

KILDARE COUNTY COUNCIL

**STANDING ORDERS FOR THE REGULATION OF
BUSINESS AND PROCEEDINGS
AT MEETINGS OF THE MUNICIPAL DISTRICT OF
KILDARE-NEWBRIDGE**

Definitions

In these orders:

“the act” means the Local Government Act 2001 [as amended by the Local Government Reform Act 2014];

“the administrator” means the person appointed as meetings administrator pursuant to the act;

“the chief executive” means the Kildare County Council Chief Executive or his/her duly appointed deputy as the case may be;

“the council” means the council of the administrative county of Kildare;

“excluded day” means a Saturday or a Sunday or a public holiday within the meaning given in the Organisation of Working Time Act 1997 or any other day on which the principal offices of the council are closed;

“the mayor” means the person elected as Mayor of the Municipal District of Kildare-Newbridge;

“meeting” means a meeting of the municipal district save where the context indicates otherwise;

“member” means a person elected or co-opted in accordance with law to membership of the municipal district.

“municipal district” means the municipal district of the administrative area of the Kildare-Newbridge electoral area.

1. Meetings of the Municipal District

Unless upon any occasion when it is otherwise fixed by statute or by resolution of the municipal district members, ordinary meetings of the municipal district shall be held on the third Wednesday of each month at 10.00 a.m. A schedule of ordinary meetings of the municipal district for the ensuing year shall be approved at the November meeting of the municipal district each year.

2. Annual Meeting

In every year in which a local election is held the annual meeting shall be held on the date specified by the local authority, which shall be not later than ten days after the annual meeting of the local authority, and not on an excluded day. In every other year the annual meeting shall be on the day of the ordinary meeting of the municipal district in July.

Whenever an annual meeting is for any reason not held on the appointed day the meetings administrator shall, following consultation with the Mayor, or if the office of Mayor is vacant or he/ she is unable to act, with the Deputy Mayor, convene a meeting for a day which the administrator considers to be the earliest convenient date for that purpose.

In an election year, the municipal district members shall publish a notice of their annual meeting on the website of the local authority immediately upon the setting of the date for this meeting by the local authority. The notice shall state the date and venue of the annual meeting, that the first business of the meeting will be the election of the Mayor, and where appropriate specify the bodies to which the municipal district members are entitled to make appointments at that meeting or subsequently.

In the case of an annual meeting in an election year and until the election of the Mayor at such meeting, the Chair for this period shall be taken by a municipal district member, or an employee of the local authority 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.

At an annual meeting in an election year the election of a Mayor is to be the first business of an annual meeting and the next business, the election of a Deputy Mayor. In the case of the annual meeting in an election year, the business to be transacted after the election of the Mayor and the Deputy Mayor shall include the consideration of the election, appointment or nomination of members of bodies elected, appointed or nominated by the municipal district members.

3. Draft Budgetary Plan

The Chief Executive shall consult with the municipal district members in the preparation of the draft local authority budget and for this purpose a draft budgetary plan will be prepared. This draft budgetary plan will allow the municipal district members determine the manner in which the General Municipal Allocation will be spent. The draft budget plan shall be considered by the municipal district members within the period determined by the Minister and the deliberations shall be concluded at least 21 days prior to the date set for the local authority budget meeting

4. Special Meetings

A special meeting of the municipal district may be convened at any time by the mayor or if the office of mayor is vacant or the mayor is unable to act, by the deputy mayor, or by the mayor on foot of a request in writing presented to him or her by any three members.

Where the mayor refuses or neglects to act on foot of a request within seven days of it being presented to him/her, the members making the request may convene a meeting. The provisions of paragraph 6 of Schedule 10 of the act shall apply in relation to the calling of such a meeting.

5. Hour of Meeting

The hour of meeting of the municipal district shall be 10.00 a.m. or at such other hour as may from time to time be fixed by resolution of the municipal district members. The municipal district shall rise not later than 1.00 p.m.

6. Place of Meeting

In so far as practicable the place for holding meetings of the municipal district shall be the principal offices of the council at Áras Chill Dara, Devoy Park, Naas and meetings shall normally be held there, provided that the municipal district may from time to time by resolution appoint an alternative location for a particular meeting.

7. Summoning of Meeting

A notification to attend a municipal district meeting, other than a meeting to consider the draft budget plan, shall

- (a) be sent by e-mail or otherwise delivered to each member of the municipal district,
- (b) specify the place, date and time of the meeting,
- (c) give not less than three clear days notice.

The three clear days shall only exclude

- (i) the normal day for receipt of the notice,
- (ii) the day of the meeting

In the case of the draft budget plan meeting, seven days notice shall be given.

A notification shall include or be accompanied by an agenda listing the business to be transacted at the meeting. Subject to Standing Order 16 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.

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 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 4, a copy of the requisition shall be sent with the notification.

A notification shall have the signature of the meetings administrator 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 municipal district members.

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 an e-signature or facsimile of a signature by whatever process reproduced or a printed version of the name of the meetings administrator.

8. Public Notice of Meeting

Public notice of the place, date and time of a municipal district meeting shall be displayed not less than three clear days before the day of the meeting in or at the principal office of the council and at the place of the meeting, in a position convenient for public inspection during normal office hours.

The notice shall include the agenda for the meeting or specify a place where the agenda can be inspected and in the case of a meeting requisitioned under standing order 4 the agenda shall include or be accompanied by a copy of the requisition and the foregoing documents shall be published on the council's website on their date of issue.

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

9. Constitution of Meetings

The chair shall be taken by the mayor at a meeting of the municipal district within fifteen minutes after the time appointed for such meeting or in his / her absence by the deputy mayor or otherwise by a 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 mayor or deputy mayor; similarly, the deputy mayor will yield the chair to the mayor.

The names of the members attending meetings in Áras Chill Dara shall be recorded by each member using the electronic system provided either via the biometric reader or the access card reader. Meetings held outside of Áras Chill Dara will be recorded in an attendance register provided for that purpose.

The quorum for a municipal district meeting is one-fourth of the total number of municipal district members plus one or, where one-fourth of such total number is not a whole number, the quorum is the next highest whole number plus one. In the case of the municipal district of Kildare-Newbridge the quorum shall be 4.

Whenever a meeting of the municipal district 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 thirty 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 mayor.

10. Order of Business

The order of business at meetings of the municipal district shall be so arranged as to permit grouping of items, which relate to specific services, e.g. transportation, housing, planning etc.

In the case of a meeting convened for a special purpose the business specified in the notification for such meeting and no other business shall be transacted.

At any ordinary meeting of the municipal district 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 at the meeting .

11. Minutes

Minutes of the proceedings of a meeting of the municipal district shall be drawn up by the meetings administrator.

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 council present at the meeting;

reference to any report submitted to the members at the meeting;
where there is a roll call vote, the number and names of members voting for
and against the motion and of those abstaining;
particulars of all resolutions passed at the meeting;
such other matters considered appropriate.

A copy of the minutes of a meeting shall be sent or given by the meetings
administrator to each member of the municipal district.

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 at which they were submitted
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 municipal district members by majority vote of those
members who were present at the appropriate meeting

A copy of the minutes when confirmed in accordance with this standing
order shall be open to inspection at the principal offices of the council and
any person may inspect and make a copy of, or abstract from, the minutes
during the usual office hours of the authority.

12. Notices of Motion

Every notice of motion dated and signed by the member or members giving
it shall be delivered to the administrator and shall be recorded in the order
of its receipt and shall appear on the agenda in that order.

No notice of motion shall be set down on the agenda for any meeting unless
such notice of motion shall have been delivered to the meetings
administrator at least twelve clear days before the date of such meeting.

No member shall be permitted to have more than two motions excluding adjourned motions on the agenda for any one meeting of the municipal district. For the purpose of this paragraph, the limit of two motions shall apply across all the agendas for municipal district meetings so that the listing of a motion in relation to one municipal district meeting shall cause a corresponding reduction in a member's entitlement to have motions listed for another municipal district meeting: a corresponding restriction shall operate in the provisions of Standing Order No. 13 in relation to questions.

Any notice of motion submitted jointly in the names of two or more members shall be considered as a notice of motion submitted separately by each member subscribing to the notice and each section of a multiple motion shall be considered as constituting a separate motion.

A notice of motion recommending or involving expenditure shall not be considered by the municipal district unless the municipal district has before it at the same time a certificate from the appropriate officer setting out the estimated expenditure which would be involved by the adoption of the motion. This provision also applies to Standing Order no. 13.

Any notice of motion relating to a matter normally dealt with by a committee or coming within the terms of reference of any committee(s) shall be referred to such committee(s) as the meetings administrator may determine. Any dispute on such reference shall be determined by the mayor. This provision also applies to Standing Order no. 13.

The mayor, the chair of the Protocol Committee and the chief executive may decide on the listing of potentially controversial items on the agenda and the members submitting these items shall receive written notification of the decision.

13. Questions

Members may ask questions in relation to the business of the municipal district. Questions should be in writing, and be submitted to the meetings administrator not less than twelve clear days before the meeting. No member shall be permitted to have more than two questions listed. Any question submitted jointly in the name of two or more members shall be considered as a question submitted separately by each member subscribing to the notice.

Only the member or members putting the question shall be allowed to speak on the question, but only then to elicit further information in reply. No debate or other shall be allowed on a question.

Questions shall, as far as possible, be answered at the meeting for which they are submitted; and in any case where the requested information is not available, the reply will be conveyed in writing to the member concerned as quickly as possible after the meeting.

14. Motions to Amend or Revoke Resolutions

A motion to revoke or amend a resolution of the municipal district members can only be made on notice inserted in the agenda, and such notice shall specify the resolution to be revoked or amended and furnish the terms of the motion to be made; but no such motion shall be allowed to appear on the agenda to revoke or amend any resolution of the municipal district within six months of the date of the adoption of such resolution except with the written assent of not less than two thirds of the members of the municipal district. A resolution may not be revoked at the meeting at which it has been adopted.

It shall be necessary for adoption of a motion to revoke or amend a resolution of the municipal district that at least a majority of the members of the municipal district vote in favour of the motion. This is subject to any statutory requirement

Subject to standing order 22 any matter decided by the municipal district by motion on notice or on the report of a committee shall not be re-opened within six months of the date of such decision.

15. Reports for Meetings

Reports for meetings of the municipal district to be issued to members three days in advance of a meeting. Reports can be issued electronically but must carry the name of the person issuing the report. Where no written report is issued within the timeframe outlined above, the Director of Services for the relevant service area must attend the meeting. Where a member is satisfied with a report it can be taken as read at the meeting.

16. Motion for Purpose of Dealing with Urgent Business

Notwithstanding any other provisions of these standing orders a motion regarding urgent business, related to a function of the municipal district, must be submitted to the mayor and Chief Executive at least three working days in advance of the meeting at which the issue is to be considered, subject to the requirement that at least a majority of the members of the municipal district vote in favour and subject to no such motion being deemed to be carried until two thirds of the members present vote in its favour.

17. Adjournment of Meeting

A meeting of the municipal district may be adjourned by consent of the members present or by a decision of the mayor under standing orders dealing with disorder.

A special meeting may be adjourned from time to time until its business is concluded.

18. Motions and Amendments

The proposer of a motion not listed in the agenda or an amendment to it, shall upon moving the same deliver a copy in writing to the mayor.

A motion, notice of which stands in the agenda and which has been proposed and seconded, may be withdrawn only on leave obtained from a majority of the municipal district members present at the meeting and at the request of the member concerned. A motion may either be proposed by the member in whose name it stands or if he or she be absent, by any member authorised by him or her in writing to propose it on his or her behalf, but unless so proposed, and in the absence of a request in writing from the member in whose name it stands to postpone it, the motion shall be removed from the agenda and shall not re-appear except on fresh notice.

A motion or an amendment when not seconded is lost.

An amendment which has been proposed and seconded may be withdrawn only on leave obtained from a majority of the municipal district members present at the meeting and at the request of its proposer and seconder.

Every amendment shall be relevant to the motion on which it is moved and shall be either
to leave out words,
to leave out words and insert or add others,
to insert or add words.

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 motion it purports to amend.

Whenever an amendment on an original motion has been moved and seconded, no second or subsequent amendment shall be moved until the first amendment shall have been disposed of. Notice of all amendments shall be given to the mayor before the first amendment is taken.

When an amendment is affirmed the original motion as amended becomes the substantive motion upon which any further amendment, of which notice has been given may be moved. When an amendment is lost any further amendment of which notice has been given may be proposed, but only one amendment shall be at any time before the meeting and an amendment shall not be in order if the mayor rules it to be substantially the same as an amendment already lost.

19. Order of Debate

Except with the permission of the mayor the proposer of a motion may speak for five minutes, other members may speak on the motion for two minutes, with the proposer having a right of reply for two minutes while the motion remains before the mayor and when the proposer replies the debate on the motion is closed. A member may speak once upon any item on the agenda or on any motion except a motion which is to be put without debate.

A member may speak more than once on the same motion or amendment for the purpose only of submitting a point of order or making a personal explanation. The mayor's decision in determining a point of order or personal explanation shall be final.

The mayor shall ascertain that a motion is seconded and the meeting shall hear any report on it before the proposer is permitted to speak to it.

A motion "that the municipal district proceed to the next business" may be made after any motion has been proposed and seconded. 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 and unless the municipal district members otherwise determine shall be adjourned to the next ordinary meeting. The motion to proceed to next business shall not be made more than once during the debate on any question.

At any time during a discussion on a motion a member may move "that the question be now put" and if such leave be given by the assent of the majority of members present and voting, the motion shall be put, subject to the right of reply by the proposer of the original or substantive motion.

When two or more members at the same time offer to speak, the member called upon by the mayor shall have precedence.

A member while speaking shall address only the mayor.

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.

When a member seeks to make a point of order, the member then addressing the mayor shall give way until the question of order has been determined by the mayor.

The mayor is the sole judge of order at meetings of the municipal district and has authority to maintain order and enforce prompt obedience to his / her ruling. When during a debate the mayor rises, any member then speaking shall give way to the mayor.

20. Disorderly Behaviour/Conduct

Where in the opinion of the mayor 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 mayor may adjourn the meeting for such period as he or she considers necessary in the interests of order.

Where following a motion, as referred to above, the member refuses to leave the meeting, and the meeting is subsequently adjourned, a further motion may be put that the member concerned was the cause of the meeting being adjourned.

If following such a motion the mayor expresses the further opinion that the member has continued to:

- be disorderly by disregarding the ruling of the chair, or
- behave irregularly, improperly or offensively, or
- otherwise obstruct the business of the meeting, and

the mayor expresses this opinion to the members present by again naming the member concerned, then the mayor or any member may move “that the member named be suspended for [a specified period]” and the motion, if seconded, shall be put and determined without discussion. The period specified in this motion shall be not less than one month and not more than 6 weeks.

Where at least two-thirds of the elected members present and voting decide that the member be suspended, he/she shall be suspended with immediate effect from all meetings of the municipal district members and any committee of the municipal district members, for the period specified in the motion.

If within 3 months of the end a period of suspension, where at least two-thirds of the elected members present and voting decide that the member concerned has again, or continued to

- be disorderly by disregarding the ruling of the chair, or
- behave irregularly, improperly or offensively, or
- otherwise obstruct the business of the meeting,

on the basis of a motion moved by the mayor or any member “that the member named be suspended for [a specified period]”, and the motion, if seconded, shall be put and determined without discussion, he or she shall be again suspended with immediate effect from all meetings of the

municipal district members and any committee of the municipal district members, for a period of not less than 6 weeks and not more than 10 weeks.

The municipal district members may at any meeting subsequent to the imposition of the suspension, and during the period of suspension, decide by resolution to lift a suspension. Such resolution shall be considered at the earliest point on the agenda possible, subject to the requirement under any enactment in relation to other specified business.

The mayor shall indicate to the meeting that the chief executive has sought consultations on arrangements for the exclusion, or where necessary, removal from the meeting, of any member the subject of a motion under this part of standing orders. This shall be as a point of information only and there shall be no debate on this information.

No member shall address the mayor, unless from one of the seats reserved to the use of members.

Members shall show courtesy to each other and to the staff and no member shall use offensive or unbecoming language; and staff shall show similar courtesy to members.

21. Deputations

Municipal districts may by resolution decide to receive a deputation.

Deputations to municipal districts shall consist of not more than three persons. Any member of a deputation may address the meeting for not more than five minutes, unless a longer period is permitted by the mayor. The deputation may be questioned by members of the committee to elicit further information but shall not be entitled to ask questions.

Deputations will normally be received within the first thirty minutes of the start of the meeting. When, in the opinion of the mayor, a deputation has stated its case and no further useful purpose can be served by their extended attendance, he or she shall have power to terminate the meeting with the deputation.

There shall be no discussion on the subject matter of a deputation while it is present at a meeting and the mayor shall not permit any such.

A deputation shall receive a report on the issues raised after the members of the committee have received a copy of the report.

Deputations shall not be received save in accordance with this order.

22. Questions, Votes and Divisions

Every question shall be determined by a show of hands or electronic vote, unless two members request a division, in which case the names for and against the motion or amendment shall be taken down in writing and recorded in the minutes.

Where the mayor has not formally declared the result of a vote, or is in doubt as to whether his / her declaration is right or wrong, s/he is entitled if s/he thinks fit to take a second vote on the matter, especially if s/he considers that through some misunderstanding the first vote did not properly represent the sense of the meeting at that time.

Each member present at a meeting of the municipal district shall have a vote unless prohibited by any enactment.

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 municipal district which are reserved functions or questions duly coming or arising before a meeting of the municipal district shall be determined by a majority of the members present and voting or where there is an equality of votes, by a second or casting vote of the mayor who shall have and may choose to exercise such a vote.

23. Exercise of Reserved Functions by the Local Authority

Where the Chief Executive, following consultation with the mayor or deputy mayor advises that any proposed exercise or performance of a reserved function should be by the local authority, no motion or resolution purporting to exercise or perform such function shall be put.

A motion to decide to refer the matter to the Corporate Policy Group as to whether the function should be exercised and performed by the elected council of the local authority or by the municipal district members may be proposed and seconded at the meeting and put for decision at that meeting in accordance with Standing Order 18.

Any reserved function the subject of advice from the Chief Executive and referred to the Corporate Policy Group shall not be exercised or performed unless and until the Corporate Policy Group indicates that it may be so exercised by the municipal district members.

24. Attendance of Public and Media

The right of the public and representatives of the media to attend municipal district meetings is subject to the following: -

Where the municipal district is of opinion that the absence of members of the public and or representatives of the media from the whole or part of a particular meeting is desirable because of the special nature of the meeting or of an item of business to be or about to be considered at the meeting or for other special reasons, the municipal district 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.

Notwithstanding the above the first half-hour from the start of a municipal district meeting may be in closed session, by agreement of the municipal district members, to allow for discussion of private and confidential matters

Members of the public and representatives of the media will occupy the places allotted to their use.

The public shall be admitted subject to the availability of adequate accommodation and public safety.

Members of the public shall be seated and maintain silence and observe any directions given by the mayor or by any employee in attendance upon the municipal district members. Such employees are responsible for the execution of all measures necessary for the maintenance of order and decorum in and about the chamber.

If a member of the public interrupts a meeting at any time or endeavours, without the permission of the municipal district members to address a meeting, the mayor shall warn him or her and if the interruption continues shall order that person's removal.

In the case of a general disturbance in any part of the meeting room open to the public, the mayor shall order that part to be cleared.

No cameras of any kind or sound recording or communication equipment may be used at meetings of the municipal district without the prior approval of the members.

Making or receiving calls on mobile telephones shall not be permitted at meetings of the municipal district.

During the course of a meeting [from the time the meeting is opened until it is closed], the use of social media to report on business of municipal district meetings is prohibited without the prior approval of the municipal district members.

25. Committees

The municipal district members 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 committee and shall also fix the quorum which shall not be less than three. The term of office of a special committee shall be for such period as the municipal district members may determine when appointing the committee.

In the election of committees, candidates shall be proposed and seconded and if the number so proposed and seconded does not exceed the number of vacancies, those proposed and seconded shall be declared elected. Should the number of those proposed and seconded exceed the number of vacancies the provisions of paragraph 18 of Schedule 10, of the Local

Government Act 2001 (and the requirements of any other enactment) will apply to appointments to committees.

Every special committee, at its first meeting, shall appoint a cathaoirleach from its members and, where practical, fix the day and the hour of future meetings.

Whenever a vacancy occurs in the membership of any committee of the municipal district members, by reason of the death, resignation or disqualification of a member, such vacancy shall be filled as soon as circumstances permit, by the municipal district members after due notice.

In a committee, a motion or amendment may be proposed without a seconder, and a member may speak more than once to any question, but otherwise the rules of order of the municipal district members, 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.

Every committee in the whole of its proceedings shall be governed by the Standing Orders or Resolutions of the municipal district members affecting such committee.

A copy of every report of a committee to be submitted to the municipal district members shall, before the submission thereof, be transmitted to every member at least four days before meetings of municipal district members, save in cases of urgency when reading of the report to the municipal district members shall suffice.

Save for meetings of such committees as the municipal district members may specify from time to time, representatives of the media and the public may be present at meetings of committees of municipal district members. When confidential matters are under discussion committees may decide to exclude such representatives from the meeting or the relevant portion of the meeting.

The meetings administrator shall summon a meeting of any committee at the request of the cathaoirleach of the committee, or any three of its members, or whenever the meetings administrator deems it necessary in special circumstances that such committee shall meet.

The mayor of the municipal district shall be ex-officio a member of every committee except those where membership is fixed by statute.

In the absence of the cathaoirleach of a committee, the chair shall be taken by any municipal district member of the committee agreed at the meeting.

The cathaoirleach of each committee shall be responsible to the municipal district members for the general management of the business entrusted to such committee.

The municipal district members may resolve themselves into a committee of the whole of the municipal district members for the transaction of business to be specified in the resolution.

The decisions of the committees of the municipal district members shall not become binding, until approved by the municipal district members, unless the members specifically empowers these committees to deal (without further reference to it) with certain matters, subject to the appropriate legal provisions.

26. Ethics

Members 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 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 municipal district or any of its committees, 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 relating to it. **The onus is on the member to declare the interest and leave the chamber.**

27. Suspension of Standing Orders

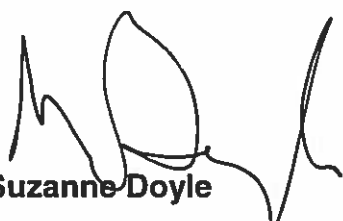
Subject to the provisions and requirements of the act, and any other enactment, any standing order, except numbers 14, 16, 20, 22, 27, (and 18 and 19 if so decided by the municipal district) may at any time be suspended on a motion proposed without notice for the purpose of enabling any specific business defined in the suspensory motion to be considered and dealt with by the municipal district, subject to the requirement that at least two-thirds of the members present vote in favour, any fraction in the calculation of two-thirds being disregarded.

28. Amendment and Duration of Standing Orders

These standing orders shall remain in force from the date of their adoption, which date shall be recorded and entered on a copy to be held at the council's head office, until such time as the municipal district shall decide by resolution to repeal them. Pending any such resolution, these orders may be amended by a resolution of the municipal district for which two thirds of the members of the municipal district vote in favour.

For this purpose two thirds of the membership shall be determined by disregarding any fraction remaining after the calculation of two thirds.

Adopted by the Municipal District of Kildare-Newbridge on 15 October 2014 pursuant to the provisions of Section 44 of the Local Government Act 2001 [as amended], in witness whereof the seal of the Council has been affixed.



Suzanne Doyle

Mayor of the Municipal District of Kildare-Newbridge



Peter Carey

Chief Executive