her removal appears to them to be necessary for the effective performance by the local authority of its functions or by the committee of its functions.</p> <p>It is necessary for the passing of a resolution that the number of Councillors of the local authority concerned voting in favour of the resolution is at least two-thirds of those present and voting.</p> <p>Any Motion to be considered under this Standing Order shall be submitted in writing to the Cathaoirleach and Chief Executive no later than 21 days in advance of consideration of the Motion by Council and served upon the relevant person. The person, the subject of the Motion, will have a right to reply to such Motion, in writing, to each Councillor, in advance of consideration of the Motion at a Council Meeting and have a right to speak on the Motion at the Council Meeting and to respond to the Motion in writing if so desired.</p>
56	<p><u>Order of Councillors –General Disorder / Adjournment</u></p> <p>Where in the opinion of the Cathaoirleach there is general disorder which impedes the orderly transaction of business or where a Councillor against whom it was resolved that he or she 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 or may adjourn the</p>

	meeting to any other day or time.
57	<p><u>Order of Councillors – Addressing the Chair</u></p> <p>No Councillor shall address the Cathaoirleach, unless from one of the seats reserved to the use of Councillors.</p>
58	<p><u>Order of Councillors – Reference to Councillors</u></p> <p>A Councillor, referring by name to another Councillor, shall speak of him/her by his/her municipal title.</p>
59	<p><u>Questions and Votes</u></p> <p>Every question shall be determined by a show of hands, unless three Councillors request a roll call, in which case the names for and against the Motion or amendment shall be taken down in writing and recorded in the minutes. The Cathaoirleach shall declare the result, and the declaration shall be final, but the name(s) of any of the Councillors who shall have demanded a roll call may, upon their request, be recorded as dissenting from the Motion.</p>
60	<p><u>Declaration of Result of a Vote</u></p> <p>Where the Cathaoirleach has not formally declared the result of the vote, or is in doubt as to whether his/her declaration is right or wrong, he/she is entitled if he/she thinks fit 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.</p>
61	<p><u>Votes per Councillor</u></p> <p>Each Councillor registered as in attendance and present at a Meeting of the Council shall have a vote unless prohibited by any enactment or under the provision of these Standing Orders.</p>
62	<p><u>Majority Vote</u></p> <p>Without prejudice to any enactment or other provision of these Standing Orders requiring either the presence of a specified number or proportion of the Councillors 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:</p> <p>(a) By a majority of the Councillors present and voting, or</p> <p>(b) Where there is an equity 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).</p> <p>In the case of a Mayoral election, the appointment or determination as elimination, shall be by lot, in accordance with Section 37(i) of the Local Government Act, 2001.</p>
63	<p><u>Suspension of Standing Orders</u></p> <p>Subject to the provisions and requirements of the Act, or of any other enactment, any Standing Order, except Numbers 32, 34, 60, 61, 62 and others if so decided by Council may at</p>

	<p>any time be suspended on a Motion proposed without notice for the purpose of enabling any specific business defined in the suspensory Motion to be considered and dealt with by the Council, subject to the requirement that at least two-thirds of the Councillors present vote in favour and subject to a minimum of 9 members being present in the Chamber at the time the Motion was proposed.</p>
64	<p><u>Votes of Sympathy/Bereavements/Congratulations</u></p> <p>That in the case of Motions of Sympathy/Congratulations, the proposer for whom it is intended to propose such a Motion should have the proposal seconded by another Council member and then submit same to Meetings Administrator prior to the commencement of the Meeting.</p> <p>The vote of Sympathy/Congratulations shall be read out during the Meeting at a time determined by the Cathaoirleach.</p> <p>The vote of Sympathy/Congratulations should appear in the Minutes to be adopted at the next City Council Meeting.</p>

Part 4 – Operation of Committees

No.	Title
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65	<p><u>Corporate Policy Group – Membership</u></p> <p>The Mayor of the Council and the Cathaoirleach of each of the five Strategic Policy Committees shall form the Corporate Policy Group which shall meet as often as required under the Chairmanship of the Mayor and shall provide a forum for discussion of policy affecting the whole Council and shall report to Council.</p>
66	<p><u>Strategic Policy Committees</u></p> <p>The Strategic Policy Committees of the Council shall be in accordance with the Councils adopted Strategic Policy Committee Scheme. The current SPC's are:</p> <ul style="list-style-type: none"> (i) Housing & Social Inclusion (ii) Transport (iii) Planning (iv) Environment, Recreation & Amenity (v) Economic Development Enterprise Support & Culture <p>Each of the above Strategic Policy Committees (SPCs) shall consist of 12 members, eight members of the Council and four of whom to be nominated by sectoral, community and other interest groups throughout the City of Galway such sectoral, community and other interest groups having first been selected by the Council in accordance with the relevant guidelines.</p> <p>The Strategic Policy Committees shall be appointed as soon as possible after a local election and those appointed shall hold office for the period of the life of the Council appointing them.</p> <p>Four persons shall constitute a quorum, at least one of whom shall be a member of the Council and at least one shall be an external representative.</p>
67	<p><u>Appointment of SPC Cathaoirleach</u></p> <p>The Council shall appoint a Cathaoirleach to each of the Strategic Policy Committees from among the members of the Council to hold office for the term of the Council. Any change required to the SPC Cathaoirleach, in line with Standing Orders, shall require approval of Council by resolution at a Council Meeting.</p>
68	<p><u>Replacement of an SPC Member</u></p> <p>Any SPC member who resigns or is otherwise disqualified from membership of a Strategic Policy Committee under the provisions of the LG Act 2001, as amended by the LG Reform Act 2014 shall be replaced as soon as possible, by resolution of the Council. This provision will apply to both elected and non-elected members.</p>

69	<p><u>Formation of SPC</u></p> <p>The Cathaoirleach and Council members of Strategic Policy Committees shall reflect the proportionality and the distribution of elected representation on the Council; in default of agreement, the Cathaoirleach and Council members of Strategic Policy Committees shall be appointed by the formation of groups pursuant to Paragraph 18 of Schedule 10 of the Act. The provisions of S.48 of the Local Government Act (2001) and S. 41 of the Local Government Reform Act (2014) shall apply.</p>
70	<p><u>Membership of Multiple SPC's</u></p> <p>A Councillor may be a member of up to 3 Strategic Policy Committees and must be a member of at least 2 Committees.</p>
71	<p><u>SPC Functions</u></p> <p>It shall be the function of a Strategic Policy Committee to consider matters connected with the formulation, development, monitoring and review of policy which relate to the functions of the Strategic Policy Committees and the Local Authority and to advise the Authority on those matters. It is not the function of the SPC to deal with operational matters.</p>
72	<p><u>Frequency of SPC Meetings</u></p> <p>Each Strategic Policy Committee shall meet as often as required, and at least four times a year, to deal with the business assigned to it. A schedule of proposed Meetings will be agreed on an annual calendar year cycle reflecting the work programme for the SPC.</p>
73	<p><u>SPC Standing Orders</u></p> <p>The following Standing Orders shall apply to meetings of Strategic Policy Committee Meetings of the Council:</p> <p>(i) Order of Business</p> <p>The business of the Meeting shall be confined to policy issues and the order of business shall be:</p> <ul style="list-style-type: none"> • Confirmation of minutes of previous meetings • Business submitted by the Cathaoirleach/Officials • Position Papers prepared for consideration by Committee • Items agreed by Committee for inclusion on Agenda <p>The Agenda for each Meeting shall be made available to all Councillors via the members extranet facility or a hardcopy provided to Councillors where requested.</p> <p>(ii) Minutes</p> <ul style="list-style-type: none"> • Minutes of all Committee Meetings shall contain particulars of the names of the members present, apologies received together with particulars of all recommendations arrived at • The minutes of every Committee Meeting shall be signed by the Cathaoirleach

	<p>following confirmation by the Committee</p> <ul style="list-style-type: none"> • Items to be raised under “Matters Arising” shall be confined to the accuracy of the minutes <p>(iii) Arrangements for Meetings</p> <ul style="list-style-type: none"> • A minimum of four ordinary meetings will be held each year. Meetings will generally be held at City Hall, College Road, Galway, commencing no later than 3.30 p.m • The Cathaoirleach of the Committee may decide to hold a Special Meeting • A Special Meeting of the Committee shall be called on submission of a request to the Cathaoirleach signed by any four members of the Committee <p>(iv) Notice of Meetings</p> <ul style="list-style-type: none"> • Seven clear days notice shall be given for Ordinary or Special Meetings of the Committee and when possible, there shall be an agreed schedule of Ordinary Meetings <p>(v) Quorum</p> <ul style="list-style-type: none"> • The quorum for meetings of the Committee shall be four persons, comprising a minimum of one elected, and one external representative. If after 15 minutes from the agreed starting time of the meetings, a quorum is not present, the meeting shall stand adjourned to a date to be determined by the Cathaoirleach. <p>(vi) Cathaoirleach</p> <ul style="list-style-type: none"> • At a Meeting of the Committee, the Cathaoirleach shall preside. If the Cathaoirleach is absent, the members of the Committee shall choose a member to preside as Acting-Cathaoirleach. Should the Cathaoirleach arrive during the progress of the meeting he/she shall take the Chair. <p>(vii) Substituted Member</p> <ul style="list-style-type: none"> • The attendance of substitute Council members of Strategic Policy Committee Meetings shall not be permitted, except in the case of long term (enforced) absence with the approval of Council. <p>(viii) Suspension of Standing Orders</p> <ul style="list-style-type: none"> • Standing Orders may at any time, by consent of the majority of the membership of the Committee in attendance, be suspended on a proposal made for the purpose of any relevant business. Prior notice of any such proposal shall be given to the Cathaoirleach. <p>(ix) Interpretation of Standing Orders</p> <ul style="list-style-type: none"> • The Cathaoirleach’s ruling on any question of the Standing Orders shall be final.
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	<p>(x) Rules of Debate</p> <ul style="list-style-type: none"> • Each member of the Committee shall have the right to speak on any Agenda item • The Committee shall, as far as possible, arrive at all decisions and recommendations by consensus • Meetings shall be conducted in a spirit of mutual respect and partnership • The ruling of the Cathaoirleach on any issues or order or debate shall be final <p>(xi) Attendance of Public and Media.</p> <ul style="list-style-type: none"> • Any right of the public and representatives of the media to attend meeting of the Strategic Policy Committees shall be subject to the rules as set out in Standing Order Number 58 and 59 which relates to attendance of public and media at meetings of the City Council. <p>(xii) Recommendations</p> <ul style="list-style-type: none"> • Approved Minutes of each Strategic Policy Committee will be circulated to all Councillors through the extranet facility or a hardcopy provided on request and be made available to the public through the internet • Having regard to the advisory role of Strategic Policy Committees, recommendations from a Strategic Policy Committee shall be submitted to Council for approval • Having regard to the advisory role of Strategic Policy Committees, any proposed resolution agreed by a Strategic Policy Committee shall be submitted to Council for consideration and determination by Council. <p>(xiii) Review of Business</p> <ul style="list-style-type: none"> • Each Strategic Policy Committee shall make provision for the review of its work programme on an on-going basis. <p>(xiv) Non Attendance of Members</p> <ul style="list-style-type: none"> • Where any member of the Committee is absent, without apology, for 3 consecutive meetings, the Secretary to the SPC, will write to the member and request the attendance of that member at the next meeting. If there remains no subsequent attendance or satisfactory response is agreed by the SPC, then that member shall be deemed disqualified and any consequential filling of that vacancy arising shall then be filled in accordance with Standing Orders.
74	<p><u>Area Committee – Definitions</u></p> <p>In these Standing Orders “Area Committee” means each of the three Committees consisting of the Members elected or co-opted for the three Electoral Areas of the administrative City of Galway.</p> <p>“Cathaoirleach” means the Councillor elected as Chairman of the Area Committee or presiding at any Meeting of the Area Committee.</p>

	<p>The core work of the Area Committee is that set out in the Annual Service Plan relevant to that Area and restricted to operational matters relevant to that Area.</p>
75	<p><u>Area Committee – Establishment and Number</u></p> <p>Under S.42 of the Local Government Reform Act, 2014, Galway City Council may establish, by resolution, up to 3 Area Committees in respect of the local electoral areas for the West, Central and East Wards of Galway City.</p>
76	<p><u>Area Committee – Election of Cathaoirleach and Frequency of Meetings</u></p> <p>Each Area Committee shall at the first Area Committee Meeting after each Annual Meeting of the Council, elect a Cathaoirleach and Vice-Cathaoirleach. The Cathaoirleach shall not have a casting vote for the election of Cathaoirleach.</p> <p>Each Area Committee shall hold a meeting at least 4 times per annum commencing no later than 3.00pm. These meetings shall be called Regular Meetings.</p> <p>The Committees shall decide where the meetings shall take place in Galway City.</p>
77	<p><u>Area Committee – Presiding as Cathaoirleach and Quorum</u></p> <p>The Chair at each Meeting shall be taken within 15 minutes after the time appointed for the start of the Meeting. In the absence of the Cathaoirleach, a Member chosen by a majority of the Members present at the commencement of business shall preside as Cathaoirleach provided that if the Cathaoirleach should attend during the progress of the Meeting, she / he shall take the chair.</p> <p>The quorum for each Area Committees shall be three.</p>
78	<p><u>Area Committee – Agenda and Order of Business</u></p> <p>An Agenda setting out the place, date and time of each Meeting and the business to be transacted thereat shall be issued so as to reach each Councillor three clear days before the day of the Meeting. In exceptional cases, less notice may be given.</p> <p>The order of business shall be as follows:-</p> <ol style="list-style-type: none"> a. Minutes of previous meeting b. Items listed on Agenda (including reports from Directorates) c. Business submitted by Officials d. Business submitted by Cathaoirleach <p>To enable officials ascertain appropriate information, reasonable advance notice (and not less than one working day) shall be given in respect of items not listed on the agenda.</p>

79	<p><u>Area Committee – Questions, Business Transacted and Order at Meetings</u></p> <p>Relevant decisions at a Meeting of an Area Committee shall be determined by a majority of the votes of the Councillors voting on the question and in the case of an equal division of votes, the Cathaoirleach shall have a casting vote.</p> <p>Approved Minutes of each Area Committee will be circulated to all Councillors through the extranet facility and be made available to the public through the internet.</p> <p>Having regard to the advisory role of Area Committees, recommendations from an Area Committee shall be submitted to Council for approval.</p> <p>Having regard to the advisory role of Area Committees, any proposed resolution agreed by an Area Committee shall be submitted to Council for consideration and determination by Council.</p> <p>Any Standing Order or Orders may at any time, by the consent of not less than two thirds of the membership of an Area Committee, be suspended for the purpose of any relevant business.</p> <p>The Cathaoirleach’s ruling on any question or his interpretation of the Standing Orders shall be final.</p> <p>If the Cathaoirleach considers that the Meeting owing to disorder cannot continue she / he shall have power to adjourn the meeting for such period as she / he shall determine.</p>
80	<p><u>Area Committees - Deputations</u></p> <p>Requests for the reception of Deputations must be submitted to the Secretary to the Area Committee who shall consult with the Cathaoirleach, who will decide whether to receive the Deputation or not. Where the Cathaoirleach decides not to receive a Deputation at a meeting, he / she shall advise the Councillors at the next meeting of his / her decision. The Councillors may decide to receive the Deputation at that meeting or at a subsequent Meeting.</p> <p>Deputations will be received as the first item of business of that Area Committee Meeting and notice of same shall be given with the Agenda.</p> <p>The Members of a Deputation shall not exceed four in number and not more than two of them shall be at liberty to address the meeting. Speeches or the presentation/reading of a memorial shall not exceed ten minutes in total. The Deputation may be questioned by Members of the Committee but shall not be entitled to ask questions. The Members of the Deputation shall depart as soon as questions are concluded.</p> <p>The subjects brought forward by the Deputation may be discussed immediately after the departure of the deputation or may be adjourned for consideration at a later Meeting.</p>
81	<p><u>Area Committees – Attendance of the Media</u></p> <p>Members of the media may be invited to attend any regular and scheduled Area</p>

	Committee Meeting unless otherwise determined by the Cathaoirleach and majority of members of that Area Committee.
82	<p><u>Temporary Replacement of SPC Cathaoirleach at Corporate Policy Group</u></p> <p>A Cathaoirleach of a Strategic Policy Committee who is unavailable to attend a Corporate Policy Group Meeting due to medically certified illness, or other legitimate grounds as determined by the Mayor, may be replaced on the Corporate Policy Group on a temporary basis for a maximum of 2 consecutive Meetings. The temporary replacement will be selected from that Councillors' political party or grouping and the name of the person nominated will be notified to the Mayor.</p>
83	<p><u>Committees – General (not including Strategic Policy Committee Meetings)</u></p> <p>The Mayor may appoint a Committee for a specific purpose. When appointing such a committee the Mayor shall at the same time determine the number and names of members to constitute such Committee and shall also fix the quorum which shall be one third of its membership, subject to a minimum of three. The term of office for such a Committee shall be for such period as the Mayor may determine when appointing the Committee.</p>
84	<p><u>Appointment of Cathaoirleach to a Committee</u></p> <p>If the Mayor is appointed to a relevant Committee of the Council he/she shall automatically be appointed Cathaoirleach of the Committee, unless otherwise agreed. In every other case, a Committee appointed by the Mayor at its first meeting shall appoint a Cathaoirleach from its members and, when practical, fix the day and the hour of future meetings. The Committee shall determine the Cathaoirleach from its membership and its work will cease when its terms of reference are concluded or as otherwise determined by the Mayor.</p>
85	<p><u>Appointments to Council Committees and Approved Bodies</u></p> <p>In the making of appointments to Council Committees or other approved bodies, candidates shall be proposed and seconded and if the number so proposed and seconded does not exceed the number of vacancies, those proposed and seconded shall be declared elected. Should the number of those proposed and seconded exceed the number of vacancies a vote shall be taken, and the procedure shall be as follows:</p> <ul style="list-style-type: none"> • A vote shall be taken to fill each further vacant position individually • Notwithstanding anything contained above, the provision of Paragraph 18 of Schedule 10, of the LG Act (2001) as amended by the LG Reform Act (2014) and the requirements of any other enactment will apply to appointment of committees.
86	<p><u>Filling of a Vacancy on a Committee or Approved Body</u></p> <p>Whenever a vacancy occurs in the membership of any Committee of the Council (including from an ordinary non-elected member) or approved body, by reason of the</p>

	death, resignation or disqualification of a Councillor or ordinary non-elected member, such vacancy shall be filled as soon as circumstances permit, by resolution of Council after due notice in accordance with Standing Orders.
87	<u>Proceedings of Committees- Rules of Order</u> In a Committee, a Motion or amendment may be proposed without a seconder, and a member may speak more than once to any question, but otherwise the Rules of Order of the Council, so far as they are conveniently applicable, shall govern all proceedings of Committees, and the member in the Chair at any meeting of a Committee shall determine question of order. Regard shall be had to Dignity at Work and Code of Conduct for local authority members and staff.
88	<u>Proceedings of Committees - Standing Orders or Resolutions</u> Every Committee in the whole of its proceedings shall be governed by the Standing Orders or Resolutions of the Council affecting such Committee.
89	<u>Reports of Committees</u> 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 reports to Council shall suffice.
90	<u>Attendance of Media and Public</u> 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 subject to resolution of Council.
91	<u>Summoning a Meeting</u> The Meetings Administrator or other appropriate Officer shall summon a meeting of any Committee at the request of the Cathaoirleach of the Committee, or any three of its members, or whenever the Meetings Administrator or appropriate Officer deems it necessary in special circumstances that such Committee should meet.
92	<u>Mayor Ex-officio Member</u> The Mayor of the Council shall be ex-officio a member of every Committee and every Sub-Committee except those where membership is fixed by Statute.
93	<u>Absence of the Cathaoirleach</u> In the absence of the Cathaoirleach of the Committee after 15 minutes from

	commencement, the Chair shall be taken by any Council member of the Committee agreed at the Meeting.
94	<p><u>Reporting to Council</u></p> <p>The Cathaoirleach of each Committee shall be responsible to the Council for the general management of the business entrusted to such Committee and shall report to the Council as required.</p>
95	<p><u>Appointment of Sub-Committees</u></p> <p>Committees may appoint Sub-Committees from their membership 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 the express authority from the Committee. Any Sub-Committee established shall operate in accordance with Standing Orders.</p>
96	<p><u>Committee of Whole Council</u></p> <p>The Council may resolve, by resolution, to constitute itself into a Committee of the whole Council for the transaction of business, in compliance with the resolution, and subject to Standing Orders governing the operation of Committees.</p>
97	<p><u>Decision of a Committee</u></p> <p>Any decision of the Committee of the Council shall not become binding except when otherwise provided in the Standing Orders, until approved by the Council, unless the Council specifically empowers these Committees to deal (without reference to it) with certain matters, subject to the appropriate legal provision.</p>
98	<p><u>Procedures Committee</u></p> <p>A Committee of Procedures shall be a Committee composed of the Mayor in office, together with a Councillor selected from each of the political parties and non-party members represented in the Council, or as otherwise agreed by the Council having regard to the Membership of the Council at the time.</p> <p>At least one meeting of the Procedures Committee shall be held in each calendar year, if required, or as otherwise requested by the Mayor.</p> <p>A minimum of 3 days notice shall be issued to members of the Committee in advance of a Meeting.</p> <p>A copy of the agenda is to be circulated to all Councillors prior to the Meeting.</p> <p>Any Motion which is to be proposed at the meeting shall be circulated to all members of the Procedures Committee.</p>

<p>99</p>	<p><u>Cathaoirleach of Procedures Committee</u></p> <p>The Mayor in Office shall be Cathaoirleach of the Committee. In the absence of the Mayor, the members of the Committee shall select a Cathaoirleach from its membership for the purpose of chairing that Meeting only.</p>
<p>100</p>	<p><u>Functions of the Procedures Committee</u></p> <p>The Committee shall consider matters of procedure and protocol relevant to the Council, recommend any additions or amendments to the Standing Orders and consider and report on supports and facilities for Councillors.</p>
<p>101</p>	<p><u>Cancellation of a Committee Meeting</u></p> <p>The Cathaoirleach of any Committee including the Corporate Policy Group, Strategic Policy Committee, Area Committee, Procedures Committee or any Committee or sub-Committee established may cancel or defer a committee meeting, if required and for reasons of special urgency. Any Meeting so deferred shall be reconvened at the earliest possible time thereafter.</p>

Part 5 – Miscellaneous

SO	Title
102	<p><u>Casual Vacancy</u></p> <p>A Casual Vacancy on the Council shall be filled in accordance with Section 19 of the LG Act (2001) as amended by the LG reform Act (2014) and in accordance with Standing Orders.</p> <p>The consequential filling of vacancies on Committees and approved bodies shall be automatic upon confirmation of the co-option to fill the Casual Vacancy. Councillors will be notified of the automatic filling of the vacancies at the Meeting to confirm the co-option.</p> <p>Where the person causing the Casual Vacancy was a non party candidate at his/her election to the Council, the vacancy shall be filled by the co-option of a person nominated for that purpose to the Council by the non party Councillor following his or her election to the Council. Where this is not possible the matter of filling the vacancy shall be referred to the Council for decision.</p>
103	<p><u>Casual Vacancy – Nomination for Co-option from non-party Councillors</u></p> <p>A non-party Councillor at his / her election (or co-option to Council) shall provide a list setting out nominations for co-option which must be submitted from non-party Councillors within 3 months of election, or co-option to Galway City Council. Nominations shall provide the name and address of up to three persons, in order of priority, to be co-opted, if a co-option is required under the Act. All persons nominated shall not be a member of a political party at the time of nomination.</p> <p>The non-party Councillor elected or co-opted may amend the priority list at any time by submitting same to the Meetings Administrator in writing indicating the revised order of priority. This amended list shall replace any other list previously submitted and shall take precedence.</p> <p>Where this option is not possible the matter of filling the vacancy shall be referred to the Council for decision.</p>
104	<p><u>Councillors appointed to Outside Bodies</u></p> <p>A Councillor or Councillors appointed to outside bodies and boards may from time to time submit reports to the Council on matters arising in such bodies or boards which have relevance to the Council, and shall in any event do so in accordance with the requirement of S. 141 of the Local Government, 2001.</p>
105	<p><u>Disqualification from Membership of a Committee or Body</u></p> <p>Where a Councillor is disqualification from membership of the local authority he/she shall be immediately disqualified from any committee or body nominated to in his/her capacity as a Councillor with immediate effect.</p>

106	<p><u>Non Binding of Councillors to Vote</u></p> <p>No member of the Council shall bind himself/herself by any promise to vote for or against or to abstain from voting upon any Motion or amendment in the Council, or to support the application of any person for any contract, order, or other advantage for the Council. The provisions of the Code of Conduct for elected members and Regulation of Lobbying Act 2015 shall apply.</p>
107	<p><u>Attendance at Funerals</u></p> <p>The following shall comprise a list of persons whose funerals the Council may attend as a body robed, in consultation with the family of the deceased;</p> <ul style="list-style-type: none"> - His/her Worship the Mayor of the City of Galway, - Any Councillor, - The Chief Executive - A former Mayor of the City of Galway, - A serving Minister/Minister of State for the constituency (residing in the City of Galway), - A serving President of National University of Ireland, Galway, - A serving President of the Galway Mayo Institute of Technology, - Religious leaders resident in the City of Galway as maybe deemed appropriate by the City Council, - Freeman of the City of Galway living in the island of Ireland. Where the Freeman is not living in Ireland, the Mayor or Deputy Mayor or other Councillor as may be determined by Council, may attend. - Other funerals as may be considered appropriate by Council. <p>The Council may participate in the removal of the remains, funeral or remembrance service and burial, except when the , funeral or remembrance service is at an hour separate from the burial, in which case the Council may participate in the removal of the remains and burial, subject to consultation and agreement with the family of the bereaved.</p>
108	<p><u>Procedure at Funerals</u></p> <p>The appropriate position for the City Council in the cortège, where such occurs, is following the chief mourners, subject to consultation and agreement with the family of the bereaved. In the case of removal of remains from any hospital, or a funeral originating elsewhere in Ireland, the location at which the Council should assemble, should be the site from which the cortège proceeds at pedestrian pace, subject to consultation and agreement with the family of the bereaved.</p>
109	<p><u>Notification of Bereavement</u></p> <p>Any bereaved member of the Council, to which the foregoing procedures refer, may convey notice of it to the Mayor.</p>

110	<p><u>Procedure and Protocol of the Mayoralty</u></p> <p>In the City of Galway, the Mayor, in his/her capacity as Mayor, has precedence over every citizen immediately after the President of Ireland.</p>
111	<p><u>Formal Civic Occasions - Mayor and Members of the City Council</u></p> <p>The Mayor attends formal functions of civic importance in Robes and Chain of Office, accompanied by the Chief Executive or his/her nominee. The members of the City Council attend in robes, if desired. The procession proceeds in the following order:</p> <ul style="list-style-type: none"> - (Adopted Symbols of the City) Bearers - Mayor and Chief Executive, or his/her nominee side by side - Deputy Mayor - Councillors <p>Note: The adopted Symbols of the City, whenever used, are never separated from the Mayor and are paraded in front of the Mayor.</p>
112	<p><u>Formal Occasions – The Mayor</u></p> <p>The Mayor attends formal functions accompanied by the Chief Executive or his /her nominee. The wearing of the Robes and Chain of Office on such occasions is optional. Formal functions are those to which formal invitation addressed to the Mayor of Galway are received from Government, Local Government, or ecclesiastical representative bodies in Ireland, or from such bodies elsewhere with whom the City Council has a specific connection.</p> <p>Other Functions:</p> <p>The Mayor at the Mayor's discretion attends other functions. Ceremonial Robes and Chain of Office may be worn by the Mayor at his/her discretion within the boundaries of the City of Galway. Expenses are defrayed by the Mayor.</p> <p>Regalia of Office:</p> <p>The Mayoral Chain, the adopted Symbols of the City, Robes and other regalia appertaining to the Mayoralty and City Council shall be within the custody of Chief Executive for use only on the occasions and for the purpose provided for in this protocol. In these situations, the Mayor and members of the City Council shall be attended upon by the Chief Executive or his/her nominee.</p>
113	<p><u>Scheduled Public Appearances</u></p> <p>The other occasions on which Councillors customarily appear as a Body Robed are as follows:</p> <p>Procession: St Patrick' Day Masses: Christmas Eve at Galway Cathedral Other: Annual Carol Service at the Collegiate Church of St. Nicholas National Day of Commemoration</p>

	Any other specific occasion, as directed by Council from time to time.
114	<p><u>Proposal for Freeman, Honoras Causa</u></p> <p>Proposal for admittance of any person as Freeman, Honoras Causa, to be initiated and carried on as follows:</p> <p>When the Mayor is not the instigator of the proposal, particulars thereof to be furnished, in the first instance, to the Mayor in writing at least 7 days prior to a Council Meeting.</p> <p>Whether the proposal is made by the Mayor, or is conveyed to the Mayor by another Councillor, in every case, the Mayor should obtain the advice of the Procedures Committee of the Council, prior to submitting it, (if the proposal is still standing), for consideration of Council in Committee.</p> <p>No proposal(s) regarding granting Freedom of the City shall be submitted to/or made at a Meeting of the Council without prior compliance with the foregoing provisions of Standing Orders.</p>
115	<p><u>Civic Receptions</u></p> <p>Following consultation between the Mayor and members of the Procedures Committee, the Council by resolution may decide from time to time to accord a Civic Reception to person(s), organisations or associations to mark an occasion of significant importance concerning the social or economic well-being of the city. A Mayoral address and ceremonial scroll may be presented if so resolved. The format will require the Mayor and Councillors attend as a Body Robed, if so desired. Reception would usually follow.</p> <p>A request for a Civic Reception should be made to the Mayor and such request should not be proposed at a meeting of the City Council.</p> <p>Expenses in accordance with the resolution are defrayed from the Municipal Fund.</p>
116	<p><u>Mayoral Receptions</u></p> <p>The Mayor may, from time to time and at the Mayor's discretion, accord a Mayoral Reception to person(s), Organisations or associations.</p> <p>A request for a Mayoral reception should be made to the Mayor and such request should not be proposed at a meeting of the City Council.</p> <p>Reasonable expenses as agreed in advance with the Meetings Administrator may be defrayed from the Municipal Fund.</p>
117	<p><u>Cathaoirleach's Ruling</u></p> <p>The Cathaoirleach's ruling on any question, or his/her interpretation of the Standing Orders, shall be final.</p>

118	<p><u>Legal Advice</u></p> <p>The costs of any legal advice requested by the Mayor or Deputy Mayor or by resolution of Council at a meeting and agreed by the Chief Executive on a matter the subject of discussion at a Council Meeting shall be borne from the Municipal fund.</p>
119	<p><u>Addition, Revision, Amendments or Deletions of Standing Orders</u></p> <p>Where a matter arises requiring a revision, amendment, addition or deletion of a Standing Order, the subject will be referred to the Procedures Committee for consideration and thereafter Standing Orders will be amended subject to the agreement of two thirds of the Councils membership being in favour.</p>

