

KILDARE COUNTY COUNCIL

Strategic Policy Committees

Standing Orders

1. Meetings

Meetings will normally be held four times per year in accordance with the council's adopted meetings calendar. Meetings shall commence at the appointed time and conclude within two hours.

A special meeting of the committee may be called by the Chairperson or by at least five members of the committee.

2. Notice of Meeting

Not less than five clear days notice will be given for ordinary meetings of the committee. Want of service or non-receipt of a notification by any member will not affect the validity of a meeting. Meeting documentation should be circulated to the committee at the earliest opportunity in advance of a meeting and, where possible should be circulated up to four weeks in advance, to allow sectoral representatives an opportunity to consult within their sector.

3. Quorum

The quorum for meetings shall be one-third of the membership. In the case of Kildare County Council Strategic Policy Committees the quorum shall be

4. If a quorum is not present within thirty minutes of the time fixed for the meeting, or at any time during the meeting, the meeting shall stand adjourned to a day to be named by the Chairperson.

4. Chairperson

In accordance with the Strategic Policy Committee Scheme adopted by Kildare County Council, the Chairperson shall be appointed by the Council. At a meeting of the committee the Chairperson shall preside, if the Chairperson is absent from a meeting, the members of the committee shall choose a member from among the councillors to preside as acting Chairperson. The Chairperson will report bi-annually to the full council.

5. Attendance

The names of those in attendance at a meeting of the committee shall be recorded in an attendance register provided for that purpose.

In the event of a member failing to attend three consecutive meetings without adequate reason the appropriate nominating body will be formally requested to review the situation.

Attendance of substitute members shall not be permitted at meetings.

Any elected member who has a motion referred either by full council or municipal district to a strategic policy committee for consideration should attend the meeting if the matter is to be discussed.

6. Order of Business

The order of business at meetings of the committee shall be as follows:

- (i) Confirmation of minutes.
- (ii) Progress report by Director of Services.
- (iii) Consideration of policy issues.
- (iv) Consideration of position papers prepared for the committee.
- (v) Correspondence.

7. Minutes

Minutes of all committee meetings shall contain particulars of the names of the persons present, apologies received, together with particulars of all decisions or recommendations made. A copy of the minutes of a meeting shall be given to each member of the committee.

The minutes of every committee meeting shall be signed by the Chairperson or acting Chairperson following confirmation by the committee. Adopted minutes to be made publicly available by publication on the council's website.

8. Rules for Debate

- (i) Matters for discussion shall relate to the policy or strategy and not to individual cases except as an example of policy or strategy issues.
- (ii) Each member of the committee shall have the right to speak on any relevant issue and shall have equality in making their views known.
- (iii) The committee shall, as far as possible, arrive at all decisions and recommendations by consensus
- (iv) Meetings will be conducted in a spirit of mutual respect and inclusiveness.
- (v) The ruling of the Chairperson on a point of order shall be final.

9. Confidential Material

Matters arising for discussion at a meeting of the committee may, in some instances, be considered confidential. It shall be a matter for the committee to declare that confidentiality be maintained on the issue.

10. Ethics

Members of the committee shall at all times comply with the provisions of law relating to their conduct in public office and especially with all of Part 5 of the Local Government Act 2001 and with any guidelines on ethics and any codes of conduct issued by or on behalf of the government.

Members of the committee shall comply in all respects with Section 177 of Local Government Act 2001; and any member having a pecuniary or beneficial interest in a matter before a meeting of the committee, or having knowledge that a connected person, as defined in the act, has any such interest, shall declare the interest and withdraw from the meeting for so long as the matter is being discussed or considered and shall have no part in the proceedings relating thereto and shall refrain from voting in relation to it.

The onus is on the member of the committee to declare the interest and leave the chamber.

11. Recommendations

Recommendations/reports of the committee shall be submitted for the consideration of the corporate policy group and/or full council by the Chairperson of the committee.

12. Committees

The committee shall be entitled to establish sub-committees or working groups to examine specific policy issues.

13. Suspension of Standing Orders

Standing orders may at any time be suspended on a proposal made for the purpose of any specified business, with the consent of not less than two-thirds of the members present at the meeting.