Waterford Local Community Development Committee
Standing Orders

Statutory Instrument 234/2014 Regulation 37 states that 'The Committee shall adopt standing orders governing the procedures to be followed at its meetings and the performance of its functions generally'.

The purpose of these Standing Orders is to ensure the orderly and effective conduct of the meetings of the Waterford Local Community Development Committee (LCDC). These Standing Orders also apply to the LCDC in its capacity as a Local Action Group.

1.0 Meetings of the LCDC: Scheduling and Notification

1.1 The LCDC will hold as many meetings as necessary for the performance of its functions but in any event, should meet no less than six times in any calendar year.
1.2 At the last meeting (December) of the preceding year, the Chief Officer shall, with the agreement of Chairperson, produce an annual programme of meetings.
1.3 No less than five days clear notice of any meeting will be given (excluding day of posting and day of meeting) (Regulation 38).
1.4 Notice shall specify the place, date and time of the meeting.
1.5 Notification of meetings of the Committee shall be emailed directly to each Committee member unless an alternative method is requested.
1.6 'Community' shall be a standing item on the agenda of every other meeting
1.7 Members shall, where practicable, notify the Chief Officer in good time in the event that they are unable to attend a meeting of the Committee. Where three meetings in a row are not attended by a member, without a valid reason(s), the relevant member may be removed from the LCDC and replaced with a representative from the same agency or another suitable agency
1.8 Where the Chief Officer ascertains that it shall not be possible to raise a quorum of the Committee, they shall, in consultation with the Chairperson, notify the members of such and postpone and reschedule the planned meeting (Regulation 42).
1.9 Attendance at meetings is to be recorded.

Special meetings

1.10 A special meeting of the LCDC may be convened at any time by the Chair or by the Vice Chair in consultation with the Chief Officer (Regulation 43).
1.11 Where a special meeting is convened, notice must issue at least three clear days in advance of the meeting containing the time and place of the meeting and specifying the business to be transacted thereat to every member (Regulation 44).
1.12 The Chairperson may, on their own initiative, or shall upon request to do so by a requisition signed by not less than two thirds of the members of the Committee, rounded to the nearest whole number (i.e. 13 members), request the Chief Officer to convene a special meeting of the Committee.
1.13 If the Chairperson does not within 7 days convey a request to convene a special meeting as requested, any two thirds of the members, rounded to the nearest whole number, may, upon expiration of those 7 days, make a request to the Chief Officer to hold such a meeting.

2.0 Agenda

2.1 The Chief Officer of the Committee in consultation with the Chairperson, shall agree the Agenda and the objectives and expected outcomes of the meeting.
2.2 The Agenda and all documentation relevant to the business of the Committee are to be circulated no less than three working days in advance of any meeting.

3.0 Quorum & Decision Making Processes

3.1 The quorum for a meeting shall be 50% of the membership rounded up to the nearest whole number, plus one (Regulation 18) i.e. 11 members. Where a quorum cannot be raised meetings are postponed and rescheduled.
3.2 All acts of the LCDC, and all questions coming, or arising before it, will be determined by consensus of those members present and eligible to vote. Where agreement cannot be reached, the members present and eligible to vote shall vote on the matter before it (Regulation 19).
3.3 Every vote shall be determined by a roll call or show of hands by agreement of members present each having one vote. Where there is an equality of votes, a matter before a meeting shall be determined by a second or casting vote of the person chairing the meeting. This does not apply to the LCDC acting in its capacity as a Local Action Group
3.4 Neither public authorities nor any single interest group should represent more than 49% of the voting rights. A vote taken or decision reached where any single interest group or public authority represents more than 49% of the voting rights is invalid.
3.5 The balance of members attending and eligible to vote on issues must be weighted in favour of the private sector members at all times. If a private sector member has to absent themselves from deliberations and decision making processes in respect of a particular issue, the balance of members remaining eligible to vote must still be weighted in favour or the private sector members.
3.6 The Chief Officer will arrange for the keeping of records of all LCDC decisions, including the results of votes taken.
3.7 Subject to Regulation 18, the proceedings of the Committee shall not be invalidated by any vacancy or vacancies among its members or any defect in the appointment of the Committee or any member thereof.
3.8 Full participation in meetings (i.e. attending, contributing and decision making) is confined to LCDC members. Where policy matters of particular interest to local interest groups or other local authority members arise, the LCDC may meet with those local authority members or interest groups, as appropriate.
3.9 Apart from the LCDC members and the Chief Officer, only those persons who are invited to attend and participate should be present at LCDC meetings.

4.0 LCDC as a Local Action Group: Governance and Conflicts of Interest

A Local Action Group (LAG) for the purposes of LEADER, is a group of local actors whose purpose is to outline and implement a development strategy for their area based on a full and comprehensive analysis of the needs and potential of their area. The criteria in relation to the composition of a LAG are outlined in Article 32 of EU Regulation 1303/2013 which states:

Community led local development shall be:
'led by local action groups composed of representatives of public and private local socio economic interests in which, at the decision making level neither public authorities, as defined in accordance with national rules, nor any single interest group represents more than 49% of the voting rights'.

At least 50% of the votes in selection decisions by the LAG shall be cast by partners which are not public authorities (Article 34 of EU Regulation 1303/2013). Neither the public sector nor any single interest group, will represent more than 49% of the voting right.

A minimum 50% of the LAG membership must be present to validate a decision on project funding. The 50% requirement applies to decisions validated by the LAG membership after all relevant conflict of interest issues have been addressed. Funding decisions that do not comply with the 50% requirement will be deemed invalid. .(Department of Arts, Heritage, Regional, Rural and Gaeltacht Affairs Circular 12/2017)

See Section 6.0 for Conflicts of Interest

5.0 Minutes

4.1 Minutes of the meeting of the LCDC shall be drawn up by the Chief Officer.

4.2 The minutes shall include:
- ✦ The members in attendance at a meeting (Regulation 48).
- ✦ A record of any selection of a Chairperson, Vice Chair, or temporary Chair as may be the case, at a meeting.
- ✦ A record of any resignations of members notified to the LCDC.
- ✦ Details of any new members attending the LCDC for the first time, including the sector that they represent.
- ✦ Matters brought before the LCDC, whether by the Chief Officer or another person.
- ✦ Any decisions taken and any votes put before the LCDC, and their outcomes.
- ✦ Details of persons who are not members of the LCDC (other than the Chief Officer) who attended and /or participated in the meeting.
- ✦ Any sub-committees set up by the LCDC and their defined purpose.
- ✦ The dissolution of any sub-committees or task groups set up by the LCDC.

4.3 The minutes shall be kept and made available electronically. Once agreed at the subsequent meeting the LCDC minutes will be posted online on the Waterford City & County Council website.

6.0 Code of Conduct & Conflicts of Interest

All Committee members are required to maintain proper standards of integrity, conduct and concern for the public interest. The provisions contained in the *Code of Conduct for Councillors* and the *Code of Conduct for Employees*, published by the Department of Environment, Community & Local Government under S169 of the Local Government Act, 2001, will apply to local authority members and local authority officials, as appropriate.

Each member must declare at the relevant meeting of the Committee any interest they have in:
- ✦ An application for funding or other support for decision by the Committee.
- ✦ Any initiative taken by the Committee.
- ✦ Any contract (service level agreement) or proposed contract that the member, or a person connected with the member may be directly or indirectly involved; or
- ✦ Any matter from which the member, or anyone connected with the member, might benefit directly or indirectly from as a member of the Committee.

Where a conflict of interest is declared by a member, that member will leave the meeting and will not be entitled to vote on the matter in which they are interested. Upon returning to the meeting the member will be notified of the decision by the Chair and no further discussion will take place.

7.0 Disorderly Conduct

6.1 If in the opinion of the Chairperson any member of the LCDC has been or is disorderly by persistently disregarding the ruling of the Chair, or by behaving irregularly, improperly or offensively, or by otherwise obstruct the business of the meeting, and the Chairperson has conveyed his or her opinion to the members present by naming the member concerned, then the Chairperson or any member may move "that the member named leave the meeting" and the motion, if seconded, shall be put and determined without discussion.

Where the LCDC decides in accordance with the above 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.

Where in the opinion of the Chairperson:

(a) there is general disorder which impedes the orderly transaction of the business, or

(b) where a member against whom it was resolved that he or she leave the meeting by virtue of this paragraph refuses to do so;

the Chairperson may adjourn the meeting for such period as he or she considers necessary in the interest of order.

8.0 Standing Orders

- The LCDC may, by resolution for which at least one half of the total number of members of the Committee vote in favour, amend or revoke standing orders and make new standing orders.
- A copy of standing orders shall be sent or delivered to each member of the LCDC.
- A copy of any amendment to standing orders shall likewise be supplied to each member.

9.0 Order of Debate

- Except with the permission of the Chair no member shall address the meeting for more than 5 minutes.
- The Chair's decision in determining a point of order or personal explanation shall be final.
- When two or more members at the same time offer to speak, the member called upon by the Chair shall have precedence.
- 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.
- The Chair is the sole judge of order in the meeting 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 sit down and give way to the Chair.

Adopted at the meeting of Waterford LCDC on 12th April 2018.