



**Public Participation
Network Cork City**

Cork City Public Participation Network Plenary Standing Orders

The purpose of these standing orders is to ensure the orderly and effective conduct of Plenary meetings of the Cork City Public Participation Network.

1. Frequency of Meetings

- 1.1. The Plenary shall meet twice a year.

2. Voting Rights and Decisions

- 2.1. Only matters on the agenda shall be the business of the meeting.
- 2.2. Each named Cork City PPN Member Organisation shall have one vote.
- 2.3. Voting shall be by show of voting paddles or secret ballot where requested.
- 2.4. Decisions shall be by simple majority.
- 2.5. Voting for election to the Secretariat and Local Community Development Committee shall be by secret ballot.
- 2.6. An objection in relation to the qualification of any voter must be raised prior to ballot being taken. Any such objection made in due time shall be referred to Rotating Chair / Facilitator of the meeting whose decision shall be final and conclusive.
- 2.7. A clear record of voting result shall be signed by tellers and countersigned by Rotating Chair / Facilitator of the meeting.
- 2.8. Tellers shall be appointed by the Rotating Chair / Facilitator to count votes. Anyone seeking to be elected to a position shall be disqualified from being appointed a teller.

3. Attendance at Plenaries

- 3.1. All named Cork City PPN Organisations are entitled to attend the Plenary.
- 3.2. Cork City PPN member organisations can send more than one Representative to the Plenary. Only one of those Representatives shall have voting and speaking rights. Other representatives shall have speaking rights only.
- 3.3. The Secretariat may invite guest speakers to attend the Plenary.
- 3.4. The Secretariat may invite strategic partner organisations to attend the Plenary in an observer capacity.

4. Agenda

- 4.1. The agenda shall be prepared by the Secretariat. The order of business shall be:
- 4.2. Adopting Plenary Standing Orders.
- 4.3. Welcome address by Rotating Chair / Facilitator.
- 4.4. Housekeeping duties, health, and safety.
- 4.5. Approval of minutes of last Plenary.
- 4.6. PPN Activity Report.
- 4.7. Finance and budget update.
- 4.8. Ratification of Linkage Group elections (if applicable).
- 4.9. Election to fill any vacancies arising on the Secretariat and Local Community Development Committee (Annual General Meeting only).
- 4.10. Items and Motions submitted for discussion or decision (if applicable).
- 4.11. Plenary session.
- 4.12. Workshop / information session / guest speaker as requested by previous Plenary and / or as organised by the Secretariat.
- 4.13. Date of next meeting.
- 4.14. Items that member organisations want included on the agenda shall be presented to the Secretariat at least 10 days prior to the date of the meeting. Similar items shall be taken as a composite item or motion as directed by Secretariat.

4.15. The Plenary meeting shall be facilitated by a member of the Secretariat.

5. Minutes of the Plenary

- 5.1. The minutes of the Plenary shall be taken by a member of the Secretariat or Cork City PPN Staff.
- 5.2. The minutes shall include a record of those attending, actions arising, and decisions made.

6. Conduct at Plenary Meetings

- 6.1. Members always shall observe accepted practice while taking part in the Plenary business, including:
 - 6.2. Be courteous and speak by addressing the Rotating Chair / Facilitator.
 - 6.3. Only address the meeting in order and as directed by Rotating Chair / Facilitator.
 - 6.4. Always comply immediately with directions of Rotating Chair / Facilitator.
 - 6.5. No cross talk or interruption of any speaker addressing the meeting.
 - 6.6. Follow the agenda and strive to reach effective decisions.
 - 6.7. Represent the views of your member organisation.
 - 6.8. Turn off or silence your mobile phones as you enter the room of debate (where you have an emergency call, please leave the room).
 - 6.9. Be prepared for the Plenary by reading relevant documents etc. received before the meeting.
 - 6.10. Declare any potential or possible perception of a conflict of interest or conflict of loyalty.
 - 6.11. Business shall be conducted by the Rotating Chair / Facilitator of the Plenary in keeping with Standing Orders.

7. Discrimination

- 7.1. All members attending the Plenary have the right to be treated with dignity and respect regardless of their race, colour, ethnic or national origins, nationality, gender, age, sexuality, religion, or any other matter which causes people to be treated with injustice.

8. Process of Motions and Resolutions During Plenary Session

- 8.1. Any motion proposed and seconded at the meeting becomes a resolution and shall take precedence in the discussion and shall be immediately placed before the meeting for discussion and resolution.
- 8.2. The Rotating Chair / Facilitator shall put the resolution to a vote when of the view that such is the appropriate procedure at that point. The Rotating Chair / Facilitator decision shall be final and the resolution shall then be placed before the meeting for decision by simple majority: a ballot or show of voting paddles.
- 8.3. Where a member organisation proposes that the “Resolution be now put before the meeting” and such a proposal is seconded by another member organisation then that resolution takes precedence at that point of the meeting. This resolution is placed before the meeting for decision by simple majority: a ballot or show of voting paddles.

- 8.4. Should a secret ballot (poll) be called for by three (3) or more member organisations then a ballot shall precede with tellers being appointed with the process being overseen by the Secretariat.
- 8.5. In the event of equality of votes the Rotating Chair / Facilitator shall have a second or casting vote (should that person choose to use such a vote).
- 8.6. Where a resolution is not carried due to an equality of votes or is lost, the same resolution shall not be placed before the membership for a period of six (6) months.
- 8.7. A demand for a secret ballot may be withdrawn by the member organisation or organisations who made the demand.

9. Adjournment of Meeting

- 9.1. Where a proposal is made by a member organisation to adjourn the meeting and such proposal is seconded by another member organisation then that proposal shall be taken forthwith without further debate and placed before the meeting for resolution by simple majority.
- 9.2. Where such a proposal is carried, the meeting shall by simple majority decide when (date, time, and place) the meeting as adjourned is reconvened.

10. Suspension of Standing Orders

- 10.1. Standing orders as regards any meeting may be suspended by simple majority of members present to address urgent item of business.