



Comhairle Contae Thiobraid Árann
Tipperary County Council

21st June 2024

Notice Of Meeting

A Chara,

Iarthar ort bheith i láthair ag Cruinniú bhliantúil de Buirge Chluain Meala Dúiche, a bheidh ar siúl i Seomra na Comhairle, Halla an Bhaile, Sráid Parnell, Cluain Meala, **ar 11.00 am ar an dé Céadaoin 26 Meitheamh, 2024.**

You are hereby requested to attend the Annual Meeting of Clonmel Borough District to be held in the Town Hall, Parnell Street, Clonmel, Co. Tipperary on **Wednesday 26th June 2024 at 11.00 a.m.**

Mise le meas,

Carol Creighton

Meetings Administrator

Agenda

Agenda

1 Zoom Protocol

📎 *Clonmel Borough District Protocol for Zoom Meeting.pdf*

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2 Election of Mayor of the Clonmel Borough District 2024/2025

3 Election of Deputy Mayor of the Clonmel Borough District 2024/2025

4 Consider and Adopt Draft Standing Orders (copy attached - amendments are highlighted in yellow)

Changes highlighted on attached document in yellow.

📎 *Standing Orders - Amendments June 2024(draft).pdf*

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5 Fix Schedule of meetings for 2024/2025 (details attached)

📎 *Schedule of CBD meetings July 2024 to June 2025.pdf*

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6 Election of Mayor to Corporate Policy Committee in the event that no Member is the Chair of an SPC

Invitees

- Siobhan Ambrose
- Sinead Carr
- Jonathan Cooney
- Ms Carol Creighton
- Niall Dennehy
- Pat English
- Cllr John FitzGerald
- Ms Mary Irwin
- Cllr Richie Molloy
- Michael Murphy

Clonmel Borough District Protocol for Zoom Meeting

The following rules will apply in relation to how the meeting will be run to ensure everyone can make a useful contribution:

1. The Mayor will at the outset, call a roll call of participating members and ensure that they can hear and see those in attendance;
2. Each Member participating will confirm that they can hear and see the proceedings and also ensure that there are no other persons present who are not entitled to be either hearing or seeing the proceedings and/or recording the proceedings;
3. All Members will mute their microphone until they are called on to speak by the Mayor;
4. Any Member that wishes to ask a question/query should click on the "Participant" tab at the bottom of their screen and then click on the "Raise Hand" tab which should appear to the right of the screen. This will allow the Mayor and host to see who wishes to speak;
5. The Mayor/Meetings Administrator will indicate which Members have raised their hand to speak;
6. The Mayor will call on those Members in sequential order to speak or raise a question/query on that particular agenda item;
7. The Mayor will then call on any Member attending at a meeting room in either of the Civic Offices by video link to raise any queries;
8. The relevant Staff Member will reply to the queries raised;
9. Each speaker should mute their microphone immediately after speaking;
10. If a Member loses connectivity or leaves the meeting, they should inform Georgina O'Loughlin by email to georgina.oloughlin@tipperarycoco.ie;
11. All members of the media will be required to turn off their video and mute their microphone throughout the full proceedings and must maintain silence and observe any direction given by the Chair or by the Meetings Administrator;



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BOROUGH DISTRICT OF CLONMEL

STANDING ORDERS

REGULATING THE PROCEEDINGS OF

THE BOROUGH DISTRICT MEMBERS

Draft June, 2024



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Meetings of the Borough District Members

1. Given the designation of Local Authorities in the Civil Law (Miscellaneous Provisions) Act 2020 (Section 29) (Local Authorities) (Designation) Order 2020 (S.I. No. 445 of 2020), the meetings of Clonmel Borough District may be held at
 - the Town Hall Chamber;
 - an external venue used to accommodate meetings of the Borough District;
 - one or more Tipperary County Council (TCC) buildings or rooms, linked remotely;
 - an electronic, digital or virtual location, web address or a conference call telephone number;
 - a combination of the above to provide for physical and/or remote attendance by elected members.
 - In the event that a Hybrid meeting cannot be facilitated owing to technical issues, the Council shall convene in person only.

Unless upon any occasion when it is otherwise fixed by statute or by resolution of the Borough District Members, Ordinary Meetings of the Borough District Members shall be held on the 3rd Wednesday of each month, except in the month of August. A schedule of Ordinary Meetings of the Borough District Members for the ensuing year shall be approved at each Annual Meeting.

Where the Borough District decide to hold a meeting remotely, the supplementary standing orders as set out in Appendix 1 attached, shall apply in relation to the holding of remote meetings and should operate in conjunction with these standing orders adopted in accordance with circulars LG 4/02 of 7th March 2002 and LG 11/2014 of 30th May 2014.

Notwithstanding any other provision of these standing orders, in particular S.O. No. 6, the Meetings Administrator in consultation with the Mayor shall convene a meeting by remote means in emergency/exceptional circumstances only where the Borough District is prevented/prohibited from meeting physically.

Where relevant and applicable, the Borough District shall also have regard to the TCC Standard Operating Guidance (SOG) No. 6 in relation to Attendance at Council Meetings by Elected Members & Council Officials/Others (Media/Public) and Attendance at other Committee Meetings dated 6th October 2020 as set out in Appendix 2.

Annual Meeting

2. In every year in which a local election is held the Annual Meeting of Clonmel Borough District shall be held on the date specified by the local authority, which shall be not later than ten days after the Annual Meeting of the Plenary Council, and not on an excluded day.

In every other year the Annual Meeting shall be on such day, in May or June, as appointed by resolution or fixed by standing orders.



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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 Mayor is vacant or he / she is unable to act, with the Deputy-Mayor, convene a meeting for a day which the administrator considers to be the earliest convenient date for that purpose.

In the case of an Annual Meeting in an election year and until the election of the Mayor, at such meeting, the Chair for this period shall be taken in the following order, subject to their re-election, if required:

1. Outgoing Mayor;
2. Outgoing Deputy Mayor;
3. The Father or Lady Councillor of the House (Longest serving Member);
4. Meetings Administrator.

Any member 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

At an Annual Meeting in an election year the election of a Mayor is to be the first business of an Annual Meeting and the next business, the election of a Deputy-Mayor

In the case of the 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 members of bodies elected, appointed or nominated by the Borough District Members together with setting the dates for the first meetings of the Borough District.

Meeting to Consider Draft Budgetary Plan

3. The Chief Executive shall consult with the Borough District Members in the preparation of the draft local authority budget and for this purpose a draft budgetary plan will be prepared. This draft budgetary plan will allow the Borough District Members determine the manner in which the General Borough Allocation will be spent. The draft budget plan shall be considered by the Borough District Members within the period determined by the Minister and the deliberations shall be concluded at least 21 days prior to the date set for the local authority budget meeting.

Special Meeting

4. A Special Meeting of the Borough District Members may be convened at any time by the Mayor or if the office of Mayor is vacant or the Mayor is unable to act, by the Deputy-Mayor, or by the Mayor on foot of a request in writing presented to him or her by at least one third of the Borough District Members.



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

Where a Special Meeting of the Borough District Members is convened, in the event of a death, then it shall only apply to the following persons:

- ❖ Former Clonmel Borough Council / Corporation Mayor or Member;
- ❖ Former member of South Tipperary County Council who served within the Clonmel Local Electoral Area.
- ❖ Former Clonmel Borough District Mayor;
- ❖ Freeman of Clonmel.

Hour of Meeting

5. The hour of meeting of the Borough District shall be 11.00 a.m. or at such other hour as may from time to time be fixed by resolution of the Borough District Members. The Borough District Members shall rise not later than 2.00 p.m.

Where the Council agrees to accept presentations/deputations from outside bodies, the timeframe for such presentations/deputations shall be determined by the Meetings Administrator.

Place of Meeting and Address of Principal Offices

6. In so far as practicable the place for holding meetings of the Borough District Members shall be The Town Hall, Parnell Street, Clonmel, Co. Tipperary and meetings shall normally be held there, provided that the Borough District Members may from time to time by resolution agree an alternative location, as provided for in S.O. No. 1, for a particular meeting/or meetings.

The address of the principal offices of the Borough District for the purposes of these Standing Orders is Tipperary County Council, Civic Offices, Clonmel, Co. Tipperary.

Summoning of Meeting

7. A notification to attend a meeting, other than a budget meeting shall (a) be sent or delivered to each Borough district member, (b) specify the place, date and time of the meeting, and (c) give not less than 3 clear days notice. The 3 clear days shall only exclude (i) normal day for receipt of the notice, and (ii) the day of the meeting.

A notification shall include or be accompanied by an Agenda listing the business to be transacted at the meeting. Subject to Standing Order 20 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.



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An Agenda which has been sent or delivered 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 member not less than 3 clear days before the day on which the meeting is to be held.

In the case of a Special Meeting convened by requisition under Standing Order 4, a copy of the requisition shall be sent with the notification.

8. A notification shall have the signature of the meetings administrator and any document claiming to have that signature shall be deemed, until the contrary is proved to have been duly issued or given with the authority of the Borough District Members.

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

For the purposes of this Standing Order “signature” includes a facsimile of a signature by whatever process reproduced or a printed version of the name of the meetings administrator.

Public Notice of Meeting

9. Public notice of the place, date and time of a meeting other than a budget meeting shall be displayed not less than 3 clear days before the day of the meeting on the Council Website and is also available for public inspection at the Clonmel Borough District Offices, Tipperary County Council, Civic Offices, Clonmel.

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.

On request, the Council shall supply a copy of a public notice and agenda to any person seeking such copy.

Subject to any arrangements as it may make the Borough District Members shall supply a copy of a public notice and agenda to the media.

Constitution of Meetings

10. The Chair shall be taken by the Mayor at a meeting of the Borough District Members within 15 minutes after the time appointed for such meeting or in his / her absence by the Deputy-Mayor or otherwise by a member called thereto by general agreement or chosen by vote of the members present to chair the meeting and such member shall leave the chair on the arrival at the meeting of the Mayor or Deputy-Mayor. In the case of equality of votes, the question shall be decided by lot.



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11. The names of the members attending shall be recorded by each member recording his/her attendance on the record sheet circulated by the Meetings Administrator during the course of the meeting.
12. The quorum for a meeting of Borough District Members is one-fourth of the total number of Borough District Members 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 for Clonmel Borough District is **3**.

Whenever a meeting of the Borough District Members is abandoned owing to failure to obtain a quorum the names of those present at the time and place appointed for such meeting shall be recorded by the meetings administrator and they shall for all purposes be deemed to have attended a duly constituted meeting.

If a quorum is not present within 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 Mayor

Order of Business

13. The Order of Business at all meetings other than Annual Meetings, Local Authority Budget Meetings and Special Meetings shall, subject to the provisions of any enactments, be as follows, and shall only be altered in cases of urgent and important business and only then by a majority vote on suspension of standing orders or at the discretion of the Mayor. Business relating to the work of the Council shall be dealt with first and other issues last:
 - i. Disclosures and Conflicts of Interest for noting.
 - ii. Confirmation of Minutes.
 - iii. Business prescribed by Statute, Standing Orders or Resolutions of the Borough District Members for transaction at such meeting.
 - iv. Consideration of Reports and Recommendations.
 - v. Other business set forth in the Notice convening the meeting.
 - vi. Notices of Motion.
 - vii. Correspondence.
 - viii. To receive presentation or attendance by outside bodies (where applicable).

In the case of a meeting convened for a special purpose the business specified in the Notification for such meeting shall be transacted and no other business.

At any ordinary meeting of Borough District Members it shall be proper, if a majority of the members present and voting so decide, to take an item for consideration out of the sequence of listing on the Agenda, provided always that such decision shall not affect any business required by Statute to be done before any other business at the meeting.



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Confirmation of Minutes

- 14.** Minutes of the proceedings of a meeting of Borough District Members shall be drawn up by the meetings administrator.

The Minutes shall include:-

- (a) the date, place and time of the meeting,
- (b) the names of the members present at the meeting,
- (c) the names of the senior employees of the local authority present at the meeting,
- (d) reference to any report submitted to the members at the meeting,
- (e) where there is a roll call vote, the number and names of members voting for and against the motion and of those abstaining,
- (f) particulars of all resolutions passed at the meeting,
- (g) such other matters considered appropriate.

A copy of the minutes of a meeting shall be sent or given by the meetings administrator to each Borough district member.

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

When confirmed with or without amendment, the minutes of a meeting shall be signed by the person chairing the meeting they were submitted to for confirmation and any minutes claiming to be so signed shall be received in evidence without proof. When the question that they be confirmed is put from the Chair, a Member may object to any part thereof as not being an accurate record and upon a motion any question of altering the record shall be determined by the Borough District Members by majority vote of those members who were present at the appropriate meeting; provided that no entry shall be made in the Minutes of any protest other than a record of dissent, save in the form of a motion or an amendment.

A copy of the minutes when confirmed in accordance with this Standing Order shall be open to inspection at the principal offices of the local authority and any person may inspect and make a copy of, or abstract from, the minutes during the usual office hours of the authority.

A copy of the minutes shall be provided to any person applying for them on payment of such reasonable sum, being a sum not exceeding the reasonable cost of supplying the copy, as may be fixed by the Borough District Members.

The minutes, and all related documents, shall be maintained on the website of the local authority.



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Notices of Motion

15. Every Notice of Motion dated and signed by the Member or Members giving it shall be delivered **by email to clonmelbd@tipperarycoco.ie** and shall be recorded in the order of their receipt and shall appear on the Agenda in that order.

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 at Least 7 clear days before the date of such meeting.

Every Notice of Motion (and any notice of amendment thereto) shall be appropriate, legal and be relevant to some question which affects, or may affect, the services of the Council, the administration of the Borough District or the interests of the people of the District. Motions should relate to a particular subject only and should not apply to a variety of services affecting a single area. It shall be a matter for the meetings administrator to determine the appropriateness and legality of a motion.

16. If any Notice of Motion of which notice has been duly given relates to a matter normally dealt with by a Committee or comes within the terms of reference of any Committee or Committees, it shall be referred to such Committee or Committees as the meetings administrator may determine. Any dispute on such reference shall be determined by the Mayor.
17. No member shall be permitted to have more than **3 motions** (including adjourned motions) on the Agenda for any one meeting and the name of a member shall not appear more than 3 times on the Agenda as proposer or co-proposer of motions for any one meeting. Where at a meeting or any adjournment thereof more than one notice of motion appears on the Agenda to be proposed by one or more individual members, no second notice of motion of any such members shall be proposed until after every other member shall have proposed the sole or first notice of motion appearing in the member's name. A similar order of precedence shall apply to any further notices of motion remaining to be proposed by two or more members.

Every matter at a meeting of the Borough Council shall be determined by a majority of the votes of the Members voting on the matter, and, in the case of an equal division of votes, the Chair of the meeting shall have a second or casting vote.

Motions to Amend or Revoke Resolutions

18. A motion to revoke or amend a resolution of the Borough District Members 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 Borough District Members within six months of the date of the adoption of such resolution



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It shall be necessary for adoption of a motion to revoke or amend a resolution of the Borough District Members that not less than two thirds (4 members) of the members vote in favour and subject to that such number voting in favour shall be not less than two thirds of the Borough Members.

A resolution may not be revoked at the meeting at which it has been adopted.

19. Subject to Standing Order 18 any matter decided by the Borough District Members by motion on notice or on the report of a committee shall not be re-opened within 6 months of the date of such decision.

Motion for Purpose of Dealing with Urgent Business

20. 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 Borough District Members, subject to the requirement that not less than two thirds (4 members) of the members vote in favour.

Adjournment of Meeting

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

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

Motions and Amendments

22. A motion not listed in the agenda or any amendment to a motion, shall upon being moved and seconded, be delivered in writing to the Chair and shall be read before it is further discussed or put to the meeting.
23. A motion, notice of which stands in the Agenda and which has been proposed and seconded, may be withdrawn only on leave obtained from a majority of the Borough District Members present at the meeting at the request of the member concerned. A motion may either be proposed by the member in whose name it stands or if he or she be absent, by any member authorised by him or her in writing to propose it on his or her behalf, but unless so proposed, and in the absence of a request in writing from the member in whose name it stands to postpone it, the motion shall be dropped and shall not again be set down in the Notice Paper except on fresh notice. A motion or an amendment when not seconded is dropped.



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24. An amendment which has been proposed and seconded may be withdrawn only on leave obtained from a majority of the Borough District Members present at the meeting at the request of the member concerned.
25. Every amendment shall be relevant to the motion on which it is moved and shall be either (a) to leave out words, (b) to leave out words and insert or add others, (c) to insert or add words. An amendment shall not be in order if it is equivalent to a direct negative or if it is not in fact an amendment of the motion it purports to amend.
26. 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.
27. 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.
28. 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 Chair rules it to be substantially the same as an amendment already lost.



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Order of Debate

29. Except with the permission of the Chair no member shall address the Borough District Members for more than five (5) 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.
30. No member who has spoken to a motion may move or second an amendment, but when an amendment is moved and seconded, a member who has already spoken to the original motion may speak to the amendment.
31. 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 Chair's decision in determining a point of order or personal explanation shall be final.
32. The Chair shall ascertain that a motion is seconded before the proposer is permitted to speak to it.
33. A motion "that the Borough District Members 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 Borough District Members otherwise determine shall be adjourned to the next ordinary meeting. The motion to proceed to next business shall not be made more than once during the debate on any question.
34. 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.
35. When two or more members at the same time offer to speak, the member called upon by the Chair shall have precedence.
36. A member while speaking shall address only the Chair. **Members may stand or sit when addressing the Chair.**
37. 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.
38. 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 Chair, unless the former seeks to address the Chair upon the question of order.



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- 39.** The Chair is the sole judge of order at meetings of Borough District Members and has authority to maintain order and enforce prompt obedience to his / her ruling. When during a debate the Chair rises, any member then speaking shall give way to the Chair.

Disorderly, etc behaviour

- 40.** If at a meeting any Borough District Member, in the opinion of the Chair notified to the members, misconducts himself or herself by persistently disregarding the ruling of the Chair, or by wilfully obstructing the business of the meeting, the Chair 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.
- 41.** If in the opinion of the Chair any member has been or is disorderly by persistently disregarding the ruling of the Chair, or by behaving irregularly, improperly or offensively or by otherwise obstructing the business of the meeting, and the Chair has conveyed his or her opinion to the members present by naming the member concerned, then the Chair or any member may move “that the member named leave the meeting” and the motion, if seconded, shall be put and determined without discussion.
- 42.** Where the Borough District Members decides that a member leave a meeting, that member shall immediately leave the meeting and shall not be entitled to speak or to take any further part in that meeting on that day.
- 43.** Where in the opinion of the Chair there is general disorder which impedes the orderly transaction of business or where a member against whom it was resolved in accordance with SO 42 that he or she leave the meeting refuses to do so, the Chair may adjourn the meeting for such period as he or she considers necessary in the interests of order.
- 43A.** Where following a motion under SO 41 the member refuses to leave the meeting, and the meeting is adjourned under SO 43, a further motion may be put that the member concerned was the cause of the meeting being adjourned.
- 43B.** If following a motion under SO 43A, the chair expresses the further opinion that the member has continued to:
- be disorderly by disregarding the ruling of the chair, or
 - behave irregularly, improperly or offensively, or
 - otherwise obstruct the business of the meeting, and

the chair expresses this opinion to the members present by again naming the member concerned, then the Chair or any member may move “that the member named be suspended for [a specified period]” and the motion, if seconded, shall be put and determined without discussion. The period specified in this motion shall be not less than one month and not more than 6 weeks.



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- 43C.** Where at Least two-thirds of the elected members present and voting decide that the member be suspended, he/she shall be suspended with immediate effect from all meetings of the Borough District Members and any committee of the Borough District Members, for the period specified in the motion.
- 43D.** If within 3 months of the end a period of suspension, where at Least two-thirds of the elected members present and voting decide that the member concerned has again, or continued to:
- be disorderly by disregarding the ruling of the chair, or
 - behave irregularly, improperly or offensively, or
 - otherwise obstruct the business of the meeting,
- on the basis of a motion moved by the Chair or any member “that the member named be suspended for [a specified period]” in accordance with SO 43B, and the motion, if seconded, shall be put and determined without discussion, he or she shall be again suspended with immediate effect from all meetings of the Borough District Members and any committee of the Borough District Members. The period specified in this motion shall be not less than 6 weeks and not more than 10 weeks.
- 43E.** Notwithstanding, SOs 43A to 43D, the Borough District Members may at any meeting subsequent to the imposition of the suspension, and during the period of suspension, decide by resolution to lift a suspension. Such resolution, whether under SO15 or SO 20 shall be considered at the earliest point on the agenda possible, subject to the requirement under any enactment in relation to other specified business.
- 43F.** The chair shall indicate to the meeting that the chief executive has sought consultations on arrangements for the exclusion, or where necessary, removal from the meeting, of any member the subject of a motion under this part of the SOs. This shall be as a point of information only and there shall be no debate on this information.
- 44.** No member shall address the Chair, unless from one of the seats reserved to the use of members.

Deputations

- 45.** The Borough District Members may by resolution decide to receive a deputation. Subject to the direction of the Chair, only 2 persons may speak on behalf of the deputation for not more than five minutes, unless permitted by the Chair.

Request for a deputation to be heard by the Borough District Members shall not be considered unless the subject matter to be raised be notified in writing on the motion of a Borough district member, or direct application by the body concerned, sent to the meetings administrator at Least 10 clear days before the date of the meeting and the deputation, if approved, shall be heard at the next available meeting of the Council.



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The deputation may only be questioned by Borough District Members but shall not be entitled to ask questions.

When the members of a deputation have addressed the meeting, they shall withdraw from the meeting.

The Borough District Members may, by resolution, decide to receive a deputation without notice, provided three quarters of the members present vote for the resolution.

No deputation from any particular association or body shall be received more than once in any period of six months.

Questions, Votes and Divisions

46. Every question shall be determined by a show of hands or by way of roll call in alphabetical order, where required by statute or otherwise, in which case the names for and against the motion or amendment shall be taken down in writing and recorded in the Minutes.
47. Where the Chair has not formally declared the result of a vote, or is in doubt as to whether his / her declaration is right or wrong, he or she is entitled if s/he thinks fit to take a second vote on the matter, especially if he or she considers that through some misunderstanding the first vote did not properly represent the sense of the meeting at that time.
48. Each member present at a meeting of Borough District Members shall have a vote unless prohibited by any enactment.
49. Without prejudice to any enactment or other provisions of these Standing Orders requiring either the presence of a specified number or proportion of the members or that a specified number or proportion should vote in favour for the doing of any particular act, all acts of the Borough District Members which are reserved functions or questions duly coming or arising before a meeting of the Borough District Members shall be determined - (a) by a majority of the members present and voting or (b) where there is an equality of votes, by a second or casting vote of the person chairing the meeting (which person shall have and may choose to exercise such a vote).

Advice that Exercise of Reserved Functions should be by the Local Authority

- 50A. Where the Chief Executive, following consultation with the Mayor or Deputy Mayor advises that any proposed exercise or performance of a reserved function should be by the local authority, no motion or resolution purporting to exercise or perform such function shall be put.



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50B. A motion to decide to refer the matter to the Corporate Policy Group as to whether the function should be exercised and performed by the elected council of the local authority or by the Borough District Members may be proposed and seconded at the meeting and put for decision at that meeting.

50C. Any reserved function the subject of advice from the Chief Executive in accordance with Standing Order **50A** and referred to the Corporate Policy Group in accordance with Standing Order **50B** shall not be exercised or performed unless and until the Corporate Policy Group indicates that it may be so exercised by the Borough District Members.

Attendance of Public and Media

51. The right of the public and representatives of the media to attend meetings of Borough District Members is subject to the following:-

Where the Borough District Members are of opinion that the absence of members of the public and representatives of the media from the whole or part of a particular meeting is desirable because of the special nature of the meeting or of an item of business to be or about to be considered at the meeting or for other special reasons, the Borough District Members may, by resolution in respect of which, at Least one-half (**3 members**) of the total number of Borough District Members vote in favour, decide to meet in committee for the whole or part of the meeting concerned. The resolution in this instance shall indicate in a general way the reasons for the resolution and those reasons shall be recorded in the minutes of the meeting.

The public shall be admitted subject to the following arrangements:

1. The maximum number of people allowed shall be 15.
2. An Application shall be made to the Meetings Administrator, Clonmel Borough District at least 4 clear working days prior to the date of the meeting.
3. In the event that the nominations for attendance are being made by Members and the overall number of nominees exceeds 15 the maximum number of nominations per Member shall be 2 and places shall be allocated by lot.
4. Where necessary, access shall be controlled by the issue of attendance tickets.

52. Members of the public and representatives of the media will occupy the parts of the Meeting Room allotted to their use, subject to limitations imposed by available space or other statutory requirements. Any dispute on such matter will be determined by the Chair, having due regard to the advice of the meetings administrator.

53. Members of the public shall be seated and maintain silence and observe any directions given by the Chair or by any employee of the local authority in attendance upon the Borough District Members. Such employees are responsible



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for the execution of all measures necessary for the maintenance of order and decorum in and about the Chamber.

If a member of the public interrupts a meeting at any time or endeavours, without the permission of the Borough District Members to address a Meeting, the Chair shall warn him or her and if the interruption continues shall order that person's removal.

In the case of a general disturbance in any part of the Meeting Room open to the public, the Chair shall order that part to be cleared.

54. No cameras of any kind or sound recording or communication equipment may be used at meetings of Borough District Members without the prior approval of the members.
55. The use of mobile phones shall not be permitted at meetings of the Borough District Members.

COMMITTEES

56. The Borough District Members may appoint a Special Committee for a specific purpose. When appointing such a Committee it shall at the same time determine the number and names of members to constitute such Committee and shall also fix the quorum which shall not be less than three. The term of office of a Special Committee shall be for such period as the Borough District Members may determine when appointing the Committee.

Every Special Committee at its first meeting shall appoint a Chairperson from its members and, where practical, fix the day and the hour of future meetings.

57. In the election of Committees, candidates shall be proposed and seconded and if the number so proposed and seconded does not exceed the number of vacancies, those proposed and seconded shall be declared elected. Should the number of those proposed and seconded exceed the number of vacancies a vote shall be taken, and the procedures shall be as specified in Section 18 of Schedule 10 of the Local Government Act 2001.

Notwithstanding anything contained above, the provisions of paragraph 18 of Sch. 10, and the requirements of any other enactment will apply to appointments to committees.

58. Whenever a vacancy occurs in the membership of any Committee of the Borough District Members, by reason of the death, resignation or disqualification of a member, such vacancy shall be filled as soon as circumstances permit, by the Borough District Members after due notice.



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- 59.** 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 Borough District Members, 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 questions of order.
- 60.** Every Committee in the whole of its proceedings shall be governed by the Standing Orders or Resolutions of the Borough District Members affecting such Committee.
- 61.** A copy of every Report of a Committee to be submitted to the Borough District Members shall, before the submission thereof, be transmitted to every member at Least three days before meetings of Borough District Members, save in cases of urgency when reading of the Report to the Borough District Members shall suffice.
- 62.** Save for meetings of such Committees as the Borough District Members may specify from time to time, representatives of the media and the public may be present at meetings of Committees of Borough District Members. When confidential matters are under discussion Committees may decide to exclude such representatives from the meeting or the relevant portion of the meeting.
- 63.** The meetings administrator shall summon a meeting of any Committee at the request of the Chair of the Committee, or any three of its members, or whenever the meetings administrator deems it necessary in special circumstances that such Committee shall meet.
- 64.** The Mayor of the Borough District Members shall be ex-officio a member of every Committee except those where membership is fixed by Statute.
- 65.** In the absence of the Chair of a Committee, the Chair shall be taken by any Borough District Member of the Committee agreed at the meeting.
- 66.** The Chair of each Committee shall be responsible to the Borough District Members for the general management of the business entrusted to such Committee.
- 67.** The Borough District Members may resolve themselves into a Committee of the whole of the Borough District Members for the transaction of business to be specified in the Resolution.
- 68.** The decisions of the Committees of the Borough District Members shall not become binding, except where otherwise provided in the Standing Orders, until approved by the Borough District Members, unless the members specifically empowers these Committees to deal (without further reference to it) with certain matters, subject to the appropriate legal provisions.



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Suspension of Standing Orders

- 69.** Subject to the provisions and requirements of the Act, or of any other enactment, any Standing Order, except Nos. 18, 20, 22 to 44 and 46 to 49 may at 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 Borough District Members, subject to the requirement that at Least two-thirds of the members present vote in favour.

Miscellaneous

- 70.** A member or members appointed to outside bodies and boards may from time to time submit reports to the Borough District Members on matters arising in such bodies or boards which have relevance to the Borough District Members and shall in any event do so in accordance with the requirements of Section 141 of the Local Government Act 2001, as amended by section 53(1) of the 2014 Act.
- 71.** The Mayor shall have power to deal with any matter not covered by Standing Orders.
- 72.** No recommendation to confirm a Civic honour as provided for in Section 74 of the Local Government Act 2001 shall be brought before the Council unless it has first been considered and recommended by the Standing Orders Committee of the District and the Council's Corporate Policy Group. It shall then be decided upon by the Borough District members at their next meeting. **The decision to confer a civic honour on any person or persons will be made by resolution of the Council.**

It is a matter for the members to agree a procedure on speakers at Civic Receptions.

- 73.** **A casual vacancy shall be filled in accordance with Section 19 of the Local Government Act 2001.**

Each Member of the Borough District who was elected as a non-party candidate to the Borough District Council must, immediately after his/her election to the Council, submit to the Meetings Administrator, the name of his/her nominee to be co-opted as a replacement on the Council in the event of he/she being required to vacate his/her office, for any reason, during the lifetime of the Council. The Council shall co-opt any person thus nominated. Where the retiring member does not nominate his/her successor, the vacancy shall be filled by the co-option of a person nominated by other members of the Council who were non-party candidates at their election to the Council

Each Member of the Borough District who was elected as a party candidate shall be filled by the co-option by the Council of a person to fill the vacancy subject to such person being nominated by the same registered Political Party who nominated the candidate for election to the Council.



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74. Interpretation of Standing Orders.

A ruling of the Chair on any question or his interpretation of the Standing Orders shall be final. Should any question, doubt or dispute arise as to the area or functions or functioning of a committee or as to the application (save at a meeting) of standing orders to a committee, the matter shall be determined by the Chair of the Borough District whose decision shall be final.



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Appendix 1

SUPPLEMENTARY STANDING ORDERS REGULATING THE PROCEEDINGS OF CLONMEL BOROUGH DISTRICT IN HOLDING REMOTE MEETINGS

Purpose

These standing orders are supplementary to the Borough District's existing Standing Orders and allow for remote meetings of the Borough District and its sub-committees in light of the designation of Local Authorities in the Civil Law and Criminal Law (Miscellaneous Provisions) Act 2020 (Section 29) (Local Authorities) (Designation) Order 2020 (S.I. No. 445 of 2020).

Management of Remote Meetings

1. Members should notify their Meetings Administrator in advance if they intend to attend the meeting remotely.
2. Any Member participating in a meeting remotely must, when they are speaking, be able to be heard (and seen, where practicable) by all other Members in attendance, and the remote participant must, in turn, be able to hear (and see, where practicable) those other Members participating.
3. The Mayor will at the outset, and at any reconvening of a meeting, call a roll call of participating Members and ensure that they can hear and, where practicable, see those in attendance. Any Member participating remotely should also confirm at the outset and at any reconvening of the meeting that they can hear and, where practicable, see the proceedings. Members should inform the meeting if they lose connection in accordance with provisions on connectivity within the agreed standing orders.
4. The attendance of those Members at the meeting will be recorded by the Meetings Administrator.
5. The normal quorum requirements for meetings as set out in the Borough District's Standing Orders will also apply to a remote meeting. Members attending physically and remotely will together constitute a quorum.
6. Each Member participating remotely has personal responsibility to ensure and confirm to the Meetings Administrator that there are no other persons present who are not entitled to be either, hearing or seeing consideration of such items, and/or recording the proceedings, in accordance with standing orders that apply.
7. Subject to compliance with General Data Protection Regulations (GDPR), the Meeting Administrator may facilitate the recording of the meeting for the purposes of taking minutes. However, this recording shall only be used for this purpose and will be deleted once the minutes are agreed.

Meeting Procedures

8. The Meetings Administrator will coordinate the facilitation of the meeting. An appropriate official will assume responsibility for controlling the conferencing technology employed for remote access and attendance, and to administer the Member interaction, engagement and connections on the instruction of the Mayor.



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9. Members should allow sufficient time to establish a connection prior to the commencement of the meeting to allow themselves and the Meeting Administrator the opportunity to test the connection.
10. The Mayor, at the beginning of the meeting, will explain the protocol for Members' participation. The Mayor's ruling during the debate will be final.
11. Members who wish to speak should use the notification process as directed by the Mayor, and then speak when invited.
12. The rules of debate as set out in existing Standing Orders will apply.

Voting

13. A vote taken remotely in accordance with the Standing Orders of Clonmel Borough District constitutes a valid vote towards the decision of the Borough District.
14. Where a Member loses connectivity during a statutory vote, every effort will be made to re-establish a connection. If a connection cannot be restored within a reasonable timeframe (15 minutes); every effort will be made to allow the Member to vote by an alternative means i.e. by email or text message, and the vote recorded accordingly.

Leaving a Remote Meeting

15. Members leaving the meeting should make every effort to inform the Mayor by the appropriate means that they are exiting the meeting to ensure there is a quorum remaining and so that it is not presumed to be a loss in connectivity.

Declaration of Interests

16. Any Member participating in a remote meeting who declares a disclosable pecuniary or other beneficial interest, under Part 15 of the Local Government Act 2001, in any item of business that would normally require them to leave the room, must also leave the remote meeting, advising the Mayor and members at the time of departure and this shall be recorded in the minutes. Their departure will be confirmed by the Meetings Administrator, who will invite the relevant Member by email or text message to re-join the meeting at the appropriate time.

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

17. Members of the public and media may be present at a remote meeting which is not webcast live but must maintain silence and observe any directions given by the Mayor or by any employee in attendance.
18. Members of the media and public should give prior notice of joining virtually in accordance with the Borough District's arrangements. To manage numbers and attendance, the Meetings Administrator may consider utilising electronic invitations compatible with the platform in use.



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Meetings in Committee

19. In line with the provisions of Section 45 of the Local Government Act 2001, the Borough District may by resolution decide to meet in committee for the whole or part of the meeting concerned.
20. Should the Borough District elect to meet in Committee for some or all of the meeting the Meetings Administrator or designated person will ensure that there are no members of the public or media in remote attendance or remotely accessing the meeting or are able to hear or see the proceedings once the exclusion has been agreed by the meeting.
21. Where the Borough District has by resolution decided to meet in committee for the whole or part of the meeting concerned, each Member participating remotely has personal responsibility to ensure and confirm to the Meetings Administrator that there are no other persons present who are not entitled to be either hearing or seeing consideration of such items, and/or recording the proceedings, in accordance with Standing Orders that apply.



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Appendix 2

**TCC Standard Operating Guidance (SOG No. 6 Updated)
Attendance at Council by Elected Members & Council Officials /
Others (Media & Public) and attendance at other Committee
meetings/Workshops or Council Buildings.**

Date: 6th October 2020

Version: 1.0

The following TCC Standard Operating Guidance - Ref: SOG No. 6 dated 6th October 2020 will apply in respect of all future Council, Committee & workshop meetings during pandemics and until such time as all pandemic related restrictions in relation to the holding of meetings are lifted.

Potential Hazards

- Contamination with COVID-19 virus.
- Spread of COVID-19 virus.
- Coming into contact with someone who has the virus and is coughing and sneezing. Close contact includes face to face contact; spending more than 15 minutes within two metres of an infected person or living with an infected person.
- Touching surfaces that an infected person has coughed or sneezed on.
- Inability to maintain physical distancing requirements in line with public health advice
- Contact with bodily fluids.

COVID-19 Personal Protective Equipment (PPE)



Meeting Procedures



Pre-Meeting Considerations

- Maximum occupancy and seating capacities to be assessed to ensure the recommended physical distancing of 2m can be achieved for meeting venue.



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- Capacity will depend on the venue and the ability to physically distance and ensure other protective measures are in place.
- The overall numbers at any one time within the meeting facility should be in accordance with the Government's Resilience and Recovery 2020-2021: Plan for Living with COVID-19, which can be accessed at:
<https://www.gov.ie/en/campaigns/resilience-recovery-2020-2021-plan-for-living-with-covid-19/>
- Venue size and seating capacity will dictate the number of media, and public (if any) in attendance.
- If meeting is being hosted in an external venue, local guidelines will be observed, if any;
- Adequate welfare facilities / hand sanitiser / wipes will be available at or adjacent to the meeting room.
- COVID-19 Self Declaration form will be sent electronically to all attendees in advance of meeting and they will be requested to complete the form to determine the following questions (*if the answer to any one or more of the questions is Yes – that person should not attend the meeting*).
 1. Do you have symptoms of cough, fever, high temperature, sore throat, runny nose, and breathlessness, flu like symptoms or loss or change to your sense of smell or taste now or in the past 14 days?
 2. Have you been diagnosed with confirmed or suspected COVID-19 infection in the last 14 days?
 3. Are you a close contact of a person who has a confirmed or suspected case of COVID-19 in the past 14 days (less than two metres for more than 15 minutes accumulative in one day)?
 4. Have you been advised by a doctor to self-isolate at this time?
 5. Have you been advised by a doctor to cocoon at this time?
 6. Have you returned into Ireland from a non-green list country in the last 14 days?
- On the day of the meeting and prior to the meeting, a reminder email will issue to each attendee requesting them to confirm if their circumstances have changed and to advise the Meeting Administrator prior to the meeting.
- Attendees will be advised that they must not attend the meeting if they have any COVID-19 symptoms or feel unwell (or suspect they have been exposed to COVID-19).
- A response plan will be in place, in line with the Government's Return to Work Safely Protocol, in the event that someone at the meeting becomes ill with COVID-19 symptoms.
- Vulnerable or those who the HSE categorise as being very high risk may be facilitated to access the meeting remotely, if possible, if they so request however they will be advised that they will not have voting rights if accessing meeting remotely.

At the Meeting

- Wash/sanitise hands before going into the meeting.



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- Attendees should access the meeting room at the designated time and not earlier.
- Attendees to adhere to the 2m physical distancing and follow the public health advice in relation to hand hygiene and respiratory etiquette.
- Access to the meeting room will be controlled with only those on the attendance list permitted access.
- A record of attendees and contact details will be kept for contact tracing purposes. Corporate Services staff will record contact details.
- Attendees should bring minimal personal belongings into the meeting room to avoid risk of contamination.
- Chair will inform all attendees at the start of the meeting of the COVID-19 control measures in place.
- Face covering **MUST BE worn** on entering and leaving the building and until attendee enters seat.
- No congregation will be allowed in the building before or after the meeting and the meeting of members in the venue before or after meeting will also not be allowed.
- Strictly **no** Hand Shaking (or any physical contact).
- Hardcopy document handling will be kept to the absolute minimum and use of electronic means will be utilised, where possible.
- Reflecting best practice, time of attendance at meeting will be kept to a minimum and within a recommended maximum of 1 hour 55 minutes. Chair will outline at the start and advice of meeting finish time.
- Standing orders to be amended to accommodate these new time restrictions.
- Chair will allocate a specific time to agenda items to get through the agenda in the allotted time and will advise the members in advance.
- The following matters as recommended by the Privilege and Procedure Committee will be implemented in relation to the Plenary Council Meetings to allow for the effective and efficient management of the meeting:
 - Agenda Items:
Members to notify the Meetings Administrator in advance by 12 noon the previous Friday before the meeting date of any queries/clarifications which he/she would like to raise under any agenda item to facilitate the allocation of an appropriate time for consideration of the item;
 - Management Report:
The consideration of the Management Report, normally generates a lot of discussion/debate each month and it was agreed that this item will be taken last on the agenda and only questions/queries submitted in advance to the Meetings Administrator by 12 noon, the previous Friday will be allowed to be raised on the day of the meeting. Councillors are asked to submit any Questions to the relevant Director and a reply will be provided, where possible, before the meeting. Only County wide related matters will be considered and all District related matters will be referred to the relevant District meeting for consideration.



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- Notice of Motions:
Only the Proposer and the Seconder to speak to a Notice of Motion, if the Proposer is happy with the written reply, the matter is then concluded and next item is taken; Written replies by the Executive to Notice of Motions will be shared with all Members at commencement of meeting by electronic means.
- Votes of Sympathy and/or Congratulations:
Any requests for votes of sympathy or congratulation to be submitted to the meetings administrator by 12 noon, the previous Friday and list will be made available to the members on Decision Time in advance of the meeting;

Attendance at Council Buildings

- Attendance at Council buildings should only be for essential business reasons. Technological alternatives (email, phone or video conferencing) to be used as much as possible.
- If attending Council buildings, it should be by pre-arranged appointment if possible and Council Officials will make every effort to accommodate Elected Members in this regard.
- If attending at Council buildings Elected Members should limit their movements and face covering must be worn when moving through Council buildings.
- Elected members should avoid contact with any Council employees other than those directly related to their visit.
- Elected Members attendance at Council buildings and interactions with staff will be recorded for contact tracing purposes, as required.
- Adhere to public health advice in relation to hand hygiene and respiratory etiquette.
- Maintain a 2m distance with interactions with employees or members of the public
- Keep durations of interactions to a minimum.

Monitoring of Arrangements

- Covid-19 arrangements on site will be monitored regularly by the relevant Building Co-ordinator/Facility Manager/Meetings Administrator, where relevant.

End.



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CLONMEL BOROUGH DISTRICT

SCHEDULE OF MEETINGS

JULY 2024 – JUNE 2025

- 10th July 2024 (1 week early due to Summer break)
- 25th September 2024 (1 week late due to Senior Staff leave)
- 16th October 2024
- 20th November 2024
- 11th December 2024 (1 week early due to Christmas break)
- 15th January 2025
- 19th February 2025
- 19th March 2025
- 16th April 2025
- 21st May 2025
- 18th June 2025