

IRISH WATER SAFETY

Sábháilteacht Uisce na hÉireann



Standing Orders

of the

COUNCIL

of

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Irish Water Safety

**THIS IS A DOCUMENT FOR THE INFORMATION AND GUIDANCE OF
THE COUNCIL OF THE IRISH WATER SAFETY AND THE MANAGEMENT
OF THE SAID COUNCIL.**

ESTABLISHMENT

The Minister for the Environment, Mr. Dick Roche, T.D., in exercise of powers conferred on him by Section 3 of the Local Government Services (Corporate Bodies) Act 1971, (No.6 of 1971) and agreed by the Minister for Finance, Mr. B. Cowen, T.D., ordered the establishment of the Irish Water Safety (hereinafter referred to as the Irish Water Safety), on the 24th July 2006, and set out the functions and powers of the Council of Irish Water Safety in Statutory Instrument No. 389 of 2006, entitled “IRISH WATER SAFETY (ESTABLISHMENT) ORDER, 2006” (hereinafter referred to as the Establishment Order).

PREAMBLE TO STANDING ORDERS

1. STANDING ORDERS of Irish Water Safety’s Council are set out hereunder and adopted by the said Council for the purposes of aiding it to carry out it’s several Statutory duties relating to it’s business with decorum, understanding and guidance at Special and Ordinary Meetings.

ADOPTION OF STANDING ORDERS FOR THE REGULATION OF BUSINESS AND MEETINGS.

2. At the ninth Ordinary Meeting of the third Council, held on the 25th day of October 2006, the Council adopted Standing Orders giving guidance unto themselves for the purposes of the said STANDING ORDERS.
3. For the purposes of Standing Orders, words and/or terms shall be construed as defined and as related in the Establishment Order, unless such words or terms merit special definition.
4. Management shall include the Chief Executive Officer of the Body and the several other members of staff of the Body, whether employed by the Council on a permanent or temporary basis, and under the direct control and direction of the Chief Executive Officer for and on behalf of the Council.
5. The Chief Executive Officer shall be the Accounting Officer and National Children's Liaison Officer of the Body unless otherwise directed by Council. In the matter of these responsibilities the CEO may appoint a member of Staff to so act, but he must do so with the approval of the Council.

THE BUSINESS OF SPECIAL AND ORDINARY MEETINGS OF THE COUNCIL

6. In STANDING ORDERS the term Ordinary Meeting shall mean the scheduled meeting of the Council as declared. The term SPECIAL MEETING shall mean any meeting of the Council, other than an Ordinary meeting and called in accordance with Standing Orders for the urgent transaction of urgent business of Council which could not await inclusion in the Agenda for the next Ordinary Meeting (Ordinary and Special Meetings of the Council shall be referred to as Meeting or Meetings, unless the full terms are required for clarity).
7. All meetings of the Council shall normally be held at the headquarters of the Body, but may be held at another location, providing that reasonable notice is given to the Council Members.
8. Council Members will co-operate with the Chairman of the Council to ensure that all items on the agenda for the meeting are dealt with expeditiously within a short time schedule set out by the Chairman. Items not dealt with at a meeting will be brought forward to the next appropriate Meeting.
9. At the first Ordinary Meeting of the Council for the New Year, the Council shall settle and declare the dates, times and locations of Ordinary Meetings and other annual events of the Year. The Chief Executive Officer shall table the calendar of events at the first Ordinary Meeting of the New Year, having consulted with the Chairman.

10. The locations, dates and times of a future next Ordinary Meeting may be changed due to special reasons but bringing the new date as near as possible to the declared date for the scheduled Ordinary Meeting.
11. A Special Meeting shall not be an Ordinary Meeting or part of an Ordinary Meeting.
12. A SPECIAL MEETING may be arranged for a date and at a time and location in any month provided there is a good reason. This in the interest of the Body that a meeting be held and that the matter is of such importance to the business of the Body that it could not be dealt with satisfactorily at an Ordinary Meeting of the Council. The Chief Executive Officer should make arrangements for Special Meetings.
13. The Chairman may summon a Special Meeting at any time, if he considers that a Special Meeting will be in the interests of the good management of the Body.
14. Any seven members of the Council may summon a Special Meeting of Council at any time, if all seven members consider that a Special Meeting will be in the interests of the good management of the Council. The Chief Executive Officer will call the meeting having satisfied himself that seven members wish to hold a meeting. The Chairman of the Council will be informed.
15. The Council, for good and sufficient reasons, may suspend an Ordinary Meeting and continue in session as a Special Meeting and then revert to the business of the Ordinary Meeting, or if necessary, adjourn the Ordinary Meeting business to the next Ordinary Meeting.
16. The Chief Executive Officer will make arrangements for Meetings and will discuss with the Chairman in advance, the items, dates and locations of the Meetings. He will as far as possible give all members of the Council seven days notice in writing.
17. If it is expected that a Council Member cannot attend a meeting, he should inform the Chief Executive Officer in good time and if possible, well in advance of the meeting.
18. A quorum for a Council meeting based on 13 appointed members of the Council will be 5 members attending excluding the Chief Executive Officer who is not a voting member of Council.
19. If a number of Members are unavoidably absent from a declared meeting or likely to be so absent and the remaining number of Members will not permit a quorum. The Chief Executive will inform the Chairman, who will then adjourn the declared Meeting to a more suitable date nearest the date of the adjourned Meeting, or if the business of the Council permits adjourn the Meeting to the next declared Ordinary Meeting.
20. At all Meetings of the Council, the Chairman shall, when present, be Chairman of the Meeting.

21. If the Chairman is not present at a meeting, the Members present, provided there is a quorum, shall select one member of the Council to be Chairman of that meeting, or such part of the Meeting until the Chairman is available to take the Chair at the Meeting.
22. The Council may go into Private Session at any time when the Chief Executive Officer or a member of the Council will record the business and the proceedings of that portion of the Council business. In certain circumstances members of the Council or the Chief Executive Officer may wish to exempt themselves from such a private session and with the permission of the Chairman this can be agreed. The record of the Private Session may or may not become part of the record of the Meeting. This will be decided on the ruling of the Council. The Chairman or the Chief Executive Officer as required, following such a private session will act on the decisions taken by the Council.
23. A motion or proposal before the Council will be declared “carried” by the Chairman, if it is the unanimous decision of the Council. If it is not unanimous, then a vote will be taken, and a decision made on a simple majority either in favour of or against. All proposals, motions and decisions will be recorded in the minutes of the meeting. All “motions” will be proposed and seconded by Council Members prior to voting on same.
24. In the event of equality of votes, the Chairman will have a second or casting vote and he will declare the motion or proposal “carried” or “not carried”. This rule will also apply to the Chairpersons of Commissions or Committees established under the auspices of the Council.

APPOINTMENT OF COMMISSIONS AND COMMITTEES

25. The Council may at a meeting appoint Commissions or Committee to assist and advise it with the transactions of the business of the Body. The Council will brief such Commissions or Committees about their duties and responsibilities and may hand down procedures to be followed.
26. Commissions and Committees shall consist of a Chairman, Secretary and Members. Minutes of meetings will be prepared and tabled at the next Council Meeting via the Chief Executive Officer.
27. The Chairman of a Commission or Committee shall report the minutes of his meetings to the Council via the Chief Executive Officer for inclusion in the Agenda of the next meeting. The Chairman of a Commission or Committee will also prepare for the benefit of the Council a short synopsis of the minutes, which will accompany the minutes. The minutes of the Commission or Committee Meeting shall be distributed to Council Members with the Agenda of the next Ordinary Meeting (or if necessary with the Agenda of the next Special Meeting of the Council), in accordance with Standing Orders.

28. If an item on a Commission or Committee report requires urgent attention and has not been circulated in accordance with “standing order” rules. The Chairman of the Commission or Committee will identify the said item and the Chairman of the Council will decide whether to have it dealt with urgently. The Chairman may make a recommendation to the Council that the item be deferred to the next Ordinary Meeting (or Special Meeting).
29. The term of office of a Commission or Committee will end as decided by Council. However, all will terminate on the expiry of the term of office of the Council.
30. The Council will approve Commissions or Committees provided they are satisfied that they are useful for the furtherance of the business of the Council and the Body.
31. The Chairman and Chief Executive Officer shall be ex-officio member of all Commissions & Committees.
32. The Chairman of the Council may at any time convene a Consultative Committee Meeting involving members of Council and other members of the Body to discuss technical or other matters requiring a broader opinion. Council will be informed of and the result of such meetings in due course. This safeguard is to ensure that any recommendation of a Commission has if necessary a further forum for discussion due to the sensitivity of a recommendation and prior to Council giving a final decision on the matter.

RECORDS OF BUSINESS

33. The Council may appoint a member of the staff of the Body as Secretary to the Council after due consideration to the recommendation or recommendations of the Chief Executive Officer.
34. The business of and proceedings of Meetings shall be recorded by the Secretary to the Council who will have been appointed by the Chief Executive Officer (in accordance with 33). The Secretary should be in attendance for all Council Meetings.
35. The Chief Executive will attend all Council Meetings and will assist the Chairman and Council to deal with Council matters. He will also be an ex-officio member of all Commissions or Committees. He will not be expected to attend all such Commission or Committee Meetings, except on “specific” business of Council, or on the instructions of the Chairman or at the invitation of the Chairman of the Commission or Committee for a special reason.
36. The minutes of Council Meetings will be recorded and presented to the Council by the Chief Executive Officer with the Agenda of the next Ordinary Meeting. A verbatim account of Meetings is not necessary but the record made must be adequate as proof of the transactions of Council Meetings. Council Members present at Meetings will be recorded in the minutes of the relevant meeting. If

- possible, members of the Council should receive all relevant data of the next Meeting seven days before the declared date.
37. All proceedings of the Council and business of the Council shall be deemed as “CONFIDENTIAL” and not for public comment unless specifically approved by the Council if outside the guidelines set down by the Council regarding “COMMENT”. Detailed happenings of any Meeting will not be disclosed or commented on.
38. All documents relating to the business of the Council are deemed to be confidential.

SAVING CLAUSES

39. Notwithstanding the different clauses contained in the STANDING ORDERS of the Council, the Council may suspend or amend a Clause or part of a Clause to meet a specific demand of the Council for good reasons, or it may amend a clause permanently. The Council shall disclose the reasons for the change in the minutes of the meeting. If the amendment is permanent, the STANDING ORDERS will be amended and published to the Council and Management. The next Ordinary Meeting of the Council will ratify the changes.
40. STANDING ORDERS and the file of amendments to Standing Orders will be retained by the Chief Executive Officer and will be available to the Chairman and Council Members if required.
41. STANDING ORDERS dated the 25th day of October 2006, are hereby approved by the Council and effective from that date.

Signed:



Frank J. Nolan.
Chairman



John F.M. Leech
Chief Executive