

**STANDING ORDERS**  
**REGULATING THE PROCEEDINGS OF LOUTH COUNTY COUNCIL – LOCAL**  
**GOVERNMENT ACT 2001, SCHEDULE 10.**

**Meetings of the Placename's Committee**

1. Ordinary Meetings of the Placename's Committee shall be held Quarterly with an annual schedule agreed at the commencement of a new Council.

**Special Meeting**

2. A Special Meeting of the Placename's Committee may be convened at any time by the Cathaoirleach in consultation with the Director of Planning and Infrastructure.

**Hour of Meeting**

3. The hour of meeting of the Placename's Committee shall be agreed by the Members of the Committee.

**Place of Meeting and Address of Principal Offices**

4. In so far as practicable the place for holding meetings of the Placename's Committee shall be the principal offices of the local authority and meetings shall normally be held there. These may also be held remotely if pandemic still applies.

The address of the principal offices for the purposes of these Standing Orders is County Hall, Millennium Centre, Dundalk.

**Summoning of Meeting**

5. A notification to attend a meeting shall (a) be sent or delivered to each member of the Placename's Committee, (b) specify the place, date and time of the meeting, and (c) give not less than 3 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.

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 delivered or sent to each member not less than 3 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 2, a copy of the requisition shall be sent with the notification.

6. A notification shall have the signature of the Director of Planning and any document claiming to have that signature shall be deemed, until the contrary is proved, to have been duly issued or given with the authority of the local authority.

Want of service or non-receipt of a notification by any member or lack of a signature or any other defect in the notification does not affect the validity of a meeting or of any act or thing done at the meeting.

For the purposes of this Standing Order "signature" includes a facsimile of a signature by whatever process reproduced or a printed version of the name of the meetings administrator.

Subject to any arrangements as it may make the local authority shall supply a copy of a public notice and agenda to the media.

### **Constitution of Meetings**

7. The Chair shall be taken by the Cathaoirleach at a meeting of the Placename's Committee within 10 minutes after the time appointed for such meeting or in his / her absence by the an alternative Elected Member called thereto by general agreement or chosen by vote of the members present to chair the meeting and such member shall leave the chair on the arrival at the meeting of the Cathaoirleach.
8. The names of the members attending shall be recorded in the attendance register.
9. The quorum for a meeting of the Committee is one-half of the elected members of the local authority (2) plus one of the other members and shall exclude any staff attending.

Whenever a meeting of the Placename's Committee 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.

If a quorum is not present within 30 minutes after 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 Cathaoirleach.

Any staff members of Louth County Council who attend a meeting of this Committee do so, only in an advisory capacity.

### **Order of Business**

**10.** The Order of Business at all meetings other than Annual Meetings, Local Authority Budget Meetings and Special Meetings shall, subject to the provisions of any enactments, be as follows:

- i) Confirmation of Minutes.
- ii) Consideration of Submissions previously returned to Applicants
- iii) Consideration of new Submissions from Applicants.

At any ordinary meeting of the Placename's Committee it shall be proper, if a majority of the members present and voting so decide, to take an item for consideration out of the sequence of listing on the Agenda, provided always that such decision shall not affect any business required by Statute to be done before any other business at the meeting.

### **Confirmation of Minutes**

**11.** 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,
- f) Such other matters considered appropriate.

A copy of any adopted minutes of a meeting will be listed on the Agenda of the next Council Meeting.

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 that these were submitted to for confirmation and any minutes claiming to be so signed shall be received in evidence without proof. When the question that these 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 Placename's Committee 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.

### **Receipt of Submissions**

12. A applicant making a submission to the Placename's Committee shall

- a) Supply three proposed names in order of preference
- b) Supply an explanation for each choice submitted

### **Review of Submissions**

13. The Meeting Administrator as part of the Agenda shall prepare a report. The report will

- a) Outline the location of the development,
- b) The placenames suggested in order
- c) List any same or similar name places in the county.
- d) Include comments from GIS Officer
- e) Include comments from Irish Language Officer
- f) Include comments from Heritage Officer

### **Decision on Submissions**

14. The Placename's Committee may

- a) Recommend that a Placename be agreed as submitted
- b) Recommend that a Placename be amended as submitted
- c) Recommend that an applicant be asked to re-consider their Placenames suggested.

## **Adjournment of Placename's Committee**

15. A motion for adjournment of the Placename's Committee may be made 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 the Motion immediately affected by it, may each address the Placename's Committee for not more than five minutes on the question of the adjournment; and when the Motion for adjournment is adopted, the meeting will stand adjourned to a day then named or in the event of no such date being named, to the next occurring ordinary meeting.

## **Order of Debate**

16. Except with the permission of the Chair no member shall address the Placename's Committee for more than five minutes. A member may speak once upon any item on the Agenda or on any motion except a motion.
17. When two or more members at the same time offer to speak, the member called upon by the Chair shall have precedence.
18. A member while speaking shall address only the Chair.
19. A member speaking shall not be interrupted except upon a question of order, but may give way to a member desiring to make a personal explanation.
20. When a member seeks to make a point of order, the member then addressing the Chair shall give way until the question of order has been determined by the Chair, unless the former seeks to address the Chair upon the question of order.
21. The Chair is the sole judge of order in the Placename's Committee and has authority to maintain order and enforce prompt obedience to his / her ruling. When during a debate the Chair rises, any member then speaking shall give way to the Chair.
22. If at a meeting any member of the Placename's Committee, in the opinion of the Chair notified to the Placename's Committee, misconducts himself or herself by persistently disregarding the ruling of the Chair, or by wilfully obstructing the business of the meeting, the Chair or any other member may move "That the member named be not further heard", and the motion if seconded shall be put and determined without discussion.

23. If in the opinion of the Chair any member has been or is disorderly by persistently disregarding the ruling of the Chair, or by behaving irregularly, improperly or offensively or by otherwise obstructing the business of the meeting, and the Chair has conveyed his or her opinion to the members present by naming the member concerned, then the Chair or any member may move "that the member named leave the meeting" and the motion, if seconded, shall be put and determined without discussion.
24. Where the Placename's Committee decides that a member leave a meeting, that member shall immediately leave the meeting and shall not be entitled to speak or to take any further part in that meeting on that day.
25. Where in the opinion of the Chair there is general disorder which impedes the orderly transaction of business or where a member against whom it was resolved that he or she leave the meeting refuses to do so, the Chair may adjourn the meeting for such period as he or she considers necessary in the interests of order.

#### **Attendance of Public and Media**

26. There is no right of the public and representatives of the media to attend Placename's Committee meetings.
27. No cameras of any kind or sound recording or communication equipment may be used at meetings of the Placename's Committee without the prior approval of the Placename's Committee.
28. The use of mobile phones shall not be permitted at meetings of the Placename's Committee, save in special individual circumstances (eg doctor on call) and with the consent of the Chair.
29. Attendance of substitute members will only be allowed in the case of non elected members on the authority of their nominating body by specific prior
30. In the event of a member failing to attend at least two ordinary meetings of the committee in any year, the nominating body shall be asked to review the matter.

#### **Vacancies**

31. Whenever a vacancy occurs in the elected membership of the Placename's Committee, by reason of the death, resignation or disqualification of a member, such vacancy shall be filled as soon as circumstances permit, by the Council after due notice.



32. Whenever a vacancy occurs in the membership of the Placename's Committee drawn from a nominating body, such vacancy shall be filled as soon as circumstances permit, by the nominating body after the Council has given due notice.

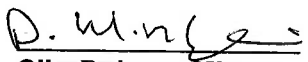
### Reporting to Council

33. The Placename's Committee shall provide an Annual Report to Council on its activities outlining the number of referrals received and the numbers approved with/without amendment and the number referred back to the developer.


### Suspension of Standing Orders

34. Any Standing Order except Nos. 3 - 9 and 11 - 30 & 33 may at any time 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 Placename's Committee, subject to the requirement that at least two-thirds of the members present vote in favour.

These Standing Orders were adopted at the Ordinary Meeting of Louth County Council on 19<sup>th</sup> April, 2021 as provided for under Schedule 10 of the Local Government Act, 2001 and have immediate effect.

  
Cllr. Dolores Minogue  
Cathaoirleach

  
Joan Martin  
Chief Executive

  
Date