

## Plenary Standing Orders

### Version history

Version	Date Adopted	Facilitator	Note
1.0	17/11/2025	Lesley Barrett	

### Document controls

Action	Responsibility
Approval of document	Secretariat and Plenary
Implementation	Secretariat, Plenary, Staff and Supervisory Working Group, Members
Review	Secretariat
Date of next review	September 2027

## A. Purpose

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

## 2. Voting Rights and Decisions

1. Only matters on the agenda shall be the business of the meeting in accordance with the constitution.
2. All decisions taken shall be in accordance with procedures set out in the constitution.
3. Each named South Dublin County PPN Member Organisation shall have one vote.
4. Voting shall be by show of voting paddles or secret ballots where requested and in accordance with the constitution.
5. Decisions shall be by simple majority.
6. Voting for election to the Secretariat and Local Community Development Committee shall be by secret ballot.
7. 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 Facilitator of the meeting whose decision will be final and conclusive.
8. A clear record of voting result shall be signed by tellers and countersigned by Facilitator of the meeting.
9. Tellers shall be appointed by the facilitator to count votes. Anyone seeking to be elected to a position shall be disqualified from being appointed a teller.

## 3. Attendance at Plenaries

1. All named South Dublin County PPN Organisations are entitled to attend the Plenary.
2. South Dublin County 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. The Secretariat may invite guest speakers to attend the Plenary.
4. The Secretariat may invite strategic partner organisations to attend the Plenary in an observer capacity.

## 4. Agenda

1. The agenda shall be prepared by the Secretariat. The order of business shall be:
  - Welcome address by Facilitator.
  - Housekeeping Duties, Health and Safety
  - Adopting Plenary Standing Orders
  - Approval of Minutes of last Plenary and Matters Arising
  - PPN Activity Report by Secretariat Member
  - Finance and Budget Update
  - Ratification of Linkage Group Elections.
  - Election to fill any Vacancies arising on the Secretariat and Local Community Development Committee (Annual General Meeting only).
  - Items and Motions submitted for Discussion and Decision.
  - Workshop / Information Session / Guest Speaker as requested by previous Plenary and / or as organised by the Secretariat.
  - Date of Next Meeting.
  - 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.
2. Similar items shall be taken as a composite item or motion as directed by Secretariat.
3. The Plenary meeting shall be facilitated by a member of the Secretariat or as set out in the constitution.

## 5. Minutes of the Plenary

1. The minutes of the Plenary shall be taken by a member of the Secretariat or South Dublin County PPN Staff.
2. The minutes shall include a record of those attending, actions arising, and decisions made.

## 6. Conduct at Plenary Meetings

1. Members always shall observe accepted practice while taking part in the Plenary business, including:
  - Be courteous and speak by addressing the Facilitator.
  - Only address the meeting in order and as directed by Facilitator.

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- Always Comply immediately with directions of Facilitator.
- No cross talk or interruption of any speaker addressing the meeting.
- Follow the agenda and strive to reach effective decisions.
- Represent the views of your member organisation;
- Silence mobile phones.
- Be prepared for the Plenary by reading relevant documents etc. received before the meeting; and
- Business shall be conducted by the facilitator of the Plenary in keeping with Standing Orders.

### 2. Discrimination

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.

## 7. Process of Motions and Resolutions

Members 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.

The facilitator shall put the resolution to a vote when of the view that such is the appropriate procedure at that point and such decision taken by facilitator 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.

Where a member proposes that the “Resolution be now put before the meeting” and such a proposal is seconded then that resolution takes precedence at that point of the meeting and such resolution placed before the meeting for decision by simple majority – a ballot or show of voting paddles.

Should the resolution be carried by simple majority either by show of voting paddles or ballot then the original resolution or as amended by the meeting shall be placed before the meeting for decision by simple majority without any further debate – a ballot or show of voting paddles.

Should a secret ballot (poll) be called for by three (3) or more members then a ballot shall precede with tellers being appointed with the process being overseen by the Secretariat, or where the Secretariat is not available, through the election of a Standing Orders Committee for that meeting only.

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In the event of equality of votes the facilitator shall have a second or casting vote (should that person choose to use such a vote).

Where a resolution is not carried due to an equality of votes or is lost, the same resolution shall not be placed before membership for a period of six (6) months.

A demand for a secret ballot may be withdrawn by the person or persons who made the demand.

### **8. Adjournment of Meeting**

Where a proposal is made by a member to adjourn the meeting and such proposal is seconded then that proposal shall be taken forthwith without further debate and placed before the meeting for resolution by simple majority.

Where such a proposal is carried, the meeting shall by simple majority decide when (date, time and place) the meeting as adjourned is reconvened.

### **9. Suspension of Standing Orders**

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