

To the Chairperson and the
Members of the Central Area Committee

Tuesday 8th June 2021

Standing Order 48 and Effective Meeting Management

New Standing Orders were adopted by the Council on Monday 10th May 2021 and due for implementation in June 2021. The changes are a result of the work of the Standing Orders Working Group of the Protocol Committee to review the existing procedures, upon the request of the Elected Members. The new recommendations are designed to improve the effectiveness of both the full City Council meeting and Area, JPC and SPC Committee meetings and the goal is to achieve a balance between fulfilling the statutory obligations of Councillors while at the same time allowing members to discuss issues relevant to them and their communities.

Standing Order 48 particularly deals with the General Provisions Relating To Committees and is relevant to all Area, JPC and SPC Committees. It is a matter for each committee to determine how best to regulate their meetings and under the new guidelines Committees including the Central Area Committee are being asked to agree the following at their June meeting:

- Committees shall agree a standard length of time for their meetings, to be approved by a majority of Members. An option to extend an individual 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.
- 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.

Emergency Motions: While there are no specific changes around Emergency Motions to Area Committees; below are some general guidelines governing their use:

An emergency motion must be an operational matter for Dublin City Council.

The matter should have arisen since the agenda closed for motions.

An emergency motion can be turned down by the Chair.

75% support is needed to pass an emergency motion.

The motion should not be taken if a similar motion is already on the agenda.

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