



**NOTIFICATION TO ATTEND MEETING OF THE PROTOCOL COMMITTEE  
TO BE HELD IN THE RICHARD O'CARROLL ROOM - CITY HALL  
ON THURSDAY 27 JUNE 2019 AT 8.00 AM**

**AGENDA**

**THURSDAY 27 JUNE 2019**

**PAGE**

1	Election of Chair of Protocol	
2	Election of Vice Chair of Protocol	
3	Date and time of Protocol meeting	
	<p>The Protocol Committee has traditionally met at 8am the Thursday before the Council Meeting in the Richard o'Carroll Room. The proximity to the Council Meeting led to delay dealing with Protocol recommendation as they were not dealt with at the following meeting. Could the the meeting be brought forward to the previous week (11 days before Council?</p>	
4	Minutes of meeting 28th March 2019	<b>5 - 8</b>
5	Lord Mayor's Receptions and Engagements of the Deputy Lord Mayor	<b>9 - 24</b>
6	Conferences	
	a) Conferences Attended	
	• Cllr Declan Flanagan, AILG Annual Training 2019. "GDPR and Rural Ireland". Longford Arms Hotel, County Longford. 21 <sup>st</sup> – 22 <sup>nd</sup> February 2019.	
	b) Conference Reports Received	<b>25 - 26</b>
	• Cllr Declan Flanagan, AILG Annual Training 2019. "GDPR and Rural Ireland".	
7	Correspondence from "Cities for a Nuclear Free Europe" (for noting)	<b>27 - 28</b>
8	Motion in the Name of Cllr Dermot Lacey	
	• This committee requests the Manager to ensure that all new Councillors will be supplied (if requested) with a Lap Top computer to enable them carry out their duties efficiently. (this is required for things like emails, drafting work, planning	

details and other aspects of the work).

- 9 Motion in the Name of Dermot Lacey and Tina Mc Veigh
- This Committee agrees to ask for standing orders to be amended to allow registered political parties of two or more people to be considered a group for standing orders and other purposes.
- 10 European Mobility Manifesto 2019 **29 - 30**

- 11 Group Rooms in City Hall
- A project team has been established to look at the Newcomen Building and City Hall which will include the facilities available to Councillor. In the medium term the Group rooms should be upgraded.

- 12 Councillors IT **31 - 32**

- 13 Revising Standing Orders **33 - 52**

With the election of the new Council, Standing Orders will have to be revised to take in new Committee structures. There are also some items that could be revised or removed. Attached is a first pass at proposed amendments. Previously in revising Standing Orders a small cross party working group was set up to undertake these revisions

- 14 Dublin Theatre Festival

The Company below are looking for permission to use the Council Chamber for the following Show During the Theatre Festival.

The show - *Your Word in My Mouth* is a conversation about love that takes place in a series of venues usually reserved for an in-crowd. Below is blurb from its appearance at Kunstenfestivaldesarts in 2018.

What happens if people get together to talk about love? *Your Word in my Mouth* is a group discussion that immerses us in the private lives of several residents of Brussels. Among them a polyamorist, a football-mad teenage girl, a notary specialized in matrimonial contracts, a sex assistant for people with disabilities. Their relationships with love are radically different, but each attempts to find his or her place in the city's cosmopolitan nature. Anna Rispoli and her two collaborators offer a reconstruction of this unlikely encounter in a series of venues usually reserved for an in-crowd: a hairdresser's, a radio studio, the lounge of a hotel, a parliament... Members of the audience are invited to lend their voices to other people's words and play them. How do these "alien" words sound in our own mouths? How should we live and come to terms with these differences? Right in the heart of the city, *Your Word in my Mouth* involves a conversation based on profound citizenship in which love might just open up new political perspectives.

Info from company for venues

#### **Presentation text**

*Your Word in my Mouth* is a group discussion that immerses us in the private lives of several residents of Brussels about love and desire. Among them a polyamorist, a

football-mad teenage girl, a notary specialized in matrimonial contracts, a sex assistant for people with disabilities. Their relationships with love are radically different, but each attempts to find his or her place in the city's cosmopolitan nature. Anna Rispoli and her two collaborators offer a reconstruction of this unlikely encounter in a series of venues usually reserved for an in-crowd: a hairdresser's, a radio studio, the lounge of a hotel, a parliament... Members of the audience are invited to lend their voices to other people's words and play them.

15      Headed Paper for Councillors

There is a request from Councillors to have headed printed and designed up for Councillors that is distinct from the Dublin City Council headed paper perhaps using imagery from City Hall.

16      Any Other Business

17      Next Meeting: 25th July





**MINUTES OF THE PROTOCOL COMMITTEE MEETING**

**HELD ON THURSDAY 28 MARCH 2019**

- 1 **Minutes of the meeting held on 28th February 2019 and matters arising**  
**Order:** Agreed
- 2 **Lord Mayor's Receptions and Engagements of the Deputy Lord Mayor**  
**Order:** Agreed and Recommend to Council
- 3 **Conferences:**
- 4 **Conference Reports Received:**
  - Cllr. Declan Flanagan, AILG Training Seminar, "Eastern & Midland Regional Plan", Mullingar Park Hotel, County Westmeath. 19<sup>th</sup> January 2019.
  - Cllrs Paddy Bourke and Dermot Lacey, AILG Annual Training Conference, Longford Arms Hotel, County Longford. 21<sup>st</sup> – 22<sup>nd</sup> February 2019.
  - Cllrs Paddy Bourke and Christy Burke, LAMA Spring Training Seminar, "Councillors Promotions through Media". The Bush Hotel, Carrick on Shannon, County Leitrim. 6<sup>th</sup> – 8<sup>th</sup> March 2019.**Order:** Noted
- 5 **Conferences Attended:**
  - Cllrs Paddy Bourke and Christy Burke, LAMA Spring Training Seminar, "Councillors Promotions through Media". The Bush Hotel, Carrick on Shannon, County Leitrim. 6<sup>th</sup> – 8<sup>th</sup> March 2019.**Order:** Agreed and Recommend to Council
- 6 **Public Participation Network and SPC Membership**  
**Order:** Noted

## Manager's Report

### 1. Proposed June Meetings:

- Annual Meeting 7<sup>th</sup> June 6.15 pm (Election of Lord Mayor and Deputy LM and Nomination to Boards)
- June Meeting 17<sup>th</sup> (Subject to agreement of Council) 6.15pm
- July Meeting 1<sup>st</sup> (Time to be confirmed)

7<sup>th</sup> June is the likely date for the Annual Meeting unless the election count goes on longer than expected. June Meeting to be agreed at next full Council Meeting and July Meeting to be agreed by new Council.

**Order:** Noted

### 2. Election Dates and Details

D Ní Raghallaigh reminded members of the nomination period dates (27<sup>th</sup> April – 4<sup>th</sup> May) for local elections and date from when posters may be erected (24<sup>th</sup> April). Voter.ie should go live within the next week.

**Order:** Noted

### 3. Upcoming Civic Receptions

Dept. of Foreign Affairs have asked for two Civic Receptions for Heads of States. One of these to be scheduled for 22<sup>nd</sup> May and another in June. D Ní Raghallaigh to circulate details of both receptions when confirmed.

**Order:** Noted

### 4. Lord Mayor's Awards

D Ní Raghallaigh reported that often elected members accept an invite to the Lord Mayor's Awards and then do not attend.

**Order:** Noted

## Any Other Business

A discussion took place on the webcasting of all Area Committee meetings. D Ní Raghallaigh informed members that DCC is tendering again for the webcast system and pricing could include installation of equipment in the Ballymun Civic Centre. There are issues regarding the space used by the North Central Area Committee.

It may be an option for the new Council to amend Standing Orders in relation to webcasting.

**Order:** Issue to be considered in revision of Standing Orders

9        **Next Meeting**

Next meeting – Thursday 9<sup>th</sup> May 2019

**Order:** Agreed

**Councillor Dermot Lacey**  
**Chairperson**  
**Thursday 28 March 2019**

**Attendance:**

**Members:**

Dermot Lacey (Chairperson)  
Aine Clancy  
Michael Mullooly

**Members:**

Teresa Keegan  
Ciaran O'Moore

**Members:**

Ray McHugh

**Officers**

Deirdre Ni Raghallaigh

Sandra Walley

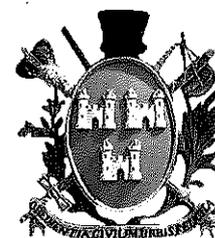
**Apologies:**

Lord Mayor Nial Ring  
Deirdre Heney

Naoise O'Muire



22/05/2018



Ms. Deirdre Ní Raghallaigh  
Senior Executive Officer,  
Chief Executive's Department

Ardmhéara Bhaile Átha Cliath  
Lord Mayor of Dublin

**Nial Ring**

Dear Deirdre,

Please see below, list of functions, receptions and events in which I had a Deputy/Representative attend on my behalf during the month of May 2019

Date:	Function:	DLM/Cllr:
03.05.19	Séamus Ennis Commemorative Plaque Unveiling	Cllr Paul McAuliffe
08.05.19	Our Lady of Mercy College -Green Flag Raising Ceremony	Cllr Deirdre Heney
08.05.19	National Museum of Ireland – Launch of The Stories Between Us Exhibition	Cllr Mannix Flynn
10.05.19	Official Opening of Dublin Bay Tourism Annual Symposium	Cllr Damian O'Farrell
11.05.19	FAI Junior Intermediate Cup Finals	Cllr Ray McHugh
12.05.19	Bohemian Foundation – Presentation of the Conway Cup	Cllr Larry O'Toole
12.05.19	Poolbeg Yacht Club and Marina – Blessing of the Boats Ceremony	Cllr Dermot Lacey
14.05.19	ARC D12 Drug Awareness 2019 – Play on Reality	Cllr Pat Dunne
15.05.19	The Short Term Training Centre – Launch of the Photographic Exhibition ' I AM'	Deputy Lord Mayor
15.05.19	Annual Service of commemoration and Hope	Cllr Ruairi McGinley
19.05.19	Football Final between Women's Foundation Team (Blaymun) and DOCHAS Centre Women's Team	Deputy Lord Mayor

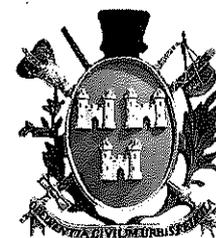
Yours sincerely,

Nial Ring  
Lord Mayor of Dublin



22/05/2019

Ms. Deirdre Ní Raghallaigh  
Senior Executive Officer,  
Chief Executive's Department



Ardmhéara Bhaile Átha Cliath  
Lord Mayor of Dublin

**Nial Ring**

Dear Deirdre,

I would be obliged if you would bring the following receptions for the month of May 2019 to the attention of the Protocol Committee.

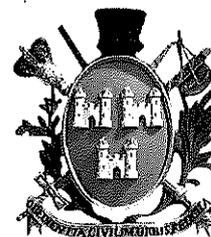
<i>Date</i>	<i>Function</i>	<i>NOs</i>
01.05.19	Visit from Third Class, Gaelscoil Uí Earcáin	50
01.05.19	Clúid Housing	70
01.05.19	Reception for Charity Ball Committee and handover of Cheque	20
01.05.19	Liam O'Brian Book Launch	60
02.05.19	Afternoon Tea	60
03.05.19	Irish Speakers of North Dublin	80
04.05.19	Irish Handball Centre	80
08.05.19	Dublin Fleadh	56
08.05.19	Local Group Ballybough	80
10.05.19	7 Infantry	80
11.05.19	Dublin Bus	80
13.05.19	Dublin GAA County Board Meeting	80
14.05.19	2 Infantry Battalion	30
14.05.19	Dublin City Public Library Staff	65
15.05.19	Afternoon Tea	60
16.05.19	Afternoon Tea	70
16.05.19	O'Connell's School	80
17.05.19	Dublin/Monaghan bombings group	60
17.05.19	Local Groups	80
20.05.19	Afternoon Tea	60
21.05.19	National League of Blind, St Pauls Youth Club, East Coast Runners, Alone	80
23.05.19	Local Schools (North William Street & O'Tooles)	80
25.05.19	Local Community Groups	70
27.05.19	Afternoon Tea	60
29.05.19	Book Launch for Lorcan Collins	100
29.05.19	Delegation from Berlin	30
30.05.19	British Irish Trade Association	100
31.05.19	Benny Baron Reception	80

Yours sincerely,

Nial Ring  
Lord Mayor of Dublin



17/04/2019



Ms. Deirdre Ní Raghallaigh  
Senior Executive Officer,  
Chief Executive's Department

Ardmhéara Bhaile Átha Cliath  
Lord Mayor of Dublin  
**Nial Ring**

Dear Deirdre,

Please see below, list of functions, receptions and events in which I had a Deputy/Representative attend on my behalf during the month of April 2019

Date:	Function:	DLM/Cllr:
01.04.19	EuroMAB 2019	Cllr. Ciaran Cuffe
07.04.19	Experience Japan Festival	Cllr. Dáithí De Róiste
08.04.19	Cup Deposit and Return Initiative	Cllr. Ciaran Cuffe
12.04.19	Republic of Ireland XI Vs Liverpool FC Legends Game	Cllr. Sean Paul Mahon
13.04.19	Annual performance of Handel's Messiah on the street	Cllr. Vincent Jackson
18.04.19	Launch & Display of Under 17 Cup for Home Farm Football Club	Cllr. Sean Paul Mahon
24.04.19	Senior Citizen Visit to the Mansion House	Deputy Lord Mayor
30.04.19	Return to Learning Ceremony	Deputy Lord Mayor

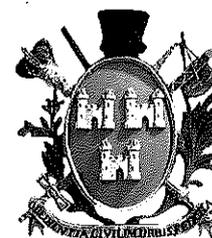
Yours sincerely,

Nial Ring  
Lord Mayor of Dublin



17/04/19

Ms. Deirdre Ní Raghallaigh  
Senior Executive Officer,  
Chief Executive's Department



Ardmhéara Bhaile Átha Cliath  
Lord Mayor of Dublin

**Nial Ring**

Dear Deirdre,

I would be obliged if you would bring the following receptions for the month of April 2019 to the attention of the Protocol Committee.

Date	Function	Nos
02.04.19	Afternoon Tea	60
02.04.19	St Vincent de Paul Volunteers	80
04.04.19	Afternoon Tea	60
04.04.19	Dublin Tour Guides (Little Museum, Epic, Do Dublin, Viking Splash & Irish Tourist Assistance Service)	80
05.04.19	Afternoon Tea	60
05.04.19	Gardai from Store Street & Central Area	75
08.04.19	National College of Ireland	80
09.04.19	Afternoon Tea	60
09.04.19	Bellringers of Dublin and Leinster & Victim Support at Court Group	75
11.04.19	Book Launch for Cllr. Mícheál Mac Donncha	80
13.04.19	1916-1921 Club Annual Dinner & Culture Night	70
15.04.19	Cllr. Ciaran Cuffe hosting Tablequiz	80
16.04.19	Afternoon Tea	60
17.04.19	The Old Dublin Society	70
18.04.19	Afternoon Tea	60
18.04.19	Westwood Gym Members	80
19.04.19	Community Groups	80
20.04.19	St. Paul's Youth Club	25
20.04.19	Local Groups	80
23.04.19	DCC Staff	55
24.04.19	Afternoon Tea	60
24.04.19	National Family Support Network	80
25.04.19	Raffle Winners	30
25.04.19	Afternoon Tea	60
26.04.19	5Alive Challenge Presentation Night	350
26.04.19	Army Veterans	60
27.04.10	Seamus Walsh Group	80
29.04.19	Technological University Dublin	80
30.04.19	Launch of the 2019 Book of North Wall Stories	60

Yours sincerely,

Nial Ring  
Lord Mayor of Dublin

Teach an Ardmhéara, Sráid Dásain, Baile Átha Cliath 2, D02 AF30, Éire.  
Mansion House, Dawson Street, Dublin 2, D02 AF30, Ireland.



21/06/2019

**Ms. Deirdre Ní Raghallaigh**  
**Senior Executive Officer,**  
**Chief Executive's Department**

Dear Deirdre,

Please see below, list of functions, receptions and events in which I had a Deputy/Representative attend on my behalf during the month of June 2019:

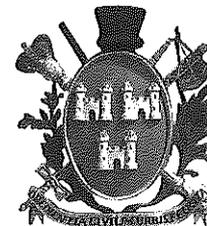
<b>Date:</b>	<b>Function:</b>	<b>DLM/Cllr:</b>
06.06.19	Quinquennial Congress of the European Federation of Public Services Unions – Gala Dinner	Cllr. Kevin Donoghue

Yours sincerely,

---

**Nial Ring**  
**Lord Mayor of Dublin**





21/06/2019

Ms. Deirdre Ní Raghallaigh  
Senior Executive Officer,  
Chief Executive's Department

Dear Deirdre,

Please see below, list of functions, receptions and events in which I had a Deputy/Representative attend on my behalf during the month of June 2019:

Date:	Function:	DLM/Cllr:
09.06.19	Leinster GAA Semi-Final Dublin v Kildare	Cllr. Daithi De Róiste
10.06.19	UEFA 2020 Qualifier Republic of Ireland v Gibraltar	Cllr. Daithi De Róiste
14.06.19	Opening Ceremony of the European Festival of Latvian Culture	Cllr. Patrick Costello
15.06.19	Gaelscoil Cholmcille Family Fun Day	Cllr. Rachel Batten
20.06.19	Photocall – Drimnagh Summer Festival	Cllr. Deirdre Conroy
22.06.19	Stoneybatter Festival – Launch of a new book	Cllr. Joe Costello
24.06.19	Reception/Dinner for the Biennial Delegate of Conference of Irish Congress of Trade Unions	Deputy Lord Mayor, Cllr. Tom Brabazon
25.06.19	UCD Presidents Garden Party	Cllr. Dermot Lacey
25.06.19	Official Opening of the Peace Garden, Christchurch Place	Cllr. Michael Watters
25.06.19	Official Opening Ceremony of Velo City Dublin 2019	Cllr. Mary Fitzpatrick
25.06.19	Welcome Reception for Velo City Dublin 2019	Cllr. Mary Fitzpatrick
27.06.19	Annual Service of Commemoration and HOPE	Cllr. Daithi De Roiste
27.06.19	Visit to St Michael's National School	Cllr. Daithi Doolan

Yours sincerely,

Paul Mc Auliffe  
Lord Mayor of Dublin





21/06/2019

**Ms. Deirdre Ní Raghallaigh**  
**Senior Executive Officer,**  
**Chief Executive's Department**

Dear Deirdre,

I would be obliged if you would bring the following receptions for the month of June 2019 to the attention of the Protocol Committee.

Date	Function	Nos
07.06.19	Election of New Lord Mayor	100
08.06.19	Lord Mayor Group	40

Yours sincerely,

**Paul Mc Auliffe**  
**Lord Mayor of Dublin**



21.06.19

**Ms. Deirdre Ní Raghallaigh**  
**Senior Executive Officer,**  
**Chief Executive's Department**

Dear Deirdre,

I would be obliged if you would bring the following receptions for the month of June 2019 to the attention of the Protocol Committee.

<b>Date</b>	<b>Function</b>	<b>Nos</b>
01.06.19	Councillors/Local Groups	80
04.06.19	Afternoon Tea	55
04.06.19	Group from St Lawrence's Road	80
05.06.19	Various groups (Target, Prison Wardens, Alone)	80
06.06.19	Afternoon Tea	60

Yours sincerely,

---

**Nial Ring**  
**Lord Mayor of Dublin**



<b>Councillor Name</b>	Declan Flanagan
<b>Conference/Seminar Name</b>	AILG Module 2
<b>Conference/Seminar Topic</b>	General discussion around Forecasting services and Local Authorities
<b>Venue/Location</b>	Radisson Rosses Point, Sligo
<b>Date (s) of Conference</b>	28 March
<b>Brief Summary</b>	
<p>A number of important issues were raised including</p> <p>A) Forecasting Events such as floods, heavy rains and torrential flooding  B) The importance of accurate weather information so that the local authorities can plan well in advance for sudden weather events  C) Evelyn Cusack Head of Forecasting, Met Eireann, Forecasting Services and Local Authorities delivered the presentation, Evelyn is head of Met Eireanns Forecasting division and is a well known forecaster. She is now Head of Met Eireann's Forecasting Division and she gave an overview of the weather services provided by Met Eireann for Irish local authorities. Discussion around Marine Spatial Strategy also. Ireland depends so much on the sea for the export/import of goods and produce and for many other resources. This is an opportunity for local government to play a role in Ireland's newest spatial plan currently in development.</p>	
<b>Feedback</b>	
Wide ranging and in depth discussion around developments in forecasting.	
<b>Declaration</b>	
I certify that I attended the above-mentioned Conference/Training Seminar.	
<b>Signed by</b>	<b>Date</b>
Declan Flanagan	3/4/19



17<sup>th</sup> May 2019

Dear Mayor, dear Councillor, dear Colleague,

The City of Heidelberg in Germany organises together with the Federal Ministry for the Environment, Nature Conservation and Nuclear Safety, the Federal State of Baden-Württemberg, the International Conference on Climate Action, on 22 and 23 May 2019

Senior members of national and subnational governments and high-ranking representatives of international organisations, initiatives and networks will discuss ways to improve coordination and cooperation across all levels of government in order to strengthen mitigation measures.

ICCA2019 will offer a dialogue-centred programme with a rich variety of topics, including three plenary sessions and several parallel interactive cluster sequences.

For a detailed program, please follow this link: [www.icca2019.org/programme/](http://www.icca2019.org/programme/)

In addition to the main conference in Heidelberg's historic city hall, ICCA2019 offers a variety of events for professionals and the general public. Advocacy and civil society groups will hold the Climate Neighbourhoods programme at different locations in the historic centre. The Transition Towns Workshop on 20 May will provide a variety of initiatives with an opportunity for networking. Several events are scheduled for the day before the conference, 21 May: the project conference 'Bridging European and Local Climate Action' (BEACON), the Youth Climate Summit, bringing together young people from all over the world, the meeting of the global Under2Coalition, the final session of Cities Fit for Climate Change and the first Climate Neighbourhoods (CN) excursions as well as a Science Slam, setting the stage for ICCA2019 and the associated CN. On the first day of the conference, on 22 May, cities and towns from Baden-Württemberg will come together for the Municipal Climate Action Congress and no less than three award programmes will recognise their winners: Impact Hub's Better Together Award, the Energy Saving Teams from Heidelberg schools and the "Good Energy Management" municipal competition. On the morning of the second conference day, on 23 May, Heidelberg's mayor Eckart Würzner will chair the Mayors Session. Following the main ICCA2019, participants and press representatives are invited to visit good practice examples of municipal climate action on guided tours offered by Climate Neighbourhoods. At the same time, Energy Cities will hold its membership meeting in the city hall.

Many more activities will take place in Heidelberg, who just joined our network Cities for Nuclear Free Europe, around and during the ICCA2019. We will introduce our new member Heidelberg and its climate policy in a later dedicated mail. More information on ICCA2019 can be found here: [www.icca2019.org](http://www.icca2019.org)

Please do not hesitate to contact the CNFE secretariat if you have any question or remark.

Jan Dictus  
Cities for a Nuclear Free Europe  
+ 43 664 886 04274  
[jan.dictus@goja.or.at](mailto:jan.dictus@goja.or.at)  
[www.CNFE.eu](http://www.CNFE.eu)

18<sup>th</sup> June 2019

Dear Mayor, dear Councillor, dear Colleague,

Cities for Nuclear Free Europe was initiated after the Fukushima disaster, when many people realized, that such an accident could also happen in the densely populated Europe. What if....?

Recently the Swiss “Institut Biosphère”, Geneva, has calculated what a Swiss nuclear disaster could do to Europe:

[https://www.swissinfo.ch/eng/worst-case-scenarios\\_what-a-swiss-nuclear-disaster-could-do-to-europe/44977606](https://www.swissinfo.ch/eng/worst-case-scenarios_what-a-swiss-nuclear-disaster-could-do-to-europe/44977606)

For our German speaking members I attach a link to an additional article:

<https://www.medinside.ch/de/post/gesundheitsschaeden-wegen-atom-unfall-viel-groesser-als-angenommen>

These articles tell more and better about the study than we from the CNFE secretariat could do.

Finally I attach a link to the study itself:

[http://institutbiosphere.ch/wa\\_files/EUNUPRI-2019v01.pdf](http://institutbiosphere.ch/wa_files/EUNUPRI-2019v01.pdf)

Please do not hesitate to contact us if you have any questions or remarks,

kind regards,

Jan Dictus  
Secretariat Cities for a Nuclear Free Europe  
+ 43 664 886 04274  
[jan.dictus@goja.or.at](mailto:jan.dictus@goja.or.at)  
[www.CNFE.eu](http://www.CNFE.eu)



# MOBILITY ON TOP!

## EUROPEAN MOBILITY MANIFESTO 2019

### PUBLIC TRANSPORT MUST BECOME A TOP PRIORITY FOR THE EUROPEAN INSTITUTIONS

UITP represents more than 450 public transport operators and authorities in all EU member states. As we approach the next European elections, it is time for decision-makers to recognise the major role public transport plays in the life of our cities. The sector directly provides employment for more than two million people in the EU. People are at the heart of public transport and moving around our cities must be a priority. UITP is therefore calling on the forthcoming EU decision-makers to lead with public transport by placing “Mobility On Top” of the agenda. By driving policy towards more innovative, sustainable and multimodal collective mobility services in Europe, we can place [#MobilityOnTop](#)! At UITP, we pledge to actively support the next EU legislators to:

#### POLICY

##### ENSURE MOBILITY IS ON TOP OF ALL RELEVANT NEW EU POLICIES

Public transport and sustainable mobility should be part of all policy areas. The development of sustainable urban mobility is reaching far beyond the transport sector. Many initiatives across a range of policy domains, including climate change, urbanisation, digitalisation, access to data, automation, social affairs, competition or accessibility have direct or indirect impacts on urban mobility and citizens’ daily travel behaviours. It is therefore crucially important to better understand and assess the positive impact of any new policy initiative on urban and regional mobility.

[#MobilityOnTop](#)

#### FINANCING

##### PRIORITISE AN URBAN SHIFT IN THE EU BUDGET FOR MOBILITY INVESTMENTS

The EU must strengthen future investment and research funding in sustainable mobility. A move towards a low-carbon economy must be a priority. This will help reduce a €100bn/year cost of traffic congestion and pollution, as well as boost local economies and create an array of green local jobs across many sectors. Investing in public transport – including research, innovation and urban nodes under the CEF instruments – means investing in a better quality of service, and of life. This urban mobility shift in financing will enable the EU to achieve its strategic objectives.

[#MobilityOnTop](#)

#### MULTIMODALITY

##### SECURE PUBLIC TRANSPORT’S ROLE AS THE BACKBONE OF ALL MOBILITY SERVICES

The most liveable cities in Europe always have high modal split in favour of public transport, shared and active modes of mobility. To better serve passengers, the public transport sector has been leading on innovation and digitalisation intended for all citizens and mobility modes. It is therefore time to recognise public transport as the undisputable backbone of any multimodal transport solution, ultimately leading to achieve a modal shift.

[#MobilityOnTop](#)

#### BETTER REGULATION

##### GUARANTEE A TAILOR-MADE LEGAL FRAMEWORK TO KEEP MOBILITY ON TOP

The public transport sector is based on long-term heavy investments. These lengthy economic cycles require long-term political commitment, legal certainty and regulatory stability. It is essential to favour tailor-made sectoral legislation, which safeguards the neutrality principle between the public and private sector, and which should not be contradicted by unrealistic inter-sectoral approaches.

[#MobilityOnTop](#)

#### ABOUT UITP

UITP (International Association of Public Transport) is a passionate champion of sustainable urban mobility and is the only worldwide network to bring together all public transport stakeholders and all sustainable transport modes. We have 1,600 member companies from 99 countries. Our members are public transport authorities and operators, policy decision-makers, research institutes and the public transport supply and service industry.

In the European Union, UITP brings together more than 450 urban, suburban and regional public transport operators and authorities from all member states and is consequently recognised as a key partner for the European institutions and other international organisations. We represent the perspectives of short distance passenger transport services by all sustainable modes.

Visit our website: [uitp.org](http://uitp.org)



## IT issues for notification to Council

### 1. IPADs

When the iPads were made available to Councillors in 2016 it was made on the understanding that this was the now the standard provision of IT equipment to Councillors. Keypads and cases are made available with these Tablets. Only one Councillor chose not to avail of the iPads at that time. In addition to giving access to Modern.Gov these iPads have a 10GB per month allowance and have access to the normal office and communication software. The acquisition cost per iPad is on average €800 and there are monthly data management costs in addition for each councillor. These were an enhancement of the service delivered to Councillors previously. All 25 new Councillors in 2019 were issued with iPads as standard. It is expected that during the lifetime of this Council the iPads of other Councillors will also be replaced as they age or need to be replaced.

### 2. Laptops

Some Councillors have a preference for using Laptops. The expenses system is available to them for this purpose in order that they can purchase laptops or indeed other office equipment that they may wish to acquire. While Dublin City Council will maintain any existing operational laptop or printer acquired by the Council they will not be replacing them at end of life. We will replace and upgrade the computers in the group rooms and upgrade print services for Councillors in City Hall

### 3. Dublincity.ie Mail Addresses

All Councillors were offered an @dublincity.ie address. All but 7 current Councillors have availed of the address. Some Councillors in the past have requested the Dublincity Council auto-forward all mails received to their own generic or party email accounts. I am in receipt of a memo from the IS Department that this is in breach of security guidelines and that DCC can no longer facilitate this practice. They strongly recommend that all correspondence from Dublin City Council Staff should only go to Councillors' @dublincity.ie addresses. This would also be in line with GDPR advice. Councillors of course can forward individual emails to their own email account or to constituents. Exchange mail is already installed on the iPads and can be installed at Councillors request on their own mobile phones.

Deirdre Ní Raghallaigh  
Meetings Administrator





## **STANDING ORDERS 2019 (Draft)**

<b>Standing Order</b>	<b>Contents</b>	<b>Page No</b>
1	Meetings of Council	2
2-4	Annual Meeting	2
5	Local Authority Budget Meeting	2
6-7	Special Meeting	2/3
8	Hour of Meeting	3
9	Summoning of Meetings	3
10-12	Constitution of Meetings	4
13	Order of Business	4/5
14	Confirmation of Minutes	5/6
15	Lord Mayor's Business	6
16	Questions	6
17-18	Reports to Council	6
19-21	Notice of Motions	7
22-23	Adjournment of Council	7
24	Quorum	8
25-33	Motions and Amendments	8/9
34-35	Emergency Motions	9/10
36-47	Rules of Debate	10/11/12
48-51	Visitors and Press	12/13
52-55	Questions, Votes and Divisions	13
56-58	Committees of the Whole House	13
59-63	Strategic Policy Committees	14/16
64	Corporate Policy Group	16
65-69	Area Committees	16/17
70-71	Special Committees	17
72-84	Committees – General Provisions	18/19
85-94	Miscellaneous	19/20

## **DUBLIN CITY COUNCIL : STANDING ORDERS 2016 (Version 1)**

### **SECTION 1: MEETINGS OF THE CITY COUNCIL**

1. Monthly Meetings of the Council shall be convened for the first Monday in each month provided that no meeting of the Council shall be convened for a day which is a Public Holiday. Where the first Monday of the month is a Public Holiday, the Monthly Meeting of the Council shall be convened for the following Monday. No meeting of the Council shall be convened during the month of August.
2. In an election year, the local authority shall publish a notice of its Annual Meeting on the Dublin City Council website and in at least one newspaper circulating in its administrative area. The notice shall state the date of the annual meeting and, where appropriate, that the first business of the meeting will be the election of the Lord 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.
3. In every year in which a local election is held, the Annual Meeting of Dublin City Council shall be held on the **fourteenth day** after the date of the poll. Where the **fourteenth day** is an excluded day, the meeting shall be held on the next following day which is not an excluded day. In every other year, the annual Meeting shall be held on such day in the month of May or June as Dublin City Council shall, by resolution, appoint or fix by Standing Orders.”

**(Dublin City Council at a Council Meeting of Dublin City Council held on the 17<sup>th</sup> rd June 2019 adopted the following resolution ‘That the Annual Meeting of Dublin City Council for the Years 2019 – 2023 inclusive be held on the last Monday of June’)**

4. In the case of an Annual Meeting in an election year and until the election of the Lord Mayor at such meeting, the Chair for this period shall be taken by the outgoing Lord Mayor (even if he/she is not a Member of the Council at that time) or in the absence of the Lord Mayor the Chair to be taken by a Member or an employee selected by the meeting for this purpose. 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.
5. A Local Authority Budget Meeting shall be held during the period prescribed by regulations for that purpose.
6. A Special Meeting of the Council may be convened at any time by the Lord Mayor of his/her own Motion or upon a requisition addressed to him/her and signed by at least **five** Members of the Council. The provisions of paragraph
7. Schedule 10 of the Local Government Act, 2001 shall apply in relation to calling of such meeting.

**Excerpt from LG Act 2001, Schedule 10 - Special meetings.**

- 6.—(1) A requisition to have a special meeting of a local authority convened (in this paragraph referred to as a “requisition”) may be made—  
(a) by the Cathaoirleach,

*(b) if the office of Cathaoirleach is vacant, or the Cathaoirleach is unable to act, by the Leas-Chathaoirleach, or*

*(c) by the Cathaoirleach on foot of a request presented to him or her by any 5 members.*

- (2) Where the Cathaoirleach refuses or neglects to act on foot of a request referred to in subparagraph (1)(c) within 7 days of it being presented to him or her, the members making the request may convene the meeting in accordance with this paragraph.*
- (3) A requisition shall be made in writing and be delivered by the Cathaoirleach, the Leas-Chathaoirleach or in a case where subparagraph (2) applies by the members making the requisition, as the case may be, to the meetings administrator.*
- (4) A requisition shall be signed by the person or persons making it, as the case may be, and shall—*
- (a) contain as an agenda a statement of the business which it is proposed to transact at the meeting, and*
  - (b) specify a day, (other than an excluded day), which is not less than 3 clear days after the day on which it is received [2001.] Local Government Act, 2001. [No. 37.] by the meetings administrator, for the holding of the meeting.*
- (5) On receipt of a requisition, the meetings administrator shall, unless it is a case to which subparagraph (6) applies, issue a notification under paragraph 7 and give public notice under paragraph 8 for the special meeting required by the requisition.*
- (6) Where—*
- (a) a requisition under subparagraph (1)(c) specifies a day for the holding of a special meeting, and*
  - (b) an ordinary meeting of the local authority is to be held on a day within the period of 10 days after the day on which the meetings administrator receives the requisition, the business stated in the requisition shall be considered at that ordinary meeting and the special meeting shall not be convened.*

“excluded day” means a day which is a Saturday, Sunday or public holiday (within the meaning given by the Organisation of Working Time Act, 1997) or any other day on which the principal offices of the local authority concerned are closed;

7. Should the Lord Mayor refuse to act upon a requisition (referred to in Standing Order No. 6) or neglect to do so within a week, a Special Meeting for the purpose defined in it may be convened by **five** or more Members of the Council. The provisions of paragraph 6 Schedule 10 of the Local Government Act, 2001 shall apply in relation to calling of such meeting.

### **Hour and extension of Meeting**

8. The hour of the Monthly Meeting of the Council shall be at 6.15 p.m. unless otherwise fixed by Statute or by Resolution of the Council or an Order of the Lord Mayor. The Council shall rise not later than 9.30 p.m. No later than 9pm, the Lord Mayor or any Member of the City Council may ask the meeting to approve an extension of the meeting for a length of time to be specified by him/her. A majority of those present may approve this request but only business on the Agenda not requiring approval of a specific number of Councillors can be put unless that specified number is present. When the whole of the business set down for a meeting of the Council has been transacted, the Meeting thereupon ends without any question from the Chair.

### Summoning of Meetings

9. A notification to attend a meeting, other than a local authority budget meeting shall (a) be circulated (electronically to each member of the Council, (b) specifying the place, date and time of the meeting, and (c) give not less than three 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. The Agenda should also be published on Dublin City Council's website prior to 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.

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 circulated (either hard copy or electronic) to each member not less than three 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 6, a copy of the requisition shall be sent with the notification.

A copy of the Agenda shall be published on the website one day (24 hours) after the release of the Agenda to City Council Members

### Constitution of Meetings

10. The Chair shall be taken at a Meeting of the Council within twenty minutes after the time appointed for such Meeting by the Lord Mayor, or in his/her absence by the Deputy Lord Mayor or otherwise by a Member called thereto by general agreement or chosen by vote of the members present.
11. The Chair being taken, the Roll of Members recorded electronically. When it appears that not fewer than seventeen Members are in attendance, the Council shall proceed with the business. Whenever a meeting of the local authority 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.
12. When, for any reason, the Lord Mayor has occasion to vacate the Chair at a meeting of the Council, the Chair shall be taken by the Deputy Lord Mayor or in his/her absence, by a Member called thereto by the Lord Mayor with the leave of the Council.

### Order of Business

13. The Order of Business at all meetings other than Annual Meetings, Budget Meetings or Special Meetings shall be as follows:

**Part 1 - Introductory:** consisting of: (1) Lord Mayor's Business; (2) Questions to the Chief Executive; (3) Correspondence

**Part 2 - Governance Issues :** (1) Confirmation of Minutes; (2) Monthly Financial Statement; (3) Statutory Business in relation to Planning Matters, making of Byelaws, Road Closures and Disposals of Property.

**Part 3 - Breviates and Policy :** In addition to listing of Breviates of Area, SPC and Protocol Committee meetings, this Section shall deal with the monitoring/oversight role of Dublin City Council in relation to Strategic Policy matters and matters of citywide importance and interest.

**Part 4 - Topical Issue :** Discussion under this item to be of 35 minutes duration maximum and cannot be extended under any other Standing Order. Members and Committees of the Council are permitted to submit items for consideration. Items must be submitted to the Meetings Administrator by 3.00pm on the day of the monthly meeting and listed in the order they are received. Each item to be a heading only (a word or phrase consisting of not more than 6 words). No item to be listed more than once. List to be circulated to all Members by 4pm. Names of the submitting Member(s) will not be included on the List..

When this Item is reached on the Agenda, a vote must be taken, starting at Item 1 on the List. A two-thirds majority of the Members present in the Chamber at the time of voting must vote in favour for an Item to be approved for discussion. Each Item will be voted on until one achieves the required majority. All other Items on the list will then fall. If no item secures the two-thirds majority, then the meeting reverts to the business of the Agenda and no discussion takes place.

If an Item is approved for discussion, the Lord Mayor will call on each Group Leader in order of their representation on the Council to speak for a maximum of 2 minutes each. A Group Leader may nominate another member of their Group to speak or may waive their time slot in favour of another Group. A Group must consist of a minimum of three councillors. For the purposes of this Standing Order, all independent councillors or those who are the sole representatives on the Council of a political party should indicate to the Chief Executive's Office which Group Leader (if any) represents them. Should the item on groups be listed elsewhere?

When all Group Leaders who wish to have spoken, then the discussion will be thrown open to the floor, with one minute speaking time being allotted to each Speaker taken in the order they had indicated to the Lord Mayor. No speaker may speak more than once.

### **Part 5 - Motions**

#### **Confirmation of Minutes**

14. Minutes of the proceedings of a meeting of the local authority 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 **or absent**,
- f) particulars of all resolutions passed at the meeting,
- g) such other matters considered appropriate by the meetings administrator.

A copy of the minutes of a meeting shall be circulated electronic by the meetings administrator to each member of the local authority and published on the City Council's website. 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 Council 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 authority. This is legislation. Is it sufficient to say that available on website?*

### **Lord Mayor's Business**

15. The Lord Mayor of the day may bring up items under Lord Mayor's Business as (s)he deems appropriate.

### **Questions**

16. Questions to the Dublin Chief Executive must be forwarded electronically and must reach him/her or his/her authorised officer not later than eleven working days (including Saturdays, the day of the meeting & Public Holidays but not Sundays) preceding that on which they are to be asked. No member shall be entitled to table more than four questions at any one meeting. Questions must relate to matters of administration of the City Council for which the Dublin City Chief Executive is responsible, must have the purpose of eliciting information, elucidating matters of fact or of policy, be brief and contain no argument or personal imputation. Questions cannot be put and answered unless the Council has previously approved by motion without debate. The questions shall be answered without debate and supplementary questions shall not be put.

Questions submitted to the monthly City Council meeting may relate to a citywide or a local issue. Questions submitted to an Area Committee Meeting may relate to a citywide or a local issue of that administrative area only.

In the interest of transparency all questions and answers will be included on the agenda and minutes of meetings. Questions containing sensitive, personal details of individuals (name & address, health status etc) will have these aspects included "as details supplied". On all other questions, a Councillor may only request that a "street name/specific location" be submitted as "details supplied". The rest of the question and response will be included on the agenda and in the minutes of the meeting.

### **Reports to Council**

- 17.
17. The consideration of each Report shall be the subject of a motion - the number and a brief summary to identify the content of each Report shall be read from the Notice Paper. Reports shall be identified in the Minutes by reference to the number, title and subject of the Report; and the Lord Mayor, or other Chairperson, when confirming such Minutes, shall sign a printed copy of every such Report, and these signed copies shall be bound in volumes corresponding to the printed volumes of Minutes, and shall be indexed with the Minutes, and be deemed to form part of them.

### **Notices of Motion**

19. Subject to the provisions of Standing Order Number 93, a Member wishing to have business considered at the monthly meeting of the City Council shall do so by way of Motion.

The motion must be submitted be forwarded electronically and must reach the Chief Executive or his/her authorised officer not later than eleven working days (including Saturdays, the day of the meeting & Public Holidays but not Sundays) preceding the meeting at which it is to be proposed. Such Notice of Motion shall be recorded in a Register in the strict order of receipt and shall appear on the Notice Paper in that order. No Member shall be permitted to have more than one Motion on the Agenda for any one meeting. (with the exception of motions in relation to submissions for Local Area Plans, **Strategic Development Zones or City Development Plans** when no limit will apply to the number of possible motions).

When a Member has submitted a motion which has appeared on a Notice Paper for a monthly meeting and that motion has not been reached, that Member shall be entitled to substitute the motion with another to appear in the same order on the Notice Paper for the next monthly meeting. by the deadline for the receipt of motions for the next monthly meeting of the Council)

When a Member has submitted a motion which appears on a Notice Paper for a monthly meeting and that Member wishes to defer that motion to the following Month's Notice Paper without loss of place/position on the Notice Paper, the Member must notify the Lord Mayor in writing or by email either before or during the meeting at which the motion is due to be taken, whether the Member is present at the meeting or not. The Lord Mayor will inform the meeting when the motion is reached on the Notice Paper that the motion is deferred. A motion may be deferred only once, except in exceptional circumstances (e.g. illness, bereavement etc).

20. A Member who has submitted a motion for consideration by a Committee shall not be entitled to table a motion in similar terms for consideration by the City Council and the converse shall also apply except in exceptional circumstances.
21. A Notice of Motion recommending or involving expenditure shall not be considered by the Council unless the Council has before it at the same time a certificate from the appropriate officer setting out the estimated expenditure which would be involved by the adoption of the Motion. (This has not been carried out in practice)

### **Adjournment of Council**

22. A Motion for adjournment of a Council meeting may be made by any Member 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 a Motion immediately affected by it, may each address the Council for not more than five minutes on the question of adjournment; and when the Motion for adjournment is adopted, the Meeting will stand adjourned to a day then named. Attendance at an ordinary meeting when adjourned is accounted only once for expenses purposes. When an Ordinary Meeting or Annual Meeting is adjourned sine die, the uncompleted business shall be set down for the next occurring Ordinary Meeting.
23. A Special Meeting may be adjourned from time to time until its business is concluded.

### **Quorum**

24. The number of Members constituting a quorum shall be seventeen. When during any Meeting it is drawn to the attention of the Chair that less than seventeen Members of the Council are present, the attendance bell shall be rung and after an interval of five minutes, the Roll shall be called and the names of the Members in attendance recorded, and if the number of Members present is less than seventeen, the Council, if the meeting be an Ordinary Meeting or an Annual Meeting, immediately and automatically adjourns the uncompleted business to the next Meeting of the Council but, if the meeting be a Special one, the business before it automatically drops. The names of the Members in attendance when the Roll is called/recorded, shall be recorded in the Minutes of the Council.

## **SECTION II : PROCEDURE IN COUNCIL**

### **Motions and Amendments**

25. The proposer of a Motion or an Amendment not printed in the Notice Paper, and not in common form, shall, , deliver a signed copy to the Chair and to every Member present on an agreed standard form before that item is called.
26. A Motion, notice of which stands in the Notice Paper and which has been proposed and seconded, may be withdrawn only on leave obtained from a majority of the Council present at the Meeting. A Motion may be proposed either by the Member in whose name it stands, or, if he/she be absent, by any Member authorised by him/her in writing to propose it on his/her behalf; but, unless so proposed it drops, (**unless it has been deferred under Standing Order No 19**), and shall not again be set down in the Notice Paper except upon fresh notice.
27. A Motion or an Amendment, when not seconded, drops.
28. An Amendment, which has been proposed and seconded, may be withdrawn only on leave obtained from a majority of the Council present at the meeting.
29. Each amendment shall be put separately to the Council in the order in which they have been handed to the Lord Mayor. When an amendment(s) is agreed/approved by the City Council, the original motion as amended shall then be put by the Chair as a substantive Motion. 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 substantive motion it purports to amend.

30. A Motion to rescind or amend a Resolution of the Council can only be made on notice, inserted in the Notice Paper, and such notice shall specify the Resolution to be rescinded or amended, and furnish the terms of the Motion to be made; but no Motion to rescind any Resolution of the Council within six months of the date of its adoption, shall be in order unless the notice is signed by not less than twelve Members of the Council and at least not less than one half of the total number of members of the Council vote in favour.
31. A Motion to adopt a Report of a Committee or to sanction any proceeding or recommendation of a Committee may be proposed by the Chairperson of such Committee, or, in his/her stead, by any Member of the Council.
32. A Member who has not contributed to the debate on a Motion or proposed Amendments thereto may move "that the Council proceed to the next business". Such a Motion may be made only after the Motion under discussion 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. The Motion to proceed to next business shall not be made more than once during the debate on any question.
33. Unless the Council is exercising a Reserved Function, after a debate on a Motion has continued for not less than half an hour, a Member who has not contributed to the debate may ask leave to move "that the question be now put," and if such leave be given by the assent of not fewer than five Members the Motion "that the question be now put" shall be forthwith put to the Council for decision, and if it be affirmed, the mover of the original Motion may speak for not more than two minutes after which any question or questions then before the Meeting shall be forthwith put to the Council. A Motion "that the question be now put" shall not be moved more than once during the debate on any question unless that debate has continued for at least half-an-hour since a previous similar Motion was moved.

A motion which is still under discussion and has not been put by 9.30pm (or at the end of any meeting which has been extended by agreement), that motion shall be re-listed for the next meeting in the same order/position on the agenda

### **Emergency Motions**

34. Notwithstanding any other provisions of these Standing Orders, a motion may be proposed without notice for the purpose of dealing with urgent business related to a function of the local authority, subject to the requirement that not less than three-quarters of the members present (being at least one-half of the total number of members of the authority) vote in favour.
  - An Emergency Motion is one that due to its seriousness gives rise to an unexpected, urgent and/or potentially dangerous situation requiring immediate action of Council. The proposer of such a motion must in submitting the motion outline clearly why an emergency situation exists and why the motion cannot be dealt with by way of motion to the City Council or to an Area Committee as already provided for.
  - A motion which is deemed not to be an emergency motion will be listed for the next City Council Meeting or Area Committee as deemed

appropriate at the request of the submitting Councillor, subject to the proviso that the agreed quotas under Standing Orders Nos 19, 63 & 67 are not exceeded.

- Emergency Motions must be submitted to the Chief Executive's Secretariat by 3pm on the day of the monthly City Council meeting, unless related to an issue that has arisen after 3pm on the day in question.
- The Council may appoint a Committee representative of the Council to adjudicate on emergency motions submitted and determine in conjunction with the Lord Mayor as to whether or not they will be put before the City Council for consideration. In the absence of such Committee representative, the Lord Mayor will make such determination in accordance with Standing Orders.
- Emergency Motions which have been passed by the Lord Mayor to be put before the City Council will be circulated to all Councillors by email prior to the City Council meeting.
- The City Chief Executive may give a brief report to the Members on the motion being taken with or without debate before it is put for decision. Where the Manager does so, the proposer (or where there is more than one proposer, one of the proposers) will be allowed an opportunity to respond.

35. Emergency Motions will be dealt with at 8.30pm or the earliest possible time thereafter following completion of the business underway at that time. If the section of the Agenda for the City Council meeting dealing with motions has not been reached by 8.30pm, the order of business shall be suspended at 8.30pm or the earliest possible time thereafter, to enable the Lord Mayor to ascertain the City Council's decision in relation to the suspension of Standing Orders to take/not to take Emergency motions with or without debate.

When the Emergency Motions have been dealt with (or at 8.30pm if there are no Emergency Motions), the 1<sup>st</sup> and 2<sup>nd</sup> motions on the Agenda shall be taken. When the first two motions on the agenda have been dealt with, the City Council will, unless it decides otherwise, revert to the agenda items in the order in which they are listed. At 9pm, if the motions have not been dealt with, the City Council shall revert back to the Agenda, and continue the agenda business in the order in which the items are listed.

Emergency Motions cannot be taken at Area or Strategic Policy Committees

### **Rules of Debate**

36. The mover of a Motion shall address the Council for no more than three minutes. The Lord Mayor will then call on each Group Leader in order of their representation on the Council to speak for a maximum of 2 minutes each. A Group Leader may nominate another member of their Group to speak or may waive their time slot in favour of another Group. Other speakers including the mover of an Amendment shall be limited to two minutes. A Member may speak once upon any Motion except a Motion which is to be put without debate.

The proposer of a Motion has the right to speak for a period not exceeding two minutes in reply to the debate and when he/she replies, the debate on the Motion is closed.

37. A Member, while speaking, shall address himself/herself only to the Chair.
38. A Member speaking shall not be interrupted, except upon a question of order, but he/she may give way to a Member desiring to make a personal explanation.
39. While a meeting is in progress, a Member may stand to make a point of order and should address the Chair once called upon; Other Members should remain seated unless he/she rises to address the Chair upon the question of order.
40. The Lord Mayor is the sole judge of order and conduct in the Council, and has authority to suppress disorder and enforce prompt obedience to his/her ruling.
41. Whenever any Member's conduct is considered by the Lord Mayor to be disorderly, he/she is named by the Lord Mayor immediately after the commission of the offence of disregarding the authority of the Chair.

Then the Lord Mayor shall forthwith put the question on his/her own Motion - no Amendment, adjournment or debate being allowed - "That .....(naming the Member) shall withdraw from the Council for the remainder of the meeting." The motion, if seconded, shall be put to the Members and if agreed, the named Member shall withdraw from the Chamber for the remainder of the meeting. The motion shall be recorded in the minutes of that meeting. If the motion is not seconded, it falls. If the motion is seconded but not agreed by a majority of the Members present, then the motion falls and the named Member may remain in the Chamber unless the Lord Mayor invokes Standing Order No 43.

42. The Lord Mayor may order a Member whose conduct is disorderly to immediately withdraw from the Council Chamber for up to half an hour. The said Member may resume his/her seat at the expiration of that time. Members ordered to withdraw in pursuance of this Standing Order shall forthwith withdraw from the Council Chamber.
43. In the case of serious disorder as determined by the Lord Mayor, he/she may, without a motion/question being put, adjourn or suspend the Meeting for a time to be decided by him/her. If a Member is suspended under this Standing Order, financial sanctions under Part 7 of the Local Government Act 2014 may be invoked by resolution of the Council.
44. A Member referring by name to any Member shall speak of him/her by his/her municipal title.
45. No Member shall address the Chair unless from his/her place at one of the seats reserved to the use of Members.
46. Any employee of the Dublin City Council in attendance at a Meeting of the Council shall answer any question put to him/her by the Chairperson, arising out of business then before the Council unless he/she claims the right to refuse to answer the question on the grounds that the answer might incriminate him/her, might be a breach of confidence or might involve him/her as a defendant in Court Proceedings.

47. The Council may by resolution decide to receive a deputation. Subject to the direction of the chair, two persons may speak on behalf of the deputation for not more than ten minutes, unless permitted by the Chair.

Request for a deputation to be heard by the Council shall not be considered unless the subject matter to be raised be notified in writing on the motion of a member of the Council, or direct application by the body concerned, sent to the meetings administrator at least nine clear days before the date of the meeting.

The deputation may only be questioned by members of the Council but shall not be entitled to ask questions. When the members of a deputation have addressed the meeting, they shall withdraw from the meeting.

### Visitors and Press

48. The right of the public and representatives of the media to attend Council meetings is subject to the following:

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

Members of the public and representatives of the media will occupy the parts of the Meeting Room allotted to their use. The public shall be admitted subject to the following arrangements:

Visitors shall be admitted only upon authorisation issued by the Members and subject to accommodation being available. Every Member is entitled to issue **two** passes for the admission of **two** visitors to any Meeting of the Council at which visitors are permitted to be present. **Two** such passes shall be left in City Hall for each Member of the Council-in advance of the meeting.

Where, upon the expiration of a quarter of an hour after the time for which any Council Meeting is convened, accommodation for visitors is not fully occupied, further visitors, not exceeding the number for which accommodation is available may be admitted upon cards from Members of the Council. Each Member will then be entitled to receive from the Chief Executive or his/her authorised Officer not more than two additional cards. If, after the issue of these additional cards, there is still accommodation available in the public gallery, further cards may be issued to Members if the Lord Mayor or Chairperson of the day approves.

49. Members of the public shall be seated and maintain silence and observe any directions given by the Chair or by any employee in attendance upon the Council. Such employees of Dublin City Council are responsible for the execution of all measures necessary for the maintenance of order and decorum in and about the Chamber. The display of flags, posters, placards and slogans is not allowed in City Hall during meetings of the City Council.

50. If a member of the public interrupts a meeting at any time or endeavours, without the permission of the Council, to address a Meeting, the Chair shall warn him/her and if the interruption continues shall order that person's removal.
51. 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.

### **Questions, Votes and Divisions**

52. Every question shall be determined by a show of hands or recorded electronically on the Electronic Voting System. If recorded electronically, the result shall be declared immediately upon completion of the vote and the details to be retained and released upon request. If five members request a division/Roll-call Vote, the names for and against the motion or amendment shall be taken down in writing or recorded electronically on the Electronic Voting System and inserted in or attached to the Minutes. The names of those abstaining (if any) to be also recorded in the Minutes.
53. 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/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
54. Each member present at a meeting of the Council shall have a vote unless prohibited by any enactment.
55. 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 Council which are reserved functions or questions duly coming or arising before a meeting of the Council 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)

## **SECTION III : COMMITTEES**

### **Committees of the Whole House**

56. The Committee of the Whole House shall be composed of all the Members of the Council, seventeen constituting a quorum, and it shall transact such business as is from time to time committed to it by the Cathaoirleach/Lord Mayor or by Order of the Council.
57. In the absence of the Cathaoirleach/Lord Mayor or Deputy Lord Mayor, the Member upon whose Motion any business is referred by the Council to the Committee of the Whole House, shall act as Chairperson of the Committee while such business is under its consideration, but any other Member may be called to the Chair by Motion.
58. The first meeting of a Committee of the Whole House to deal with any matter, shall be convened at the instance of the Lord Mayor, and the Committee itself shall determine adjournments and further meetings.

## Strategic Policy Committees

The title and total membership each Strategic Policy Committee of the council shall be:

Arts, Culture and Recreation	- 21 Members
Economic Development & Enterprise	- 15 Members
Environment	- 15 Members
Finance	- 18 Members
Housing	- 24 Members
Planning & Property Development	- 15 Members
Transportation	- 18 Members

### *Amend when committees confirmed*

The Strategic Policy Committees shall be appointed as soon as possible after a Local election and the members shall hold office for the period of the life of the Council. One third of the total membership of each SPC shall constitute a quorum, the majority of whom shall be members of the City Council.

**Conflict of Interest** : Each Sectoral Member of a Strategic Policy Committee must complete and return a Declaration of Interests form upon being nominated to the SPC.

59. The Council shall appoint a Chairperson to each of the Strategic Policy Committees from among the members of the Council to hold office for a minimum period of three years which may be renewed by the Council and subsequent Chairpersons shall be appointed from among the existing Councillor Members of the Strategic Policy Committee.

The Chairpersons and Council Members of the Strategic Policy Committees shall reflect the proportionality and the distribution of elected representation on the City Council; in default of agreement, the Chairpersons and Council Members of the Strategic Policy Committees shall be appointed by the formation of groups pursuant to paragraph 18 of Schedule. 10 of the Local Government Act, 2001.

60. Any member of the Council may attend and speak at a meeting of a Strategic Policy Committee. The right to vote upon any item of business at a Strategic Policy Committee meeting is confined to members of that Strategic Policy Committee. With regards the issuing of Agenda and Reports the following procedure should be adhered to:

- A soft copy of the Agenda and Reports to be issued to the members of each SPC five (5) clear days in advance of its meeting.
- A soft copy **only** of the Agenda and Reports to be issued Councillors who are not Members of the SPC five (5) clear days in advance of its meeting
- A copy of the Agenda shall be available to the media and Members of the Oireachtas one day (24 hours) after the release of the Agenda to City Council Members/SPC Members.

61. Every Member of the Council shall be a member of **one** of the Strategic Policy Committees, **but shall not be a member of any more than two**. Members of

SPCs shall not be entitled to nominate a voting substitute to attend meetings in their place.

**Functions/areas of responsibility of each Strategic Policy Committee.**

**(1) ARTS, CULTURE, LESIURE AND COMMUNITY SPC**

Archives, Arts, Control of Horses & Dogs, Culture , Events & Festivals, Galleries, Higher Education Grants, Libraries, Museums, Music, Parks and Open Spaces, Natural Environment, School Meals, Sports and Recreation Centres, Sports Development,

**(2) ECONOMIC DEVELOPMENT AND ENTERPRISE SPC**

Casual Trading, Economic Development & Enterprise Support, Tourism & Markets, International Relations

**(3) ENVIRONMENT SPC**

Air/ Water (Raw) Quality, Environmental Protection, Environmental Sustainability, Waste Management, Surface water Drainage, Flood Protection Litter Management,

**(4) HOUSING SPC**

Architecture & Housing Issues – General, Supply, Refugees, Travellers, Welfare, Disability, Homeless, Standards

**(5) FINANCE SPC**

Finance , Motor Tax, Rates, Procurement, Risk Management, Audit Committee, Corporate Governance, Annual Financial Statement, Budget – Capital & Revenue & Local Property Tax

**( 6) PLANNING AND PROPERTY DEVELOPMENT SPC**

Property Management, Strategic Projects, Forward Planning, Planning Services, Development Management, Regional Planning Guidelines, Urban Renewal, Heritage, Conservation, Archaeology & Building Control

**(7) TRANSPORTATION SPC**

Cycling, Environmental Traffic Planning, Parking Control and Enforcement, Pedestrian Facilities, Public Transport, Road Safety, Roads, School Wardens, Taxi Ranks, Traffic Control and Management, Public Lighting, Fleet Management & Commercial / Goods Movement

62. 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. Attendance at meetings of Strategic Policy Committee is required by each member of that Committee. An external member will cease to be a member of the Committee being absent from three consecutive committee meetings. An absence which has been excused by the Committee for a valid reason will not count in determining three consecutive meetings.
63. Each Member of a Strategic Policy Committee or any member of the City Council not a member of that Strategic Policy Committee may submit one Motion eleven clear days (including Saturdays, the day of the meeting & Public Holidays but not Sundays) in advance of an SPC Meeting. The motion must be strategic and related to that committee only and not refer to individual cases or operational issues.

Any Motion submitted must refer to an issue of significant importance or relevance to the work of the Strategic Policy Committee. The use of “details

supplied” is not allowed in Motions. Any motions submitted to be agreed by the Chair of that Strategic Policy Committee before inclusion on the Agenda. Questions for reply may not be submitted to Strategic Policy Committees Meetings.

The Chair of the SPC will rule on the admissibility of motions to the SPC. Any Member of the Council may attend a meeting of an SPC. Non-members of an SPC may speak at a meeting at the discretion of the Chairperson

### **Corporate Policy Group**

64. The Cathaoirleach/Lord Mayor and the Chairpersons of the Strategic Policy Committees shall form the Corporate Policy Group, which shall meet as often as required under the Chairpersonship of the Cathaoirleach/Lord Mayor and shall provide a forum for discussion of policy affecting the whole Council and shall report to Council.

Each member of the Corporate Policy Group is required to attend 80% (rounded down to the nearest whole number) of the Corporate Policy Group meetings, which they were eligible to attend, from September to July of the following year. Each September, the Executive Manager will submit a report to the Protocol Committee, which will include the attendance record of the Corporate Policy Group for the preceding year.

Should the attendance record of any member of the Corporate Policy Group fail to meet the required number of meetings attended, the Protocol Committee will decide on appropriate action to be taken.

This action may include a recommendation to Council for the removal of a councillor as chair of their respective Strategic Policy Committee. Upon request, the Corporate Policy Group may excuse absences by one of their members. Such excused absences to be treated as attendance for the purposes of calculation of the attendance rate of the individual.

### **SECTION IV : AREA COMMITTEES**

65. The City of Dublin shall be divided into five Area Committees as follows:
- South Central Area comprising the LEAs of Ballyfermot-Drimnagh & South West Inner City
  - South East Area comprising the LEAs of South East Inner City and Pembroke
  - Central Area comprising North Inner City LEA and Cabra Glasnevin
  - North Central Area comprising the LEAs of Clontarf; Donaghmede and Artane-Whitehall
  - North West Area comprising the LEAs of Ballymun-Finglas

The members of the Council for each of the local electoral areas contained in each of the areas 1 to 5 set out above shall be the members of the Area Committee for that area.

66. Each Area Committee shall at the first meeting held after the 1<sup>st</sup> day of July in each year, appoint a Chairperson and Vice-Chairperson to hold office until the

first meeting held after the 1<sup>st</sup> day of July in the following year. In years other than municipal election years, only Members of Area Committees who have attended 60 per cent of the Area Committee meetings in the previous 12 -month period which they were eligible to attend, may be appointed as Chairperson or Vice-Chairperson of that committee. This standing order shall not apply to the absence of a member where such absence has been excused for valid reason by the committee.

67. Any Member of the Council may attend and speak at a meeting of an Area Committee. The right to vote upon any questions arising at an Area Committee meeting or to move a Motion thereat is confined to Members of that Area Committee, with the following exception - a Member of the Council who is not a Member of the Area Committee may put down and move one Motion only but not propose a Motion other than his own. No Member of an Area Committee shall be permitted to have more than 5 Motions (including adjourned Motions) on the Agenda for any one meeting. However, subject to Area Manager's agreement, Members may substitute motions for questions, subject to a maximum of 11 between the two. The use of 'details supplied' is permitted in questions at the request of the submitting Councillor but is not allowed in motions.
68. The quorum for an Area Committee Meeting shall be the membership of that committee divided by four, rounded up and add one, subject to such quorum being not less than three members.
69. Issue of agenda for Area Committee Meetings
- A soft copy of the Agenda and Reports to be issued to the members of each Area Committee not less than three (3) clear days in advance of its meeting.
  - A soft copy **only** of the Agenda and Reports to be issued Councillors who are not Members of the Area Committee not less than three (3) clear days in advance of its meeting.
  - A copy of the Agenda shall be available to the media and Members of the Oireachtas one day (24 hours) after the release of the Agenda to City Council Members.

#### **SECTION V : SPECIAL COMMITTEES**

70. The Council 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 a Special Committee and shall also fix the quorum. The term of office of a Special Committee shall not exceed one year or such lesser period as the Council may determine when appointing the Special Committee.
71. Every Special Committee at its first meeting shall appoint a Chairperson and Vice-Chairperson from its members and, where practical, fix the day and the hour of future meetings.

#### **SECTION VI : GENERAL PROVISIONS RELATING TO COMMITTEES**

72. In general, provisions relating to the conduct of business at City Council meetings applies to meetings of all other committees of the council unless regulated by a Standing Order specific to that committee - the title 'Chairperson' being substituted for the title 'Lord Mayor'
73. The proceedings of every committee shall be recorded. Draft minutes of each committee meeting shall be prepared and submitted for confirmation at the next meeting of the committee. Copies of the draft minutes shall be circulated to every member of the committee and shall be taken as read. 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 any question of altering the draft minutes on the grounds of inaccuracy shall be determined by the committee by majority vote of those who were present at the relevant meeting.
74. A brieve of proceedings shall be submitted to the City Council by each committee. Such brieve shall contain an accurate report of the proceedings of that committee **in relation to its recommendations to the City Council, particularly with reference to reserved functions of the Council and to matters of strategic importance for the city.** The Audit Committee is exempted from this requirement - it's minutes are to be submitted to the Finance & Emergency Planning SPC, therefore no brieve is submitted to the City Council.
75. Every report of a Committee of the Council shall bear the date of its adoption by the Committee; shall be signed by the Chairperson of the Committee, or by the Member in the Chair when the Report is adopted, and when printed shall show upon the first page the subject of the Report, and its number, and at the end of the Report the name of the Member by whom it has been signed. A Report in pursuance of an Order of the Council shall cite at the outset the terms of such Order. A Report in continuation of a previous Report shall refer to such previous Report by number and title. A Report recommending or involving expenditure shall not be considered by the Council unless it shall contain or be accompanied by a statement setting out the estimated expenditure which would be involved by the adoption of the Report.
76. Representatives of the press, radio and television may be present at meetings of committees of the City Council. When confidential matters are under discussion the City Council may decide to exclude such representatives for the relevant portion of the meeting in accordance with Section 45 of the Local Government Act, 2001
77. Every Committee is authorised to furnish to the press reports of any of its proceedings.
78. Meetings of Committees shall be convened by the meetings administrator. No meetings shall be convened for a day which is a Public Holiday. When the Council or Committee of the Whole House is sitting, no Committee shall sit except by leave of the Council or the Committee of the Whole House as the case may be.
- Similarly to the provisions contained in Standing Orders No. 1 in relation to meetings of Council, no meeting of a Committee shall be convened during the month of August, except for a planning meeting which may be held with the agreement of the Area Committee Chair.
79. The Lord Mayor shall be entitled to attend and vote at every Committee of the Council.

80. In the absence of the Chairperson and Vice-Chairperson of a Committee, the Chair shall be taken by any Member of the Committee called thereto by agreement.
81. Whenever a vacancy occurs in the membership of any Committee of the Council, by reason of the death, resignation or disqualification (as a Member of the Council) of a member, such vacancy shall be filled as soon as circumstances permit, by the Council
82. No Committee of the Council shall directly exercise any of the reserved functions of the Council.
83. In a Committee, a motion or amendment may be proposed without a seconder, , but otherwise the Rules of Order on 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 questions of order.
84. Every Committee in the whole of its proceedings shall be governed by the Bye-Laws, Standing Orders, or Resolutions of the Council affecting such Committee.

#### **SECTION VII : MISCELLANEOUS**

85. It is expected by the Council that Members will appear in their robes at the inauguration of the Lord Mayor, civic occasions and on any occasion when the Cathaoirleach/Lord Mayor so requests.
86. Whenever a vacancy shall occur in the membership of the Council such vacancy shall be filled by the Council after due notice at the next meeting of the Council after the expiration of 14 days from the occurrence of such vacancy or as soon after that meeting as circumstances will permit in accordance with provisions of Section 19 of the Local Government Act 2001.  
  
Where a casual vacancy is caused by the resignation of a non-party member, the vacancy shall in the case of such vacancy being caused by the resignation of such non-party member, by a person nominated by such member; in the case of such vacancy being caused by the death of such non-party member the vacancy shall be filled by a nominee selected by the former councillor and notified to the Chief Executive's Office to be held in confidence by that office. In the event that no nomination has been made or the nominee pre-deceases the Councillor, then the filling of the vacancy shall fall to the full Council.
87. In the computation of time for purposes of any of these Standing Orders, Sundays and Holidays, shall, except when otherwise expressly stated, be reckoned as included.
- 88.
89. The ring tones on mobile phone shall be silenced at meetings of the City Council or Committees.
90. Subject to such conditions as may be determined by the City Council from time to time representatives of the press, radio and television may use cameras and broadcasting or recording equipment at meetings of the Council or its Committees at which such representatives are permitted to be present. Otherwise no cameras of any kind or sound recording/communicating

equipment may be used at meetings of the Council or its Committees without the prior approval of the City Council or the relevant Committee.

91. At the first Annual Meeting held after a local election or at the earliest meeting at which it is permitted by statute to do so, the Council shall appoint representatives to the various statutory committees and boards and to bodies on which they are otherwise entitled to representation.
92. A member or members appointed by the City Council to outside bodies and boards may from time to time submit reports to the City Council or the relevant Committee on matters arising in such bodies or boards which have relevance for the City Council and shall in any event do so in accordance with the requirements of Section 141, Local Government Act, 2001.
93. Any Standing Order other than Standing Order 30 may at any time by consent of not less than three-fourths of the Members present at a meeting of the Council, 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 as a matter of urgency or expediency provided that at all times not less than one half of the total membership of the City Council is present.
94. If the Council agrees to suspend standing orders such emergency business shall be deferred until that section of the agenda containing the motions on notice is reached and at that stage the emergency motions shall be considered by the Council unless it is agreed to take such motion or motions without debate in which case the motions may be taken on the agreement to suspend standing orders.

**(These Standing Orders were adopted by Dublin City Council at its meeting on the 14<sup>th</sup> May 2018)**