



Galway City Local Community Development Committee

Standing Orders

1. Subject to regulations, the proceedings of the Committee shall not be invalidated by any vacancy or vacancies among its members or any defect in the appointment of the Committee or any member thereof.

Membership

2. A member of a local authority who ceases to be such shall also cease to be a member of the Committee where they were nominated to the Committee by virtue of they being a member of the local authority.

3. An official of a local authority who ceases to be so employed shall cease to be a member of the Committee where their membership of the Committee was by virtue of they being such an official.

4. A representative of a public authority with responsibility for providing services to or within the administrative area of the Committee and who ceases to be so employed shall cease to be a member of the Committee where their membership of the Committee was by virtue of they being so employed.

5. A member of the Committee representing private sector interests shall cease to be a member where their nominating body withdraws their nomination of that member to the Committee and the nominating body may nominate a replacement.

6. A member of the Committee shall cease to be such and shall be disqualified from being a member of the Committee where such member—

(1) on conviction on indictment by a court of competent jurisdiction, is sentenced to a term of imprisonment;

(2) is convicted of an offence involving fraud or dishonesty, or

(3) is disqualified or restricted from being a director of any company.

7. The chief officer shall, in consultation with the Corporate Policy Group and the Chairperson, review the membership of the Committee not less than every three years, or upon instruction to do so by the Minister.

8. The chief officer shall, in consultation with the Corporate Policy Group, agree arrangements with the relevant nominating bodies and structures for the rotation of members representing—

- (1) community and voluntary interests;
- (2) social inclusion interests;
- (3) environmental interests; and
- (4) local community interests and social partners.

9. Members of the Committee to whom regulation 8 relates to, shall serve no more than 2 consecutive 3-year terms.

10. If a member of the Committee dies, resigns, becomes disqualified or for any other reason ceases to be a member of the Committee, the chief officer shall seek to fill the casual vacancy so occasioned in the same manner as governed the appointment of the member of the Committee who occasioned the casual vacancy.

11. A member of the Committee shall cease to be such upon they being requested to resign their membership by the chief officer.

12. (1) A member of the Committee may resign their membership at any time, such resignation to be notified to the chief officer and taking effect from the date specified therein or upon receipt of the notification by the chief officer, whichever is the later.

(2) The chief officer shall notify the Chairperson of the Committee of any resignation received at the earliest practicable date.

13. (1) Nominating bodies may de-select their representative members on the Committee by giving notice in writing to the chief officer and such de-selection shall take effect from the date specified therein or upon receipt of the letter by the Chairperson, whichever is the later.

(2) The chief officer shall notify the Chairperson of the Committee, at the earliest practicable date, of any notice received from nominating bodies deselecting their representative or representatives on the Committee, as the case may be.

14. Where a member of the Committee is absent from three consecutive meetings without adequate reason, as determined by the Chairperson, the chief officer shall request—

- (1) that member to resign as a member of the Committee, and
- (2) the member's nominating body to provide a replacement nominee to the Committee.

Decisions of a Committee

15. All acts of the Committee, and all questions coming or arising before the Committee, shall be determined—

(1) by consensus of those members present and eligible to vote, or

(2) where consensus cannot be achieved, by a majority of the votes of the members present and eligible to vote.

16. Each member present at a meeting of the Committee shall have a vote unless prohibited from voting under the terms of the Local Community Development Committee (Section 128E) Regulations 2014 or any other enactment.

17. (1) At decision making level neither public authorities nor any single interest group shall represent more than 49% of the voting rights of the Committee.

(2) Any vote taken where any single interest group or public authority represent more than 49% of the voting rights on the Committee at that meeting shall be deemed invalid.

(3) The balance of members attending and eligible to vote on issues must be weighted in favour of the private sector member at all times.

In a scenario at a meeting where the number of public sector members eligible to vote is greater than the number of private sector members eligible to vote, if a vote is required then such number of public sector members must absent themselves from the vote so as to have the effect that the number of private sector members is greater than the number of public sector members voting.

The Chief Officer shall identify the number of public sector members greater than 49% of the members present and this will indicate the number who must absent themselves from the vote.

In the first instance a public sector member(s) will be asked to voluntarily absent themselves from the vote. Should this request not produce the required result then the decision will be arrived at by the drawing of lots.

18. A Register of Interests shall be completed/maintained and all members will have to certify their position before each meeting.

Members will be required to declare any Conflict of Interest that may occur due to an unexpected item arising. For the purposes of clarification Conflict of Interest shall be deemed as "*a set of circumstances that creates a risk that a professional judgement or actions regarding a primary interest will be unduly influenced by a secondary interest.*"

Matters Relating to the position of the Chairperson and Vice-Chairperson

19. The members of the Committee shall select one of their number to be Chairperson at the first meeting of the Committee.

20. The position of Chairperson of the Committee shall be filled in the following manner—

(1) the proceedings shall begin by a member or members of the Committee being proposed and seconded by other members of the Committee for the position of Chairperson and every person so proposed and seconded, and no other person, shall be considered for the position;

(2) where there is only one person so proposed and seconded, such person shall be deemed to be selected;

(3) where two or more persons are proposed, seconded a poll shall be taken. This poll will be by a Show of Hands, unless two thirds of the members (rounded upwards to the nearest whole number) present request that the poll be by Secret Ballot.

(4) if such a poll yields a majority for any one person, that person shall be deemed to be the Chairperson of the Committee;

(5) if such a poll does not yield a majority for any one person, the person receiving the least amount of support shall be excluded from the process and, subject to the provisions of paragraph (4), one or more further polls, as may be necessary, shall be taken;

(6) Paragraphs (4) and (5) shall apply in relation to such further poll or polls;

(7) Where only two persons are proposed and seconded or where, as a result of one or more polls, all those proposed and seconded except two have been eliminated, the question as to which person shall be deemed to be Chairperson shall be put to the members of the Committee present and whichever of such persons receives the majority support of the members on such question shall be deemed to be Chairperson;

(8) If, because of an equality of support, any question arises as to which of such persons is to be eliminated or as to which of such persons shall be the Chairperson, such question shall be decided by the drawing of lots.

21. The Committee shall, immediately following the selection of the Chairperson, select a Vice-Chairperson to the Committee in the same manner as the selection of Chairperson.

22. The Chairperson and Vice-Chairperson shall be appointed for a maximum period of 3 years, whereupon they shall retire as Chairperson or Vice-Chairperson, as the case may be.

23. Without prejudice to the generality of regulation 22, the Chairperson or Vice-Chairperson shall cease to hold office where—

(1) they cease to be, or become disqualified from being, a member of the Committee, or

(2) the Committee, by resolution of not less than two-thirds of its members, rounded upwards to the nearest whole number, determine to terminate their appointment as Chairperson or Vice-Chairperson, as the case may be.

24. The Chairperson or Vice-Chairperson of the Committee may resign their position at any time, such resignation to be notified to the chief officer and taking effect from the date specified therein or upon receipt of the notification by the chief officer, whichever is the later.

25. A former Chairperson of the Committee may not hold that position again for a period of 3 years after their tenure as Chairperson has ended.

26. (1) If present at a meeting of the Committee, the Chairperson shall chair it.

(2) If, and for so long as, the Chairperson is not present, or the position of the chair is vacant, the Vice-Chairperson shall chair the meeting, but shall leave the chair upon the arrival at the meeting of the Chairperson, or, in the case of the filling a casual vacancy in the position of Chairperson, following the selection of Chairperson at that meeting.

Standing Orders

27. (1) An LCDC shall, by resolution for which at least one-half of the total number of members of the committee vote in favour, make standing orders for the regulation of its meetings and proceedings.

(2) An LCDC may, by resolution for which at least one half of the total number of members of the committee vote in favour, amend or revoke standing orders and make new standing orders.

(3) A copy of any amendment to standing orders shall likewise be supplied to each member.

(4) the suspension of any provision of standing orders is subject to a requirement that at least two-thirds of the members present rounded upwards to nearest whole number, vote in favour and to such other requirements as may be specified in standing orders;

(5) Subject to *clause (1)*, a committee may regulate its own business and proceedings by way of its own standing orders or otherwise.

Scheduling and Notification

28. (1) The frequency, location and timing of ordinary meetings of the Committee are matters for the determination of the chief officer in consultation with the Chairperson.

(2) In so far as is practicable, these shall be held according to a regular schedule set out in the standing orders of the Committee.

(3) The Committee shall hold such and so many meeting as may be necessary for the performance of its functions.

29. Notification of meetings of the Committee shall—

- (1) be sent or delivered to each Committee member by electronic means or otherwise;
- (2) specify the place, date and time of the meeting; and
- (3) give not less than 10 days clear notice of the meeting.

30. Members shall, where practicable, notify the chief officer in good time in the event that they are unable to attend a meeting of the Committee.

31. The quorum for the Committee shall be 9. This quorum shall be maintained for the duration of the LCDC meeting.

32. Where the chief officer ascertains that it shall not be possible to raise a quorum of the Committee, they shall, in consultation with the Chairperson, notify the members of such and postpone and reschedule the planned meeting.

33. Standing orders shall make provision for the calling of special meetings of the Committee to discuss matters of particular importance to it.

34. Where a special meeting is convened, notice must issue at least 3 days in advance of the meeting containing the time and place of the meeting and specifying the business to be transacted thereat to every member of the Committee.

35. (1) The Chairperson may, on their own initiative, or shall upon request to do so by a requisition signed by not less than two thirds of the members of the Committee, rounded to the nearest whole number, request the chief officer to convene a special meeting of the Committee.

(2) If the Chairperson does not within 7 days convey a request to convene a meeting requested in accordance with paragraph (1), any two thirds of the members of the Committee, rounded to the nearest whole number, may, upon expiration of those 7 days, make a request to the chief officer to convene such a meeting.

Agenda

36. The agenda and all documentation relevant to the business of the Committee shall be circulated to all members not less than 5 working days in advance of any meeting of the Committee.

Minutes

37. The Committee shall approve arrangements in respect of the minutes of the proceedings of meetings, and such arrangements should include provision for—

- (1) recording of decisions made and action to be taken
- (2) content and format of minutes,
- (3) circulation of minutes to members not less than 7 days before the following meeting by electronic means or otherwise,
- (4) procedures in respect of the approval of minutes,
- (5) publication of minutes, and
- (6) arrangements for the safekeeping of minutes.

Record of Attendance at Meetings

38. Members shall confirm their attendance by signing a Register prior to the meeting.

Business of the Committee

39. A member shall not receive any remuneration for acting as a member of the Committee or as a member of any sub-committee or task-group of the Committee.

40. Travelling and subsistence expenses arising for members representing public authorities with responsibility for providing services to or within the administrative area of the Committee, or for any private sector member of the Committee, shall not

be met by the local authority, unless arranged by the chief officer in consultation with the local authority.

41. A person shall not, without the consent of the Committee, disclose any information deemed by the Committee to be of a commercially sensitive or confidential nature obtained by that person while performing, or as a result of having performed, duties as a member of the Committee or any sub-committee or task-group of the Committee, or as an advisor to the Committee, as the case may be.

Functions of the Committee

42. The chief officer shall support the Committee and such support may include making proposals to the Committee on any matter relating to its functions and activities.

43. In order to facilitate the discharge of the functions of the Committee there may be established such sub-committees and task-groups as may assist and advise the Committee where—

(1) a sub-committee or task-group so established by the Committee may comprise solely of members of the Committee, or of members of the Committee and of persons who are not members of the Committee. Cross Sector representation on the sub-committee would be welcome.

(2) a sub-committee or task-group so established shall act in accordance with any and all directives as may be given it by the Committee;

(3) any expenditure of monies to be incurred by such a sub-committee or task-group shall be subject to the approval in advance of the Committee; and

(4) the Committee may dissolve a sub-committee or task-group established under these Regulations.

44. (1) The Committee may from time to time engage such consultants or advisors as it considers necessary for the performance of its functions.

(2) Any fees due to a consultant or advisor engaged under this Regulation shall be paid by the Committee, as the case may be, out of monies at its disposal, or by the local authority where such expenditure has been approved in advance by the chief officer.

45. Expenditure by the Committee shall not exceed the funds at its disposal.

Disorderly Conduct

47. (1) If—

(a) in the opinion of the person chairing a meeting (in this paragraph referred to as 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

(b) 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.

(2) Where a LCDC decides in accordance with *subparagraph (1)* 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.

(3) Where in the opinion of the chair—

(a) there is general disorder which impedes the orderly transaction of business, or
(b) where a member against whom it was resolved that he or she leave the meeting by virtue of this paragraph refuses to do so, the chair or vice chair, where appropriate may adjourn the meeting for such period as he or she considers necessary in the interests of order.

(4) If—

in the opinion of two thirds of the members present and entitled to vote (rounded up to the nearest whole number) the chair has been behaving irregularly, improperly or offensively, or otherwise obstructing the business of the meeting, then the vice chairperson shall shall notify that person in accordance with regulation 47 (b) that they leave the meeting.

(5) The vice-chairperson shall then chair the meeting.