

STANDING ORDERS 2022

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DUBLIN CITY COUNCIL: STANDING ORDERS 2022

1. Monthly Meeting

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.

Annual Meeting

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.

An 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.

Dublin City Council at a Council Meeting of Dublin City Council held on 17th 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. Chairing of Annual Meeting

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.

Budget and Special Meetings

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 Schedule 10 of the Local Government Act, 2001 shall apply in relation to calling of such meeting (see **Appendix A at the end of this document**).

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.~~

7. Hour and extension of Meeting

- I. 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. In the event of an emergency or formal civic event coinciding with a Council Meeting, the Lord Mayor following consultation with Group Leaders may change the time, date and venue of the meeting. The Council shall rise not later than 9.30 p.m.
- II. No later than 9.15pm, 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.
- III. Should the time of the meeting be changed all timings in standing orders will be adjusted accordingly.

8. Summoning of Meetings

- I. 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 shall also be published on Dublin City Council's website prior to the meeting. Except for Emergency Motions 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.

The 'place' at which the meeting is held may be at:

- the Council Chamber
- one or more Council buildings or rooms
- an external venue used to accommodate meetings of the council
- the location of the organiser of the meeting
- an electronic, digital or virtual location, web address or a conference call telephone number

The "place" of the meeting could also be a number of these combined, with at least some of the elected members and the public and/or media (as provided for under the provisions of Section 45(3) of the Local Government Act 2001) attending remotely.

- II. An Agenda which has been sent may be altered (whether by way of addition, deletion or otherwise) if an Agenda specifying the alteration is circulated 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.

- III. 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

Chairing of Meetings

9. 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. This applies to Area and SPCs also.
10. The Chair being taken, the Roll of Members shall be recorded electronically. When it appears that no 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. They shall for all purposes be deemed to have attended a duly constituted meeting.
11. 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.
12. The Lord Mayor shall be entitled to attend and vote at every Committee of the Council.

13. **Quorum**

The Quorum for the City Council is 17. Members attending physically and remotely will together constitute a quorum. (See sections 41 and 43 for SPC and Area Committees.) The names of the Members in attendance at the meeting shall be recorded in the Minutes of the Council. A Meeting immediately and automatically adjourns the uncompleted business to the next Meeting of the Council. However, if the next meeting is a Special one, the business before it automatically drops.

14. **Order of Business**

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

Part 1 - Introduction consisting of:

- 1) Lord Mayor's Business
- (2) Deputations (if any)
- (3) Minutes of the Meeting
- (4) Questions to the Chief Executive
- (5) Correspondence

Part 2 - Governance Issues consisting of statutory business in relation to:

- (1) Vacancies
- (2) Planning Matters, Disposals of Property, Records of Protected Structures
- (3) Making of Byelaws, Road Closures, Rights of way
- (4) Adoption of Policy
- (5) Management reports

Part 3 - Breviates and Policy:

In addition to listing of Breviates of Area, SPC, JPC 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 – Business from the Elected Members

- (1) Topical Issue
- (2) Motions on Notice
- (3) Emergency Motions

Parts 1, 2 and 3 of the agenda will be dealt with between 6.15pm and 8.30pm. Part 4 of the agenda will be dealt with between 8.30pm and 9.30pm.

15. Lord Mayor’s Business

The Lord Mayor may use this opportunity to inform Members on matters that (s)he deems as relevant to the role of Lord Mayor. Policy matters cannot be voted on under Lord Mayor’s Business unless an accompanying report is listed on the agenda. This item will be no longer than 10 minutes in duration.

16. Deputations

- I. The Council or other committees 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 in total, unless permitted by the Chair.
- II. 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.
- III. 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.
- IV. Committees may by resolution limit the number of deputation or presentations at a given meeting.

17. Confirmation of Minutes

- I. Minutes of the proceedings of a meeting of the local authority shall be drawn up by the Meetings Administrator or assigned official to the Committee.
- II. The Minutes shall include:-
 - the date, place and time of the meeting,
 - the names of the members present at the meeting,
 - the names of the senior employees of the local authority present at the meeting,
 - reference to any report submitted to the members at the meeting,
 - where there is a vote, the number and names of members voting for and against the motion and of those abstaining or absent,
 - particulars of all resolutions passed at the meeting,
 - such other matters considered appropriate by the Meetings Administrator.

- III. A copy of the minutes of a meeting shall be made available electronically 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. The publication of draft minutes prior to their confirmation is permitted.
- IV. 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.
- V. A copy of the minutes when confirmed in accordance with this Standing Order shall be available on the City Council website or 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.

18. Questions

- I. Questions submitted should 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 policy be brief and contain no argument or personal imputation and cover a single topic or geographical location.
- II. Questions to the Dublin Chief Executive must be forwarded electronically and must reach him/her or his/her authorised officer not later than eleven **clear 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 Monthly meeting.
- III. 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 issue or a local issue of that administrative area only. No questions are submitted to Strategic Policy Committees or other committees.
- IV. The questions shall be answered without debate and supplementary questions shall not be put.
- V. 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 in full on the agenda and in the minutes of the meeting.

19. Topical Issues

- I. Members and Committees of the Council are permitted to submit items for consideration. Items must be submitted to the Meetings Administrator by **11.00am** ~~3.00pm~~ on the day of the monthly meeting (or ~~3-hours~~ **7 hours** before commencement of 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 may 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.
- II. A vote on the topical issues will be taken under Lord Mayors Business, 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 will continue with the business on the Agenda and no discussion takes place.
- III. If Members agree to take a Topical Issue for debate it will be dealt with at 8.30pm in place of motions on notice and will conclude no later than 9.10pm. The duration of the debate may not be extended through the suspension of any standing order.

20. Speaking by Group

- I. 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~~ **90 seconds** each. A Group Leader may nominate another member of their Group to speak or may waive their time slot in favour of another Group
- II. A Group must consist of a minimum of three councillors or two Councillors if they are a recognised political party. 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. 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.

21. Motions and Amendments

- I. A motion is a formal proposal by a member that the Council, or the specified committee take certain action. Generally, a motion should be phrased in a way to take an action or express an opinion "Calls on the Minister...." that the Council agrees the following "that this Council expresses support for..." A motion cannot be phrased as a question.
- II. Subject to the provisions of Standing Order Number 34, a Member wishing to have business considered at the monthly meeting of the City Council shall do so by way of Motion.

22. Motion to Adopt a Report

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.

23. Motion to amend

- I. The proposer of 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. It is the responsibility of the proposer of the amendment to circulate printed copy to all attendees and officials
- II. A Motion or an Amendment, when not seconded, drops.
- III. 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.
- IV. 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/report 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.

24. Motion to put the question

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,”. 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. If it be affirmed, the mover of the original Motion may speak for not more than two minutes. The Manager will also be provided with an opportunity to reply to the issues raised within the debate 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.

25. Motion to Proceed to next Business

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 and requires a majority of those present to affirm. 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.

26. Motion to Adjourn Council Meeting

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 two 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 (No date named for resumption), the uncompleted

business shall be set down for the next occurring Ordinary Meeting. A Special Meeting may be adjourned from time to time until its business is concluded

27. Motion to Rescind a Resolution of the Council

- I. A Motion to rescind or amend a Resolution of the Council can only be made on notice, inserted in the Notice Paper. Such notice shall specify the Resolution to be rescinded or amended, and furnish the terms of the Motion to be made. 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 fifteen Members of the Council and at least not less than one half of the total number of members of the Council vote in favour. This Standing Order dealing with rescinding a resolution cannot be suspended.
- II. A resolution shall not be rescinded where the original resolution has been acted upon so as to involve the Council in a legal obligation or commitment. Subject to this any matter decided by the local authority by motion on notice or on the report of a committee shall not be re-opened within 6 months.

28. Submission of Motions on Notice

The motion must be submitted electronically and must reach the Chief Executive or his/her authorised officer no 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 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 Council or SPC 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).

29. Consideration of Motions on Notice

Motions on Notice will be dealt with between 8.30pm and 9.10pm or the earliest possible time thereafter following completion of the business underway at that time. The rules of debate as outlined in Standing Order 37 shall be applied when considering motions on notice.

30. Substitution of Motion

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).

31. Deferral of Motion

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 Months' Notice Paper without loss of place/position on the Notice Paper, the Member must notify the Lord Mayor or meetings administrator 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.).

32. Withdrawal of Motion

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 24), and shall not again be set down in the Notice Paper except upon fresh notice.

33. Duplication of Motions

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 or another Committee of the City Council and the converse shall also apply except in exceptional circumstances.

34. Relisting a Motion

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

35. Emergency Motions

- I. 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. Emergency motions may be submitted to the City Council and Area Committees only.
- II. Emergency Motions must be submitted to the Chief Executive's Secretariat and Lord Mayor by ~~3pm~~ **11.00am** on the day of the monthly City Council meeting, unless related to an issue that has arisen after 3pm on the day in question (or ~~3 hours~~ **7 hours** before alternate time).
- III. A Councillor may propose or second one emergency motion only for each monthly Council meeting.
- IV. 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.
- V. 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.
- VI. Emergency Motions will be dealt with between 9.10pm and 9.30pm or the earliest possible time thereafter following completion of the business underway at that time.

- VII. Emergency Motions may be agreed without debate with the consent of Council. Where there is no such agreement the motion shall be moved for debate. The rules of debate as outlined in Standing Order 37 shall be applied when considering emergency motions.
- VIII. If an emergency motion is not approved by $\frac{3}{4}$ of councillors present (not comprising less than on half of all members of the authority) the motion falls.
- IX. When the Emergency Motions have been dealt with or if no emergency motions have been accepted for debate, the City Council shall revert to business on the agenda. If all other business has been concluded the meeting shall ~~or~~ continue with motions on notice in the order in which they are listed on the agenda.

36. Report of Chief Executive on Motions and Amendments

The 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 Chief Executive or his/her delegate does so, one proposer will be allowed an opportunity to respond.

37. Rules of Debate

- I. The mover of a Motion shall address the Council for no more than two 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 90 seconds 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 shall be limited to 90 seconds. A Member may speak once upon any motion except a motion, which is to be put without debate.
- II. The proposer of a Motion has the right to speak for a period not exceeding one minute in reply to the debate and when he/she replies, the debate on the Motion is closed.
- III. The debate will conclude following a maximum of 20 minutes after which the motion will then be put to a vote.
- IV. A Member, while speaking, shall address himself/herself only to the Chair.
- V. A Member may stand, if they so wish, while addressing the Chair.
- VI. 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.
- VII. A Member referring by name to any Member shall speak of him/her by his/her municipal title.
- VIII. No Member shall address the Chair unless from his/her place at one of the seats reserved to the use of Members.

38. Order in the Chamber

- I. 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.

- II. The Lord Mayor/Chair 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.
- III. Whenever any Member's conduct is considered by the Lord Mayor/Chair to be disorderly, he/she is named by the Lord Mayor/Chair immediately after the commission of the offence of disregarding the authority of the Chair.
- IV. The Lord Mayor/Chair 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.
- V. The Lord Mayor may then 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 not return to 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 and the Member may resume his/her seat at the expiration of the exclusion time. If the motion is seconded but not agreed by a majority of the Members present, then the motion falls and the named Member may return to the Chamber at the expiration of the exclusion time unless the Lord Mayor chooses to adjourn the meeting.
- VI. 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.
- VII. 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. He/she may claim 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.
- VIII. The ring tones on mobile phone shall be silenced and no voice calls shall be taken at meetings of the City Council or Committees. No pictures, recording or videoing shall take place by Members during committees.

Visitors and Media

- 39. The right of the public and representatives of the media to attend Council meetings is subject to the following:
 - I. If 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 then, 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.
 - II. 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:

- III. Visitors shall be admitted only upon authorisation issued by the Members and subject to accommodation being available. Every Member is entitled to apply to Chief Executive's Department for a visitor's pass for Council and other meetings. These passes will be issued on a first come first served basis.
- IV. Members have an obligation for the behaviour of guests signed in. A Member ~~who's~~ whose guest does not comply with the conditions above will lose the ability to authorise guests for any meeting for a period of up to 4 months.
- V. After a quarter of an hour from the beginning of a Council Meeting and if the Visitors' Gallery is not fully occupied further visitors may be admitted upon passes from Members of the Council.
- VI. 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. Recording of meetings on phones or other devices is not permitted.
- VII. 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.
- VIII. 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.
- 40. Media Representatives 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.
- 41. 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.
- 42. **Questions, Votes and Divisions**
 - I. Every question shall be recorded electronically on the Electronic Voting System or determined by a show of hands. If recorded electronically, the result shall be declared immediately upon completion of the vote and the details to be included in the minutes of each meeting. If five members request a division/roll-call vote, the names for and against the motion or amendment recorded electronically on the Electronic Voting System and inserted in or attached to the Minutes. A roll call vote may be included if the electronic voting system is not operating. The names of those abstaining (if any) to be also recorded in the Minutes. Once the Votes is underway no further discussion can take place.

- II. 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.
- III. Each member present at a meeting of the Council shall have a vote unless prohibited by any enactment.
- IV. 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).

43. Committees of the Whole House

- I. 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 Lord Mayor or by Order of the Council.
- II. In the absence of the 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.
- III. 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.

44. Strategic Policy Committees

I. Membership and Quorum

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

Title	Members	Quorum(majority Councillors)
Arts, Culture, Leisure and Community	21	7
Climate Change, Environment &Energy	15	5
Economic Development & Enterprise	15	5
Finance	18	6
Housing	24	8
Planning & Urban Form	15	5
Traffic & Transport	18	6

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.

Every Member of the Council shall be a member of one of the Strategic Policy Committees and shall not be a member of more than two Committees. Members of SPCs shall not be entitled to nominate a voting substitute to attend meetings in their place.

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.

II. Chair of Committees

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.

III. Non-Members

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.

IV. Agenda & Reports

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 and other Council Members 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.

V. Functions/areas of responsibility of each SPC (to be confirmed at September meeting)

(1) ARTS, CULTURE, RECREATION & LESIURE AND SPC

Archives & Libraries, Commemorations, Arts, Culture, Events & Festivals, Galleries & Museums, Irish Language, Music, Parks Open Spaces & Natural Environment, School Meals, Sports and Recreation Centres, Sports Development,

(2) ECONOMIC DEVELOPMENT AND ENTERPRISE SPC

Economic, Local Economic Community Partnership, Local Enterprise Office, Development & Enterprise Support, Tourism, Markets, International Relations, Smart Cities

(3) Climate Action Environment and Energy SPC

Air/ Water (Raw) Quality, Casual Trading & Street Performers, Climate Change, ~~Control of Horses and Dogs~~, Environmental Protection, Environmental Sustainability, Waste Management, Surface Water Drainage, Flood Protection Litter Management.

(4) HOUSING SPC

Housing Policy, Homelessness, Housing Delivery, Affordable and Cost Rental Housing, Housing and Disability, Housing Maintenance & Estate Management, Refugees, Traveller Accommodation Programmes, Housing Welfare, **Control of Horses and Dogs**.

(5) FINANCE SPC

Budget – Capital & Revenue, Local Property Tax, Motor Tax, Procurement, Rates, Risk Management.

(6) PLANNING AND URBAN FORM SPC

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

(7) TRAFFIC AND TRANSPORT SPC

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

- VI.** Each Strategic Policy Committee shall meet 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.

VII. Motions

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 **preceding the day of the** SPC Meeting. The motion must be strategic and related to that committee only and not refer to individual cases or operational issues. Emergency motions may not be submitted to an SPC.

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

A motion agreed by the SPC to be recommended to Council should be noted on the brief and included on the Council agenda and dealt with in turn. A committee may

not have more than one motion on the agenda at any one time but that committee may agree to replace their motion on the agenda with another that they are referring to the City Council.

The Chair of the SPC will rule on the admissibility of motions to the SPC. Any Member of the Council may attend and speak a meeting of an SPC but not vote.

VIII. Non-Attendance of members at SPC meetings

Should any of the PPN or sectoral member not attend for 3 meetings or more without cause the nominating body will be asked to replace the member concerned or as an organisation to step down from the SPC to facilitate the member being replaced.

IX. Subcommittees

An SPC or Area Committee may set up a sub-committee or working group. At the outset this group should list members, function and expected duration of the group. All SPC subgroups should be signed off by the Corporate Policy Group to ensure there is not overlap in functions between SPCs. The subgroup or working group should report back to the relevant SPC for and decisions taken included in the Breviate of the SPC.

45. Corporate Policy Group

- I. The 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 Lord Mayor and shall provide a forum for discussion of policy affecting the whole Council and shall report to Council.
- II. 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 Meetings Administrator will submit a report to the Protocol Committee, which will include the attendance record of the Corporate Policy Group for the preceding year.
- III. 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.
- IV. 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.

46. AREA COMMITTEES

The City of Dublin shall be divided into five Area Committees made up of the following Local Electoral Areas June 2019:

Area	Local Electoral Areas	Members	Quorum
Central	Cabra-Glasnevin North Inner City	14	5
South Central	Ballyfermot Drimnagh South West Inner City	10	4
South East	Kimmage Rathmines South East Inner City	16	5

	Pembroke		
North Central	Clontarf Donaghmede Artane-Whitehall	17	6
North West	Ballymun Finglas	6	3

I. Chairing Area Committees

Each Area Committee shall at the first meeting held after the 1st day of July in each year (other than an election year), appoint a Chairperson and Vice-Chairperson to hold office until the first meeting held after the 1st 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.

II. Attendance at Area Committees

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 is confined to Members of that Area Committee. A Member of the Council who is not a Member of the Area Committee may put down and move one Motion but may not vote on that motion or other items on the area agenda.

III. Motions and questions

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' (subject to restriction in section 18.v) is permitted in questions at the request of the submitting Councillor but is not allowed in motions. A Member may submit one question or motion to an Area Committee other than their own.

A motion agreed by an Area Committee to be recommended to Council should be noted on the brieve and included on the Council agenda and dealt with in turn. A committee may not have more than one motion on the agenda at any one time but that committee may agree to replace their motion on the agenda with another that they are referring to the City Council.

IV. Quorum

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.

V. Issue of agenda for Area Committee Meetings

A soft copy of the Agenda and Reports to be issued electronically not less than three clear days in advance of its meeting.

47. Special Committees

- I. 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 and duration that the committee should sit. 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. All Special Committees shall cease at the end of every Council
- II. 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.

48. General Provisions Relating To Committees

- I. 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'
- II. The proceedings of every committee shall be minuted. 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.
- III. Each Strategic Policy, Area and Joint Policing Committees shall agree a standard length of time for their meetings, to be approved by a majority of Members. An option to extend the meeting by a maximum of 30 minutes is available with the agreement of a majority of Members present. The decision to extend the meeting should be taken no later than 15 minutes before the scheduled conclusion of the meeting.
- IV. Committees shall be proactive in terms of agreeing specific procedures to manage their meetings effectively. This may include allocating a maximum time for each item on the agenda, limiting the number of presentations per meeting and limiting the time allocated for each presentation. It is a matter for each committee to determine how best to regulate their meetings.

Breviates and Reports

49. A brief report of proceedings shall be submitted to the City Council by each committee. Such brief report shall contain an accurate report of the proceedings of that committee in relation to only 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 - its minutes are to be submitted to the Finance SPC, therefore no Brief Report is submitted to the City Council.
50. 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. 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.

Days and Times of Meetings

51. Meetings of Committees shall be convened by the meetings administrator or relevant secretariat. 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.
52. 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 relevant Chair.
53. 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.

Vacancies

54. Whenever a vacancy shall occur in the membership of the Council such a vacancy shall be filled 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.
55. Where a casual vacancy is caused by the resignation of a non-party member, the vacancy shall be, 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.

56. Webcasting

It is Council policy to webcast, Monthly, SPC, Area Committee and remote meetings where possible. Committees should adhere to the Dublin City Council Webcasting Protocol that was agreed by Council on 2nd December 2019. Members of Committees should be reminded of their obligations in this matter.

57. Remote & Hybrid Meetings

- I. Committees of the Council may host remote meetings through video conferencing and also hybrid meetings though a combination of physical and remote attendance. Committees should adhere to the "Remote-Hybrid Meetings Guidelines" as approved by the Protocol Committee on ~~7th May 2020~~ 22nd September 2022 as amended, when conducting such meetings. (See attached **Appendix B** at the end of this document).

- II. The agenda and minutes of remote meetings should be produced and published to the same extent as physical meetings.
- III. Meetings held remotely should be recorded and published subsequent to the meeting.
- IV. Any member participating in a meeting remotely must, when they are speaking, be able to be heard (and seen, where practicable) by all other Members in attendance, and the remote participant must, in turn, be able to hear (and see, where practicable) those other Members participating.
- V. The Cathaoirleach will at the outset and at any reconvening of a meeting conduct a roll call of participating members and ensure that they can see and/or hear those in attendance. Any member participating remotely should also inform the meetings administrator if they lose connection.
- VI. The normal quorum requirements for meetings as set out in the Council's Standing Orders will also apply to a remote meeting. Members attending physically and remotely will together constitute a quorum.
- VII. In the event of any apparent failure of the video, telephone or conferencing connection to one or more members, the Cathaoirleach should immediately determine if the meeting is still quorate. If there is no quorum, then the meeting shall adjourn for a short period specified by the Cathaoirleach, to allow the connection to be re-established.
- VIII. Should a Member's remote connection fail, the obligation is on the Elected Member to inform the meeting of this fact. If the connection is successfully re-established, then the remote member(s) will be deemed to have returned at the point of re-establishment
- IX. If the connection cannot be restored or an alternative method of communication established within the time specified by the Cathaoirleach, the meeting should continue, provided the meeting remains quorate.
- X. If a connection to a member is lost during a statutory vote, every effort will be made to re-establish a connection. If, a connection cannot be restored within a reasonable timeframe the onus is on the member to indicate to the meeting his/her voting intention by the agreed alternate method.

58. Section 132 of the Local Government Act 2001 – Second Legal Opinion

Elected Members, at a Council Meeting can request that a second legal opinion be provided to them if it is in relation to the exercise or performance of their reserved functions. Members can request a second legal opinion by following the process outlined in the next paragraph. The right to seek a second legal opinion provided by Section 132 of the LGA 2001 can only be exercised at full meetings of Council.

A Section 132 motion requesting a second legal opinion shall be delivered to the Chief Executive's Department in specified terms at least 7 days before a Council Meeting but before the agenda is issued. The members shall have already received a legal opinion and the matter shall be in relation to the exercise or performance of a reserved function as set out in Section 132 (2) (a). The wording of the section 132 motion with

the signatories of those requesting the second legal opinion shall then be listed for decision in the governance section of the agenda.

Where the terms of the resolution are not agreed by Council or not sufficiently specified in the Section 132 Motion the matter shall be referred to the Protocol Committee to agree the terms.

Miscellaneous

- 59.** 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.
- 60.** No Committee of the Council shall directly exercise any of the reserved functions of the Council.
- 61.** 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.
- 62.** 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.
- 63.** Any Standing Order other than Standing Order 27, 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.
- 64.** Standing Orders or changes to Standing Orders must be adopted by more than half the Elected Members.

(These Standing Orders were adopted by Dublin City Council at its meeting on the 10th May 2021)

Appendix A

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;

Appendix B

Guidelines for Participation in Remote-Hybrid Council Meetings

In order to ensure that all meetings are effective and all members can participate fully it is essential that the following guidelines are observed.

Software & Technical:

- 1) Zoom Video Conferencing will be used for all Council Committees (remote and hybrid).
- 2) Locate your device as close as possible to the wi-fi router to ensure the strongest signal and connection speed. It may be necessary to use a wired connection if your wi-fi connection is not adequate.
- 3) You may need to consider the number of people who are using the wifi at the same time as you in your house, this will effect the speed of connection.
- 4) If you experience connection issues turn off your camera and use the audio only.
- 5) For Monthly Council Meetings, Special Meetings and Budget Meetings all attendees (remote and physical) must log into Modern.Gov to register attendance and vote.

Etiquette for Remote-Hybrid Meetings:

- 1) The Chair and meeting administrator should log on **15 minutes** prior to the meeting commences to ensure that the system is operating correctly.
- 2) Participants should log on **10 minutes** prior to the meeting start time to ensure their system is working correctly.
- 3) At the beginning of the meeting the Chair/Administrator should conduct a roll call attendance and any guests should be introduced.
- 4) Participants should ensure that their microphone is on mute until they are called upon to speak by the Chair.
- 5) Participants should use the “raise hand” feature to indicate that they wish to speak.
- 6) When called by the Chair to speak, participants should unmute themselves and ensure their camera is on. Participants should keep their cameras on for the duration of the meeting as much as possible.
- 7) When addressing the meeting, participants should speak clearly and at a level and tone necessary to be heard by the other meeting participants. (This may be higher than ones normal speaking voice.) Always speak directly into the microphone and refrain from head movements that would distort or impair the sound quality. The use of a headset is advised and Members can order through the Chief Executive’s Department.
- 8) Participants are advised to use an appropriate headset if the audio systems on their device are not of sufficient quality.
- 9) Participants should lower their hand and mute their microphones once they have finished speaking, this will ensure that any private conversations are not overheard within the meeting and webcast.
- 10) The Chair may mute a participant if the contribution is inappropriate or the Councillors is exceeding time allocation.

- 11) Participants should ensure that their Zoom profile photo is appropriate and that they are correctly / appropriated named i.e. Councillor First Name Second Name.
- 12) Participants should be located in a quiet area, where there will be no interruptions/distractions. It is not appropriate to have non-participants in view of the camera, especially young children.
- 13) Consideration should be given to turning off your video if taking a break for refreshments/ food.
- 14) Where possible use a plain wall as background and avoid having a window in the background. Branded images of Dublin City backgrounds are available for use.
- 15) Refrain from displaying any overtly political or potentially offensive material in your background. If appropriate, blur your background by selecting the appropriate option in the Zoom settings.
- 16) The chat function is disabled for Council meetings as it is visible on the webcast.
- 17) Members should be aware that hybrid and remote meetings are webcast and therefore are considered a public meeting. Elected Members do not have parliamentary privilege so it is important to consider if a contribution could be considered libellous or a breach of GDPR.