



# **TIPPERARY COUNTY COUNCIL**

## **PRÓTACAIL SHIBHIALTA**

### **CIVIC PROTOCOLS**

## Document Information

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## Introduction to Civic Protocols

### Purpose

The purpose of this document and protocols is to review and develop a suite of relevant Civic Protocols which will replace the various protocols in place for Civic Receptions, Attendance at Official events, Flag raising and lighting of public buildings and provide general information and guidance for all Members, Management Team and employees.

### Protocols General

While every effort is made in this document to cater for anticipated events it is likely that some occasions may present themselves outside of the current listed protocols. In such cases Elected Members and officials should respect the spirit of the protocols and the integrity of the office of the Cathaoirleach.

### Councillors Code of Conduct and Ethical Framework

Councillors are obliged to adhere to the Code of Conduct of Councillors 2019. ([Link](#))

The legislative basis for this code is based on part 15 of the Local Government Act 2001 (as amended by the Local Government Reform Act 2014), Ethics in Public Office Acts 1995 and 2001 and the Health and Safety and Welfare at Work Act 2005.

Councillors make an annual Ethics Declaration every year and commit that they have read and will comply with the above code.

### Implementation, Monitoring and Review

A Procedures and Privileges Committee, chaired by the Cathaoirleach of Tipperary County Council, is in place, representative of all the party whips and a nominated representative on behalf of the independent elected members. The terms of reference of the Procedures and Privileges Committee, includes responsibility for monitoring, reviewing and updating the Civic Protocols, as required. Breaches of the Civic Protocols will, if appropriate, be referred by the Cathaoirleach of Tipperary County Council or Cathaoirleach of the relevant Municipal District to the Procedures and Privileges Committee for consideration.

## Offices of Tipperary County Council

### Cathaoirleach Council Chairperson and Vice Chairperson

#### Introduction

Section 31 of the Local Government Act, 2001 restates the statutory role of the Cathaoirleach. In practice the Cathaoirleach of a County would be considered the “First Citizen” of a County and would have precedence over every citizen except the President of Ireland.

These protocols have been produced to provide information and guidance on how matters should be managed.

The Cathaoirleach should be considered a major leader and influence in promoting the image and importance of Tipperary in a local, regional, national and international context and can also help in the promotion of the Council’s objectives in the local community. The people of Tipperary should have high expectations and regard for their Cathaoirleach.

#### Definitions

“**Cathaoirleach**” on its own refers to the Cathaoirleach or Chairman of Tipperary County Council.

“**District Cathaoirleach**” refers to the Cathaoirligh of Carrick-on-Suir, Cashel-Tipperary, Nenagh & Thurles Municipal Districts.

“**Mayor**” refers to the Mayor of the Borough District of Clonmel.

#### Roles and Responsibilities

The position of Cathaoirleach is apolitical and therefore the office holder must take an unbiased position in regard to political matters; being politically neutral; without political attitudes, content, or bias, during the term of office.

It would be expected that during the Cathaoirleach’s Year, the Cathaoirleach would reduce his/her political profile by displaying their even-handedness in political matters. It would be inappropriate for an individual to be associated with a contentious issue which confuses roles. The Cathaoirleach would of course maintain this apolitical role when chairing Council meetings.

## **Function of Cathaoirleach**

The Cathaoirleach, and in his/her absence, the Leas Cathaoirleach, have the following roles and functions:

- Statutory Role as Cathaoirleach of Council
- Ceremonial Role

### **Statutory Role**

- To preside over meetings of the Council so that its business can be carried out efficiently, paying due legal regard to the rights of Councillors and the interest of the Community
- To uphold and promote the purposes of the Standing orders, and to interpret the Standing Orders, when necessary.
- To represent the Council at such civic and ceremonial functions as he/she determines appropriate.

### **Ceremonial Responsibilities**

- To represent the County of Tipperary during his/her term of office
- As the first citizen of Tipperary perform an ambassadorial role both inside and outside Tipperary.
- To promote Tipperary in a positive manner
- To promote public involvement in the Council's activities
- To act as a link between the Council and various groups and organisations.

### **Leas Cathaoirleach**

The Leas Cathaoirleach shall deputise for the Cathaoirleach in his/her statutory role and support the Cathaoirleach at events in the ceremonial role of Council, at the request of the Cathaoirleach. He/she will carry out the duties of the post in the absence of the Cathaoirleach, when required. There are also occasions when both office holders are unavailable and in such cases, the Cathaoirleach will nominate a member to represent the office.

The Borough and Municipal Districts shall also appoint a Leas Cathaoirleach or Deputy Mayor who will fulfil similar roles in the District. A District may also appoint an additional replacement in the event of both office holders being unavailable and this can be done after the election of the District Cathaoirleach or Mayor and their deputies by means of drawing lots.

Where another Member of Council is deputising, or otherwise representing the Cathaoirleach, he /she should be accorded the precedence of the Cathaoirleach.

### **Precedence**

As indicated earlier, the Cathaoirleach of the County shall have precedence in all places in Tipperary, except when the President of Ireland is present.

1. The Cathaoirleach is the representative of Tipperary County Council at Civic Receptions hosted by Tipperary County Council.
2. The Cathaoirleach is the representative of Tipperary County Council at national launches if invited.
3. The Cathaoirleach is the representative of Tipperary County Council at all official openings/launches of nationally funded projects and events taking place in the County. The District Cathaoirleach or Mayor should also be in attendance and be acknowledged by the Cathaoirleach in any speech made.
4. The District Cathaoirleach or Borough Mayor of the respective District is the representative of Tipperary County Council at official openings/launches of Tipperary County Council-funded projects and events taking place in their District area.
5. The District Cathaoirleach or Borough Mayor of the respective District is the representative of Tipperary County Council at all civic receptions hosted by the District and when presenting Borough/Municipal District Awards.
6. The District Cathaoirleach or Borough Mayor of the respective District shall deputise for the Cathaoirleach in his/her absence for any ceremonial role required in the District.

The Cathaoirleach of the County may not be able to attend every function to which he/she is invited or there could be some functions that overlap. The Cathaoirleach of the County in the first instance shall offer a function which he/she cannot attend to the Leas Cathaoirleach. The Leas Cathaoirleach would then attend on the Cathaoirleach's behalf. (***This applies to points 1-2 listed earlier***).

Where the Cathaoirleach of the County is not available to attend a nationally funded project or event he/she shall offer the function first to the Leas-Cathaoirleach and if he/she is unavailable to the District Cathaoirleach or Borough Mayor. (***This applies to point 3 listed earlier***).

Where the District Cathaoirleach or Mayor of the relevant District is unavailable to attend a District event then the District Cathaoirleach/Mayor shall offer the function first to the Leas Cathaoirleach of the District and if he/she is unavailable to another Member of the relevant District. (***This applies points to 4-6 listed earlier***).

### **Chain of Office**

The Cathaoirleach wears a Chain of Office on all occasions when he/she is representing Tipperary County Council in an official capacity. The wearing of the Chain of Office acknowledges the responsibilities, authority and dignity attached to the office of the Cathaoirleach of the County and is also a recognition of the status of the holder of the position as the First Citizen of Tipperary. The Cathaoirleach has the right to wear the Chain of Office at any events in Tipperary when acting in an official capacity. Permission to wear the Chain outside of Tipperary, in another local authority area, shall be obtained in advance from the host County Council.

The Borough/Municipal Districts also use a Chain of Office and should follow the spirit of above in their wearing. Any chain in use for Municipal or Borough District shall only be worn within their respective District unless again approved by the host authority.

It is strictly forbidden for any citizen other than the Cathaoirleach or their deputies, in the absence of the Cathaoirleach, to wear or display a Chain of Office.

## **Engagements**

An engagement, once accepted, should not be cancelled unless there is an extreme emergency and under no circumstances swapped for a later invitation that is received. The Cathaoirleach must attend punctually wearing the Chain as appropriate and be ready to take their place at the appointed time. Failure to do so means that everybody at the function is affected. The organiser of each event sees theirs as being the most important and this must be remembered.

At functions which cover a lengthy period, it is not always necessary to stay to the end. The Cathaoirleach should not attend commercial functions where his/her name might be used for advertising purposes.

It would be appropriate that the Cathaoirleach when speaking at events would acknowledge the presence of any District Cathaoirleach or Mayor, other members and Members of the Oireachtas.

**Appendix A** provides Guidelines in relation to the logistics and protocol for actual events attended by the Cathaoirleach. These will be provided to event organisers as part of the response to invitations made.

## Chain of Office Protocol

### Council Chain of Office

The Cathaoirleach of Tipperary County Council wears the Council Chain of Office on all occasions where he/she is representing the Council and County Tipperary in an official capacity.

The wearing of the Council Chain of Office acknowledges the responsibilities, authority and dignity attached to the office of Cathaoirleach of the County.

The Cathaoirleach has a right to wear the Council Chain of Office at any official events in County Tipperary when acting in an official capacity.

During the Cathaoirleach's term of office the Council Chain of Office will **only** be worn at Council events and other official functions and when carrying out official duties.

Such official duties are defined as:

- Meetings of the Council.
- Attendance at Civic Events organised by the Council.
- Attendance at Official Events where an official invitation is issued to the Cathaoirleach by the event's organiser in advance.
- Attendance at events in the County in their capacity as Cathaoirleach of Tipperary County Council.
- Attendance at events organised by other Councils and the Cathaoirleach is invited to wear their Council chain.
- Visits to the County by Ministers, Ambassadors and Distinguished persons.

The Council Chain of Office should not normally be worn at events or functions outside the County.

The County Chain of Office may be worn outside the County if

- The Cathaoirleach is invited to attend a national launch or an official event in their capacity as Cathaoirleach of Tipperary County Council

*or*

- On occasions where permission is granted by the Cathaoirleach of the County being visited.

The Cathaoirleach of Tipperary County Council shall be responsible for the safe and secure keeping of the Council Chain of Office, during their term of office.

The Council Chain of Office must be returned by the Cathaoirleach at the end of their term of office.

The above protocols on wearing of the Council Chain applies when the Leas-Chathaoirleach is deputising for the Cathaoirleach.

### **Leas-Chathaoirleach Council Chain of Office**

The Leas-Chathaoirleach wears the Leas-Chathaoirleach Council Chain of Office on all occasions where he/she is deputising for the Cathaoirleach of the Council and representing County Tipperary in an official capacity.

The Leas-Chathaoirleach shall be responsible for the safe and secure keeping of the Leas-Chathaoirleach Chain of Office, during their term of office.

The Leas-Chathaoirleach Council Chain of Office must be returned by the Leas-Chathaoirleach at the end of their term of office.

### **Municipal District Chain of Office**

The wearing of the Municipal District Chain acknowledges the responsibilities of the Cathaoirleach of a Municipal District.

Municipal District Chains of Office may only be worn within their respective Municipal District at official duties of the Municipal District.

Municipal District official duties are defined as:

- Municipal District Meetings.
- Attendance at Civic Events organised by the Municipal District.
- Attendance at events in the Municipal District in their capacity as Cathaoirleach of the Municipal District.

At official receptions and events organised at Municipal District level, the Municipal District Cathaoirleach, may wear his/her chain of office in addition to the Cathaoirleach of Tipperary County Council if they are in attendance.

At County level, it is recognised that exceptional circumstances may present where it is appropriate for the Cathaoirleach of Tipperary County Council and the Cathaoirleach of a Municipal District to wear their chains of office at the same function or event. The Cathaoirleach of Tipperary County Council and Meetings Administrator will agree in advance of the function or event if this is appropriate.

- The Chain of Office will only be worn at Civic Receptions / Special Church events/ other official receptions/events in which the Cathaoirleach/Mayor is invited to attend;
- In Municipal Districts, where a tradition has heretofore existed, the members may decide to wear ceremonial robes at such events as set out in a Civic Protocol to be agreed by the relevant Municipal District Council and subject to funding being provided for in the Municipal District GMA or at their own expense. Examples of where it would be appropriate to wear robes would include
  - ❖ Civic Receptions,
  - ❖ Funerals of former Mayors and Senior Officials
  - ❖ Special Church events (e.g. Christmas Eve Mass, St. Patrick's Day Mass) or
  - ❖ Other special events (e.g. St. Patrick's Day Parade).

The above protocols on wearing of the Municipal District Chain applies when the Leas-Chathaoirleach of the Municipal District is deputising for the Cathaoirleach of the Municipal District.

The Cathaoirleach of the Municipal District is responsible for making the Municipal District Chain of Office available and presenting it to the Leas-Chathaoirleach in advance of any event at which they are deputising for them.

- The Cathaoirleach of the Municipal District shall be responsible for the safe and secure keeping of the Municipal District Chain of Office, while in his/her possession, during their term of office. It will be a matter for the Plenary Meetings Administrator and the MD Meeting Administrators, in consultation with their respective Cathaoirleach/Mayor, to agree an appropriate and secure arrangement for the keeping/storage of the chain of office when not in use.

The Municipal District Chain of Office must be returned by the Municipal District Cathaoirleach at the end of their term of office.

## **Attendance by Elected Members as Guests at Official Events Protocol**

### **Invitations to Events**

An invitation to the Cathaoirleach of Tipperary County Council to attend at Official Events must be in writing, on official headed paper, and sent by an authorised person of the organisation hosting the event.

The Cathaoirleach is the first citizen of County Tipperary and should be accorded full respect as the first citizen of the county taking precedence over all others with the exception of the President of Ireland. He / she is followed by the Cathaoirleach of the Municipal District as appropriate. This situation prevails in the presence of a Member of Government.

Organisations who invite the Cathaoirleach of Tipperary County Council to attend their functions/events are advised to follow the procedures as outlined below so that the office of the Cathaoirleach is appropriately acknowledged. These guidelines are taken as applying also to the Leas-Chathaoirleach or person deputising for the Cathaoirleach, where appropriate.

It is essential that every invitation is routed through the Meetings Administrator.

The Cathaoirleach may be approached in person, by letter, over the phone, by representatives of an organisation asking him/her to attend a function. In this instance, it is recommended the Cathaoirleach refers the person to the Meetings Administrator, who can advise on the availability of the Cathaoirleach and inform them of the Council protocols. This will prevent the possibility of a clash of functions and helps greatly to plan the Cathaoirleach's Civic Year.

The Cathaoirleach should not accept any invitations verbally. In order to protect the integrity of the Office of the Cathaoirleach, it is essential that Corporate Services has details of the functions that the Cathaoirleach will be attending.

Invitations to attend functions and events in their capacity as Cathaoirleach of Tipperary County Council outside the County or Abroad must be referred to the Corporate Policy Group for consideration.

In the event of urgency, a decision will be made by the Meetings Administrator, in consultation with the Cathaoirleach of Tipperary County Council and the decision will be advised to the Corporate Policy Group by the Meetings Administrator.

The Cathaoirleach should not attend commercial functions where his/her name might be inappropriately used for advertising purposes.

An invitation to the Cathaoirleach to attend an event or function should be issued to the Meetings Administrator, Tipperary County Council, three weeks in advance and should include the following:

- Title and purpose of the event.
- Date, time, expected duration and venue.
- Cathaoirleach's role at the event.

To facilitate this, an Event Invitation Form is available to groups/organisations on the Council's website.

The Cathaoirleach, or his/her deputy, is the representative of Tipperary County Council at National Launches.

The Mayor / Cathaoirleach of the respective Municipal District, or his/her deputy, may represent Tipperary County Council/or Municipal District at official openings of locally funded projects and events taking place in their Municipal District area.

The Mayor of the respective Municipal District, or his/her deputy, may represent Tipperary County Council/Municipal District to acknowledge achievements in sporting, cultural, academic, scientific, political achievements in their Municipal District area at Civic Recognition events.

If the Cathaoirleach is unable to attend, he /she will be represented by the Leas-Chathaoirleach.

If the Leas Cathaoirleach is unable to attend, the Cathaoirleach would then offer the function to the Cathaoirleach of the relevant Municipal District, depending on which area the event is being held in.

Where the Cathaoirleach of the relevant Municipal District is unavailable, the Cathaoirleach has the right to nominate another member of the Council. This should firstly be offered to the Leas-Chathaoirleach from the relevant Municipal District and if they are not available to another Member from that Municipal District. In such instances, the Chain of Office to be worn by the deputising Member would be the local Municipal District Chain.

Where it is requested or proposed that the Cathaoirleach attend an event or participate in a visit and where such attendance/participation requires additional Council resources (financial, human or organisational), the Corporate Policy Group, Cathaoirleach and Chief Executive will jointly consider such requests/proposals.

The Meetings Administrator will confirm attendance with the organisers.

## **Pre-Event Information**

The following information should be sent to the Meetings Administrator at least one week before the event.

- The running order, including all elements of the event and the order of speakers.
- Contact details of organiser.
- Details of the start and finish time.
- Key guests attending the event.
- Background information on the project/event.
- Details of photographs to be taken and/or presence of media.
- Details of reception/refreshments as appropriate.
- If the purpose of the event is to launch a book/brochure a copy of the item should be provided in advance.

If a hosting organisation is issuing a press release, a copy should be forwarded to the Council's Communications Office in advance. If requested by the hosting organisation, the Cathaoirleach may supply a quote to be included in the press release.

Photos from the event, which include the Cathaoirleach, must be provided to the Council's Communications Office, by email.

Any photographs and videos taken shall have regard to the Council's Data Protection Guidance on photography at events.

## **At the Event**

A member of the organising committee, ideally the Chairperson, should be assigned to welcome the Cathaoirleach on arrival, escort him/her to the event and introduce him/her as necessary. The Cathaoirleach will generally arrive by car and a convenient parking space should be identified/reserved beforehand by the host.

The Cathaoirleach should be seated in a prominent position, in accordance with the position as first citizen of the county.

In any formal introductions at the function, the Cathaoirleach should be introduced as follows: An Comhairleoir (name), Cathaoirleach Comhairle

Contae Thiobraid Árann or if preferred: Councillor (name), Cathaoirleach of Tipperary County Council.

The only circumstance in which the Cathaoirleach is not mentioned first in a list of introductions is when the President of Ireland is in attendance. The President as first citizen of the country takes precedence in that case.

At the conclusion of the function, the Cathaoirleach should be escorted to his/her car by the host or his/her representative.

Any reference in the foregoing to the Cathaoirleach includes his/her partner.

### **Invitations to Cathaoirleach of a Municipal District**

The Cathaoirleach of a Municipal District may be invited to attend functions or events in their Municipal District and this protocol should also be applied to such invitations.

Where invitations are received by Elected Members in their capacity as Cathaoirleach of a Municipal District, the Cathaoirleach of a Municipal District represents the citizens of the Municipal District.

Invitations to a Cathaoirleach of a Municipal District by organisations to attend events which are outside the Municipal District, must be referred for consideration to the relevant MD Standing Orders Committee.

In the event of urgency, a decision will be made by the relevant Meetings Administrator, in consultation with the Cathaoirleach/Mayor and the decision will be advised to the relevant MD Standing Orders Committee.

### **Speeches**

The Cathaoirleach of Tipperary County Council takes precedence over all others at events and functions in the county.

Where there is a formal list of speakers, the Cathaoirleach of Tipperary County Council should speak first after any introductory address. If a different order is necessary, the order should be agreed in advance with the Cathaoirleach. Where the Cathaoirleach is not required to speak, the organising body shall ensure that the presence of the Cathaoirleach, as first citizen of the county, is appropriately acknowledged during any introductory address.

Depending upon the nature of the function it may also be appropriate to invite the Cathaoirleach of the relevant Municipal District. In such circumstances and where appropriate, the Cathaoirleach of the Municipal District may be invited to speak, and only after the Cathaoirleach of Tipperary County Council.



The Chief Executive or his/her representative if invited will always be asked to speak after the Cathaoirleach of Tipperary County Council and, if appropriate, the Cathaoirleach of the Municipal District or Minister of Government.

The order of speaking, outlined above, prevails in the presence of a Member of Government.

## Civic Honours Protocols

### Legislative Basis

- The Local Government Act, 2001, Section 74, empowers a local authority to confer a Civic Honour on a distinguished person in such manner as it may determine. The decision to confer such an honour is a reserved function of the Council.

#### **Section 74:**

*(1) (a) A local authority may confer a civic honour on a distinguished person in such manner as it may determine, including the admission of the person to the honorary freedom of its administrative area, and may establish and maintain a roll or other record in which to enter names of person so honoured.*

*(1) (b) The Cathaoirleach may, without prejudice to paragraph (a), propose a person for a civic honour under this section.*

*(2) Any roll or other record of civic honour established and maintained by a local authority before the commencement of this section shall continue as if established and maintained under this section.*

*(3) A decision of a local authority to confer a civic honour on a person is a reserved function.*

- The Reserved Functions set out in Part 2 of Schedule 14A to the Local Government Act, 2001 (as inserted by Schedule 3 to the Local Government Reform Act 2014) are exercisable by either the Plenary Council (Tipperary County Council) or by the Municipal District Members in respect of a Municipal District

### Civic Events

As the first citizen of County Tipperary, the Cathaoirleach always ranks first within the county at all official occasions or functions.

The Cathaoirleach will appoint the Leas-Chathaoirleach or a representative Councillor to attend the function if he/she cannot attend.

The purpose of a Civic event is to:

- ✓ Recognise individuals and groups for local/national/international achievement.

- ✓ Officially open or launch a project of the County Council.
- ✓ Officially launch a programme, festival or other event run by the Council or a community in the county.
- ✓ Welcome dignitaries, guests or groups to the county.

## Category of Civic Events

Tipperary County Council will hold different civic events to distinguish between the level, scale and impact of the achievement being recognised and in order to maintain the value and honour associated with a civic award. The Council categorises such events as follows:

### 1) **Honorary Freedoms of the County/Borough/Municipal District**

- S 74(1) of LG Act, 2001 (Reserved Functions);

Honorary Freedom shall be an honorary description only, to recognise the contribution of the recipient to the county/Borough or District and shall not confer any rights or impose any liabilities upon the recipient.

Without prejudice to Section 74 (1)(b) of the Local Government Act 2001, the award of Honorary Freedom of the County may not normally be made by the Council/Borough/District more than once in a five-year period.

In deciding to confer the Honorary Freedom, the Members of the Council must have due regard to the need to protect the integrity and significance of the conferring of the Honorary Freedom and must meet the maxim that "what is seldom is wonderful".

The Honorary Freedom may only be conferred in recognition of the most significant and momentous of achievements, or in recognition of the most outstanding of contributions made to civil society by an individual. In general, only achievements that are of the most significant national, provincial or county importance or contributions that are outstanding at national, provincial or county level will reach such standard.

The Honorary Freedom may be granted, in accordance with the following procedure, to:

- Natives of, or persons with strong identifiable and long-established connections with Tipperary or any of its Borough or Municipal Districts who have brought credit to the

County/Town or District by their contribution to the common good.

- Distinguished persons who, from a National or International perspective, have made an exceptional or unique contribution to the common good.

## 2) **Civic Receptions** - S 74(1) of LG Act, 2001 (Reserved Functions);

- Prior to the establishment of Tipperary County Council, the practice had evolved whereby North and South Tipperary County Councils granted **Civic Receptions** to distinguished visitors, individuals or groups who had achieved outstanding success at national level. Such receptions were normally hosted in the Civic Offices in either Nenagh or Clonmel, however, individual circumstances may dictate that a Civic Reception be held at another location. In addition, Clonmel Borough Council and each of the Town Councils in Carrick-on-Suir, Cashel, Nenagh, Templemore, Thurles and Tipperary also had authority to confer civic receptions.
- Civic Receptions are formal occasions to which all Members of the Council and special guests are invited and at which tributes are paid to the distinguished persons or group. It is normal on such occasions to make a presentation to such persons or groups of a scroll and memento of the occasion and to host a reception.
- It is appropriate that the Council or any of the Borough or Municipal Districts, should continue to honour distinguished visitors and persons who have achieved a unique, exceptional or outstanding national or international success and they may confer a civic honour on a distinguished person in such manner as it may determine.

## 3) **Civic Recognitions/ Annual Awards Reception** –There are also other occasions when something less formal than a Civic Reception would be appropriate to mark the visit by distinguished individuals or groups to the county. In such cases, it is recommended that the Council will extend an Official Welcome to such persons by way of a Cathaoirleach's Reception, and will present a **Scroll** or other appropriate memento of the occasion, by either the Plenary Council or the relevant Borough/Municipal District dependant on the status of the visit.

There are many groups, organisation and individuals who achieve varying degrees of success at local, county or national level through

their achievements in sporting, cultural, academic, scientific, political, or other areas. Such people bring honour and pride to their native parish and district and it is recommended that the Council or any of its Borough/Municipal Districts recognises their achievement by presenting a **Certificate of Civic Recognition** to the groups or individuals involved at Municipal District or Plenary level.

- 4) **Corporate Events** – These events are organised to appropriately mark a range of activities, including: to welcome and host visiting dignitaries and groups (such as Ambassadors, Twinning Groups); to launch projects, programmes, festival and other activities of the Council, Borough or Municipal District; to support and promote events organised by communities and other stakeholders in County Tipperary;

In Borough or Municipal Districts, where a tradition has heretofore existed, the members may decide to wear ceremonial robes at such events as agreed by the relevant Municipal District Council. Examples of where it would be appropriate to wear robes would include

- ❖ Civic Receptions,
- ❖ Funerals of former Mayors and Senior Officials
- ❖ Special Church events (e.g. Christmas Eve Mass, St. Patrick's Day Mass) or
- ❖ Other special events (e.g. St. Patrick's Day Parade).

## Number of Civic Events

To maintain the value and honour associated with Civic awards, the following limits will be placed on such events:

- 1) Honorary Freedoms – limited to one (per Plenary and Borough/ Municipal District) in any 5-year period of Council;
- 2) Civic Receptions – in exceptional circumstances and up to a maximum of two Civic Receptions per annum (per Plenary and Borough/Municipal District).
- 3) Civic Recognitions – such Civic Recognitions may be awarded collectively or individually at Plenary or at Borough / Municipal District level with a maximum of four Civic Recognitions permitted per level but may be exceeded in very exceptional circumstances and subject to the limits of the Budget assigned.

Where a Civic event is being proposed to commemorate a deceased individual(s), it is considered appropriate that such events will only take place where the person(s) has been deceased for at least three years and with the agreement and, in consultation, with the family of the deceased.

### **General Provisions:**

This protocol has been developed with the objective of catering for all anticipated events. It is, however, likely that an occasion will present itself outside of the listed provisions. In such exceptional cases, the Chief Executive, in consultation with the Cathaoirleach, will make a proposal to the elected members, respecting the spirit of this protocol.

To ensure a uniform and transparent approach in conferring civic honours in accordance with the LG Act 2001 (Section 74), the following agreed protocols in relation to Civic Events will apply:

## **Protocol – Honorary Freedom of County/Borough or Municipal District**

The decision to confer Honorary Freedom of County Tipperary is a reserved function of Tipperary County Council.

The decision to confer Honorary Freedom of the Borough of Clonmel or any of its Municipal Districts is a reserved function of the relevant Borough/Municipal District.

The conferring of the Honorary Freedom is a civic honour that can be conferred by the relevant body i.e. Plenary Council, Borough or Municipal District on an individual on behalf of the people of that area.

Any person conferred with this civic honour will receive the Honorary Freedom of the County/Borough or Municipal District.

A proposal to confer the Honorary Freedom on an individual may be made by the relevant Cathaoirleach or jointly by any five Members of the Council.

Any such proposal must be submitted to the Corporate Policy Group or relevant Borough/Municipal District Standing Orders committee for consideration.

The Group/committee, after consideration of the proposal, will submit same to an 'In Committee' Council/District Meeting.

Any discussion prior to Council formal resolution is to be considered **and remain confidential** in order to avoid embarrassment to either the potential recipient or the Council.

Following a positive recommendation at the 'In Committee' Council Meeting, a confidential enquiry with the proposed recipient is made by the Meetings Administrator to establish if the Honorary Freedom will be accepted.

On receipt of a positive response from the proposed recipient, the Cathaoirleach will formally put the Resolution to grant the Honorary Freedom to an Ordinary Meeting of the relevant Council or District for formal resolution.

The grant of the award of Honorary Freedom will be by way of a Cathaoirleach's Notice of Motion, naming the relevant person and the reasons why such award should be conferred. The motion will be proposed and agreed by the Council/District and a resolution must be passed.

In order for such a Motion to be passed it will be necessary for at least three quarters of the Members present at the Council Meeting to vote in favour of the Motion.

Following the adoption of the Cathaoirleach's Notice of Motion to confer the award, a Civic Reception will be arranged to present the civic honour on the recipient who will sign a roll of honour and be presented with a framed certificate of the Honorary Freedom.

This Certificate will be presented by the Cathaoirleach.

The Civic Reception programme may include musical entertainment, poetry, speech, drama or other artistic activity.

If there are compelling reasons why the recipient cannot attend an awarding ceremony for the Honorary Freedom, the award may be conferred in absentia.

A list of those conferred with the Honorary Freedom will be displayed in a prominent place in the Civic Offices in Clonmel and Nenagh or the relevant Municipal District Offices.

## Protocol – Civic Receptions

The Cathaoirleach of the County Council/Borough District or relevant Municipal District may propose a person for a civic honour under Section 74 (1)(b).

The Cathaoirleach of Tipperary County Council, or his/her selected deputy, is the representative of Tipperary County Council at all Civic Receptions.

Civic Receptions are awarded in recognition of a significant and momentous achievement or set of achievements by an individual/group or organisation at national level or international level. According this high accolade is at the disposal of Tipperary County Council, and in conferring a civic honour through a Civic Reception, regard should be had for the significance and very exceptional nature of the achievement.

Civic Honours in the form of a Civic Reception are conferred by reserved function of the Council in accordance with the provisions of Section 74 of the Local Government Act 2001, following consideration and recommendation by the Corporate Policy Group and approval by the Council.

- To honour those persons or groups that have represented the whole County and have achieved unique national or international success in the field of sport, culture, academe, science, politics or other area, it is recommended that a **Civic Reception** be accorded to such persons by the Plenary Council and the location of the reception may be held at either Civic centre in Nenagh or Clonmel depending on where the person or persons originate from. Individual circumstances may also dictate that a Civic Reception be held at another alternate location subject to the suitability of the location and the agreement of the Council.
- In certain circumstances, the Plenary Council may also decide to confer a Civic Reception to those persons or groups, whilst not having represented the County of Tipperary, but have achieved a unique /extraordinary success in sporting, cultural, academic, scientific, political or other area.
- To honour groups, organisations and individuals who achieve varying degrees of success in sporting, cultural, academic, scientific, political or other areas at local, county or national level on behalf of their club or district, it is recommended that the relevant Municipal District would recognise their achievement by presenting a **Certificate of Recognition** to the individual or groups either by way of a Civic Reception or an annual awards event.

- To honour groups, organisations and individuals who achieve varying degrees of success in the field of sport, at provincial or national level on behalf of their county, it is recommended that the Plenary Council would recognise their achievement by presenting a **Certificate of Recognition** to the individual or groups by way of an annual awards event in December each year. A recommendation in this regard to be submitted to the meetings administrator in advance of the November CPG Meeting and the decision of the CPG is final.
- Scrolls or Certificates presented in the course of conferring a Civic Honour as set out above will be sealed with the official seal of the Council, witnessed by the Cathaoirleach / Mayor and the Chief Executive.
- Any Elected Member wishing to propose a formal Civic Reception for any group or individual must forward a written request to the Cathaoirleach of Tipperary County Council, copied to the Meetings Administrator, who will raise the matter for consideration by the Corporate Policy Group.
- Where a Civic Event is being proposed to commemorate a deceased individual, it is considered appropriate that such events will only take place where the person is deceased for at least three years and in consultation and agreement with the next of kin of the deceased.
- In general, The Corporate Policy Group will consider all proposals from members or the Cathaoirleach for a Civic Reception at their meetings in April, July, and October of each year, allowing for budgetary provisions, however subject to the agreement of the Cathaoirleach, consideration may be given to a request for a Plenary Civic Reception at the next monthly CPG meeting following the submission of the request to the Cathaoirleach on exceptional/extenuating circumstances. Requests for Civic Receptions at Municipal District level will be considered at the next monthly CPG meeting following submission of the request to the meetings administrator.
- The Corporate Policy Group will recommend on the appropriate level of honour that should be conferred in any particular case and by whom i.e. Council or Municipal District level.
- The Corporate Policy Group will submit its recommendation for Civic Receptions to the full Council for approval at the next available meeting of the Council.

- Recommendations for Civic Recognition to be conferred at Municipal District level will be submitted to the relevant Municipal District for consideration at their next available meeting.
- The Cathaoirleach presides at all Civic Receptions and official events and carries out official openings/launches in the absence of a special invited guest. In his/her absence, the Leas-Chathaoirleach will carry out these functions.
- If the Leas Cathaoirleach is unable to attend, the Cathaoirleach has the right to nominate another member of the Council.
- Corporate Support Section will make all arrangements required in relation to Civic Receptions at Plenary Council level, including issuing of invitations, arranging catering, arranging for attendance of press and photographer, procurement of scrolls, etc, while receptions and events at District level will be handled by the relevant Municipal District.
- The procedure for speakers at Civic Receptions will be decided by the Cathaoirleach following consultation with the Corporate Policy Group and the Privilege and Procedure Committee having regard to individual/group concerned in each case.

## Protocol – Cathaoirleach/Mayor Annual Awards

There are many groups, organisations and individuals who achieve significant success at county or national level through their achievements in sporting, cultural, academic, scientific, political, creative, innovation, or other areas. They bring honour and pride to their native county and in such instances the Council/Borough or Municipal District may recognise their achievement at the Cathaoirleach's Annual Awards Ceremony.

In respect of the Plenary awards, each Municipal District Cathaoirleach may submit only one nominee on behalf of his/her Municipal District to the Meetings Administrator.

In respect of any Borough/Municipal District awards, each Councillor may submit only one nominee on his/her behalf to the relevant Borough/District Meetings Administrator.

Any proposal must be presented to and approved by the relevant Members at an 'In Committee' Council Meeting.

Any discussion at this meeting is to be considered **and remain confidential** in order to avoid embarrassment to either the potential recipient or the Council or Municipal District.

In addition to the nominees from the Municipal Districts the Cathaoirleach of Tipperary County Council may nominate only one group, organisation or individual who will receive their overall Cathaoirleach Award.

All nominations are submitted to the Corporate Policy Group or relevant standing orders committee for consideration.

Following the recommendation, a confidential enquiry is made with the proposed recipients by the Meetings Administrator to establish if the awards will be accepted.

On receipt of a positive response from the proposed recipients, the Cathaoirleach will formally put the Resolution to grant the Cathaoirleach Awards to an Ordinary Meeting of Tipperary County Council or relevant Borough/Municipal District for resolution.

The grant of the Cathaoirleach Awards will be by way of Cathaoirleach's Notice of Motion, naming the relevant recipients and the reasons why such awards should be conferred. The motion will be proposed and agreed by the Council/Borough or Municipal District and a resolution must be passed.

Following the adoption of the Cathaoirleach's Notice of Motion to confer the awards, an awards reception will be arranged to present the Annual



Cathaoirleach Awards to the recipients who will be presented with an Award Certificate.

The event programme may include musical entertainment, poetry, speech, drama or other artistic activity.

If there are compelling reasons why a recipient cannot attend an awarding ceremony the award may be conferred in absentia.

The recipients of the awards will be presented with a framed certificate.

## **Protocol – Municipal District Civic Recognition**

Municipal District Civic Recognition events acknowledge local sporting, cultural, academic, scientific, political, creative and innovative achievements.

Achievements in the Municipal District area are recognised by the presentation of a Certificate of Achievement or a Certificate of Recognition.

Civic Recognition will be awarded to individuals, groups or organisations that succeed or achieve merit at local, county or national level through their achievements in sporting, cultural, academic, scientific, political, creative, innovation or other endeavour. Such people bring honour and pride to their native parish and district and in such instances, the Council will recognise their achievement at Municipal District level.

Recommendations for Civic Recognition may be referred from the Corporate Policy Group to the relevant Municipal District.

Members of the Municipal District may propose groups, organisations and individuals for receipt of a Certificate of Civic Achievement / Recognition through a Notice of Motion submitted in advance of the Municipal District Meeting.

If approved the Municipal District will recognise their achievement by the Cathaoirleach of the Municipal District presenting a Certificate of Civic Achievement / Recognition as appropriate to the groups or individuals involved.

It is considered appropriate that a limit of two Civic Recognition receptions at Municipal District level per year will normally apply, subject to adequate funding being provided for same.

Civic Recognition awards ceremonies will be held at a date/time suitable to the recipient.

The Cathaoirleach of Tipperary County Council will be invited to attend.

The Cathaoirleach of the Municipal District presents the Certificate of Achievement or a Certificate of Recognition. In his/her absence, the Municipal District Leas-Chathaoirleach will carry out this function.

## **Protocol – Official Welcome**

There are occasions when something less formal than a Civic Reception would be appropriate to mark the visit by distinguished individuals or groups to the county.

In such cases, it is recommended that the Council will extend an Official Welcome to such persons, and will present an appropriate memento of the occasion, by either the County Council or the relevant Municipal District dependant on the status of the visit.

The Cathaoirleach of Tipperary County Council and the Chief Executive will decide who attends the Official Welcome and at what level the Official Welcome should be extended, i.e. County or Municipal District level.

Official Welcomes may be extended at regular intervals, as the need arises.

The Official Welcome will take the following format:

- ✓ Official Welcome by the Cathaoirleach.
- ✓ Welcome Contributions by the Elected Members.
- ✓ Welcome by the Chief Executive.
- ✓ Invitation by the Cathaoirleach to the guest to respond.
- ✓ Presentation of Gift/Scroll by the Cathaoirleach.
- ✓ Photo Opportunity.
- ✓ The opportunity for the welcomed guest and party to avail of refreshments in an adjoining room, or the opportunity to meet with officials of the Council and/or outside agencies/groups.
- ✓ The opportunity to the welcomed guest and party to visit a place(s) of interest accompanied by the relevant official(s) of the Council.

## **Protocol – Congratulations**

The following are the protocols that will apply in the event of any Member of Tipperary County Council wishing to have congratulations extended to an individual, group or organisation in relation to any achievement attained or honour that has been bestowed.

Where a Member of the Council or Municipal District or any group of Members wishes to have the congratulations of the Council **or** Municipal District extended, the Member or Members must submit their written request to the Meetings Administrator, prior to commencement of the Meeting.

At the conclusion of the Meeting the Cathaoirleach will read the requests that were received and they will be recorded in the minutes of the meeting.

The fact that the Council/Municipal District has extended its congratulations for any reason will be recorded in the minutes of the Meeting without reference being made to the Member or Members who submitted the request.

Appropriate Congratulatory letters will be issued by the Meetings Administrator.

## Official Openings Protocol

### Introduction

The Cathaoirleach of Tipperary County Council, as the first citizen, is the Tipperary County Council representative at all Official Openings.

The Cathaoirleach of Tipperary County Council, or his/her deputy, is the representative of Tipperary County Council at all Official Openings of all **nationally funded** projects and events taking place in the county.

The Cathaoirleach of the respective Municipal District, or his/her deputy, will represent the Municipal District at official openings and launches of **locally funded** projects, **launches** and events taking place in their Municipal District area.

The Cathaoirleach of Tipperary County Council, or his/her deputy, is the representative of Tipperary County Council at **National Launches**.

### Press and Media

Press releases for all Official Openings and Launches should be prepared and issued in compliance with Tipperary County Council's Publicity Protocol.

As part of the central coordination role, The Communications Liaison Officer will have lead responsibility for all press and media aspects.

### Precedence at Nationally Funded Projects

The Cathaoirleach of Tipperary County Council takes precedence over all others and in all places in Tipperary, except when the President of Ireland is present. This situation prevails in the presence of a Member of Government.

Where the Cathaoirleach is not available to attend to perform the official opening, the Leas-Chathaoirleach will be asked by the Cathaoirleach to officiate.

Where the Leas-Chathaoirleach is unavailable the Cathaoirleach will initially offer the opportunity to represent them at the function to the Cathaoirleach of the relevant Municipal District, depending on which area the Official Opening is being held in.

If Cathaoirleach of the relevant Municipal District is unavailable, the Cathaoirleach has the right to nominate another member of the Council. This should firstly be offered to the Leas-Chathaoirleach from the relevant Municipal District and if they are not available to another Member from that

Municipal District. In such instances, the Chain of Office to be worn by the deputising Member would be the local Municipal District Chain.

## Responsibility

Individual Council sections may be the event sponsor and will work in cooperation with the Corporate Services section in the planning and execution of Official Openings.

In consultation with Corporate Services, Official Openings are the responsibility of the Director of Services with responsibility for the delivery of the particular service in question. The Director may choose to delegate this responsibility to the relevant Senior Officer(s) and District Administrator and in such situations will advise Corporate Services of their decision and the details of the relevant Senior Officer(s). For example:

- Opening of a housing scheme: Housing/relevant District;
- Opening of a bridge or a road: Roads/relevant District;
- Opening of a playground: Community/relevant District;
- Opening of a fire station: Emergency Services/relevant District;

## Operational Aspects

Any Elected Member wishing to propose an official opening for any project or scheme must forward a written request to the Cathaoirleach of Tipperary County Council, copied to the Meetings Administrator, who will raise the matter for consideration by the Corporate Policy Group.

In general, the Corporate Policy Group will consider all proposals from members or the Cathaoirleach for an official opening at their next respective monthly meeting and will recommend on the appropriate person that should be invited to perform the official opening having regard to the type of project/scheme and by whom i.e. Council or Municipal District level. In general, invitations should issue to the relevant funding Minister unless it is decided otherwise by CPG.

In all cases, and prior to setting a date for any Official Opening, the Cathaoirleach of Tipperary County Council, Chief Executive, the relevant Cathaoirleach of the Municipal District, Directors of Services and Corporate Services are to be consulted by the relevant Director or their nominee to agree the date. This should happen **at least three weeks** in advance of any official opening or other similar activity.

Any invitation issued on behalf of the Cathaoirleach of Tipperary County Council must be forwarded to Corporate Services for approval in advance of circulation to invitee, including invitations to Government Ministers.

## **Plaque**

In cases where a Minister is due to attend an official opening, any plaque or invitation for an official opening will be in joint names of the Cathaoirleach of Tipperary County Council and the Minister present on the day and should also include relevant logos, where required e.g. Project Ireland 2040.

The relevant Director or their nominee will consult with the Cathaoirleach on the wording to appear on the plaque.

The Cathaoirleach of Tipperary County Council will reserve the discretion to decide as to which order the names will appear on the plaque.

## **Order of Speeches**

The Cathaoirleach of Tipperary County Council will always deliver the welcome and opening address.

It may also be appropriate to invite the Cathaoirleach of the relevant Municipal District to the Official Opening. In such circumstances and where appropriate, the Cathaoirleach of the Municipal District may be invited to speak, and only after the Cathaoirleach of Tipperary County Council.

The Chief Executive or their representative will always be invited to speak after the Cathaoirleach of Tipperary County Council and, if appropriate, the Cathaoirleach of the Municipal District.

If there is a Minister of Government in attendance, he/she shall be invited to speak after the Cathaoirleach or the Cathaoirleach of the Municipal District and the Chief Executive and prior to the unveiling of a Plaque/planting of a tree or cutting of a ribbon.

No other person will be invited to speak without prior consultation and agreement with the Cathaoirleach of Tipperary County Council and Chief Executive. This must be done in advance of the official opening.

Where a representative from the project sponsor or community is invited to speak, they must recognise the contribution of the Local Authority and Government Department(s) and Agencies for the support in delivering the project.

Speeches will be coordinated by the relevant section in consultation with the Communications Office.

### **Ecumenical Blessing**

The agreed custom and practice in Tipperary County Council is to invite members of the clergy of the main denominations to participate in official openings. This practice is in keeping with the Council's tradition of having an ecumenical blessing to pray for the safety of all those who will either cross a new bridge, drive on a new road, play in a new playground or enjoy shelter and security of a new home.

It is intended to continue with this custom and practice and maintain this tradition unless the Members of Tipperary County Council approve otherwise. The ecumenical blessing shall be carried out prior to the unveiling of a plaque/planting of a tree or cutting of a ribbon.

### **Locally Funded Projects**

Official Openings and Launches of locally funded projects are the responsibility of the Director of Services with responsibility for the delivery of the particular service or project. The Director may choose to delegate this responsibility to the relevant Senior Officer(s).

Communities in receipt of funding for projects or services must recognise the contribution of the Local Authority and the Cathaoirleach of Tipperary County Council and Cathaoirleach of the relevant Municipal District must be represented at all associated events such as launches or official openings.

The Cathaoirleach of Tipperary County Council, or his/her deputy, as the first citizen, is the Tipperary County Council representative at all Official Openings and Launches of locally funded projects.

The Cathaoirleach of the respective Municipal District, or his/her deputy, will represent the Municipal District.

Any invitation, issued on behalf of the Cathaoirleach of Tipperary County Council or the Cathaoirleach of the relevant Municipal District, for an official opening or launch must be forwarded to Corporate Services for approval in advance of circulation to invitees.

## Contract Signings Protocol

### Responsibility

- The following protocol and guidelines should be followed when arranging the formal signing of Contracts by Tipperary County Council within the following thresholds subject to the discretion of the relevant Director of Service where necessary:
  - Housing - Developments in excess of 4 or more dwellings or costing in excess of €1 million;
  - Roads/Other - Works costing in excess of €500,000

Contract Signings are the responsibility of the Director of Services with responsibility for the delivery of the project. The Director may choose to delegate this responsibility with the relevant Senior Officer(s).

### Representation

The Chief Executive and the Cathaoirleach of Tipperary County Council will attend contract signings for all large-scale contracts. The Director of Services with responsibility for the delivery of the project in question will also attend.

Representatives from the relevant parties to the contract will be invited to attend and this will be coordinated by the relevant Director or their representative.

In cases where the project is being delivered within a Municipal District, the Cathaoirleach of the relevant Municipal District and Members of the Municipal District will be invited to attend the contract signing.

In cases where the project covers more than one Municipal Districts, the Cathaoirleach and Members of the Municipal Districts will be invited to attend the contract signing.

### Press and Media

Press releases should be prepared by the Directorate responsible for the delivery of the project.

As part of the central coordination role, The Communications Liaison Officer will have lead responsibility for all press and media aspects.

## Funerals and Guards of Honour Protocol

### Introduction

Recognising that it is appropriate for the Council to be represented at certain funerals and removals to honour the deceased person, the following protocol has been developed to ensure that the wishes of the family are considered and respected and reflect the solemnity of the occasion.

It is important that Members and employees honour the protocol in a respectful and compassionate manner.

### Attendance at Funerals

A Special Meeting of the Plenary Council shall be convened and the Council (in Council attire), **shall attend** the following funerals:

- The funeral of a member or senior official of Tipperary County Council;
- An immediate relative of the Cathaoirleach i.e. Father, Mother, Wife; Brother; Sister; Son or Daughter;
- The Bishop of the Diocese / Senior Clergymen in the County (Bishop);
- An ex-Cathaoirleach of Tipperary County Council;
- A special meeting of the relevant Borough/Municipal District shall be convened in respect of the following funerals:
  - The funeral of a former Cathaoirleach or former member of North or South Tipperary County Council; Former Borough Council / Town Councils;
  - Former members of that District/Local Electoral Area shall be invited to attend the meeting

The Plenary Council shall be represented at the following funerals / removal of the remains from a funeral home to the Church, with the Cathaoirleach of Tipperary County Council or his/her Deputy wearing the Chain of Office:

- Former Cathaoirleach or former member of the County Council (North & South), former Borough or Town Councils;

- The funeral of an official or retired Senior Official of the Council (Chief Executive; Director of Services; Senior Executive Officer or Senior Engineer);
- The funeral of a former County Council Cathaoirleach's Wife;
- Current member of the Oireachtas, for the constituency of Tipperary.
- Former member of the Oireachtas, for the constituency of Tipperary or North/South Tipperary.

## **Guard of Honour**

Following a decision of the relevant Cathaoirleach (Tipperary County Council or Mayor/Cathaoirleach of Borough/Municipal District) to arrange a Guard of Honour, the Meetings Administrator will make a sensitive confidential enquiry to the family of the deceased to establish if they have any objection.

On receipt of a positive response, the Meetings Administrator will notify the Cathaoirleach/Mayor and Chief Executive.

The Meetings Administrator will make the formal arrangements for the Guard of Honour with the Funeral Director and will notify the confirmed arrangements to the Elected Members by text, together with guidance on the formation of the Guard of Honour.

Employees will be informed by email of the arrangements for the Guard of Honour, where appropriate.

Persons participating in the Guard of Honour will be arranged in two lines. The left-hand side will be led by the Cathaoirleach of Tipperary County Council or his /her representative and the right-hand side by the Chief Executive or his/her representative. Participants will be spaced one metre apart.

Where employees of the Council participate in the Guard of Honour, they will line up behind the Elected Members.

On the day the Meetings Administrator, or their representative, will assist in coordinating the Guard of Honour.

The only chain of office worn at Guards of Honour is the County Council chain worn by the Cathaoirleach of Tipperary County Council or their representative and the chain worn by the relevant Borough/District Mayor/Cathaoirleach in which the deceased resided.

In Borough or Municipal Districts, where a tradition has heretofore existed, the members may decide to wear ceremonial robes at such events as agreed by

the relevant Borough/Municipal District Council. Examples of where it would be appropriate to wear robes would include

- Funerals of former Mayors and Senior Officials
- Special Church events (e.g. Christmas Eve Mass, St. Patrick's Day Mass) or
- Other special events (e.g. St. Patrick's Day Parade).

### **Adjournment of Council Meeting/Minutes Silence**

- The next Council Meeting shall stand adjourned for 5 minutes or a Minutes silence shall be observed as a mark of respect (as deemed appropriate by the Cathaoirleach and Chief Executive):
  - The death of a national or international figure.
  - The death of his holiness the Pope.
  - The Primate of All Ireland.
  - The President of Ireland.
  - The Papal Nuncio.
  - Archbishop of the Province.
  - The Bishop of the Diocese or equivalent senior Clergymen in other Faiths.
  - A Member of the Council.
  - An employee of the Council.
  - Any occasion deemed appropriate by the Cathaoirleach or the Chief Executive.

### **Books of Condolence**

Books of Condolences shall only be opened with approval of the Cathaoirleach of Tipperary County Council and Chief Executive in respect of the following:

- Death of the current President of Ireland.
- Death of a current or former Cathaoirleach of Tipperary County Council or Municipal District.
- Death of a current or former Member of the Council.
- Death of a current member of the Oireachtas, from County Tipperary, who represented the constituency of Tipperary.

- Death of a current employee.
- National or local tragedies of a significant nature.
- European or global tragedies of a significant nature with Tipperary connections.
- Death of a well-known celebrity/personality with close ties to Tipperary.
- Any death/event deemed appropriate by the Cathaoirleach of Tipperary County Council and Chief Executive.

Any proposal by a Member to open a Book of Condolence for a recently deceased person must first be presented in writing to the Cathaoirleach, for consideration. The Member must copy this notification to the Meetings Administrator who will bring it to attention of Chief Executive.

Any discussion is to be handled in a sensitive and confidential manner in order to avoid embarrassment to either the family of the deceased or the Council.

### **Expressions of Sympathy**

- With the permission of the Cathaoirleach/Mayor, members of the Council may move (without notice) votes of sympathy to the relatives of the following:
  - Deceased staff/Members of the Council;
  - Deceased retired staff/Members of the Council/Former North or South Tipperary County Council/Borough or Town Councils;
  - Deceased relatives of staff/Members;
  - Persons of prominence with link to Tipperary;
  - Dignitaries of Church or State

## Flags Protocol

This Protocol aims to clarify procedures for the flying of Flags from Tipperary County Council's Civic Buildings including its Civic Offices in Clonmel and Nenagh and by default to other Municipal District Offices. Its purpose is to ensure that flags on Tipperary County Council buildings are flown and displayed properly and that the procedure followed ensures the dignity and respect for those whom the flags are flown.

### Standard Arrangements

- Where 3 flagpoles are in place and are of equal height the order of flight from left to right is the National Flag, The Tipperary County Flag and the flag of the European Union. When the flagpole in the centre is the highest then this should take the national flag with the left taking the Tipperary flag and the E.U to the right. Flags flown together should always be of equal size. The national flag should only be flown during daylight unless it is floodlit.
- The National Flag will be flown in accordance with guidelines from Department of An Taoiseach.
- The National Flag and the Tipperary Flag should only be flown during daylight hours unless they are floodlit.
- Flags should be maintained in good condition and disposed of respectfully when worn or damaged.
- Corporate Services Directorate is authorised to order the raising of flags at properties and facilities operated by the County Council.

### Mourning and Half-Mast Arrangements

- All buildings will fly the National Flag at half-mast when requested by National Government. In these circumstances any accompanying flags will be removed for the duration of the mourning period.

The National Flag shall be flown at half-mast at the Council's office, on the following occasions and the next Council Meeting shall stand adjourned for 5 minutes or a Minutes silence shall be observed as a mark of respect (as deemed appropriate by the Cathaoirleach and Chief Executive):

- The death of a national or international figure.
- The death of his holiness the Pope.

- The Primate of All Ireland.
  - The President of Ireland.
  - The Papal Nuncio.
  - Archbishop of the Province.
  - The Bishop of the Diocese or equivalent senior Clergymen in other Faiths.
  - A Member of the Council.
  - An employee of the Council.
  - Any occasion deemed appropriate by the Cathaoirleach or the Chief Executive.
- The Civic Offices will fly the Tipperary Flag at half-mast on the death of a holder of the Freedom of the County. The accompanying flags will be removed for the duration of the mourning period.
  - The Old Borough Town Hall will fly the Clonmel Borough Flag at half-mast for the death of a former Mayor, or holder of the Freedom of the Town of Clonmel. The accompanying Flags will be removed for the duration of the mourning period
  - There may be other occasions when the Chief Executive in consultation with the Cathaoirleach decide that it is appropriate to fly Flags at half-mast on one or all of the Civic Buildings.
  - In all cases if the period between death and funeral services is more than three days the Flags will fly at half-mast on the day of death and subsequently the day of the funeral.

### **Flying of Flags of Sovereign States recognised by the Irish Government**

- Tipperary County Council may fly other National Flags (as recognised by the Department of Foreign Affairs) on any of its Civic Buildings when that Civic Building is hosting a Head of State or senior government delegation. On occasions the Department of Foreign Affairs may request that the National Flag of another state be flown. The decision to fly the flags on these occasions will be taken by the Chief Executive in consultation with the Cathaoirleach for the Civic Offices and the District Manager in consultation with the Borough Mayor/District Cathaoirleach for the relevant District office.

## **Flying of Flags of Sister Cities /Twin Cities**

- The County Council or relevant District may fly the flags of those cities/towns/regions with whom Tipperary County or Town has a recognised Sister City, Twinning or co-operation agreement when hosting an official delegation from that city/town/region.

## **Guest Flags**

- The County Council may, at its discretion, fly a Guest Flag on its Civic Offices.
- The County Council will not fly any flag that represents a position or philosophy that is contrary to Tipperary County Council policies or by-laws or espouses hatred, violence or racism.
- When considering whether to fly the flag of a nation or state not recognised by the Irish Government, the Council will give due consideration to the advice of the Department of Foreign Affairs.
- No Guest Flag will fly for more than seven days in any month or more than once in any year.
- Only one guest flag may be displayed per calendar month.
- Motions or applications to fly any flag should be submitted in accordance with the Council's flying of flags or lighting of Buildings protocol.
- No commitment on dates can be given to any party in advance of the Council Decision.
- Flag raising ceremonies will not be permitted in its Civic Offices.
- Delegations will not be permitted to present directly to the Council on this topic.
- Guest Flags will replace the EU Flag except on Europe Day (9<sup>th</sup> May), in which instance the Tipperary Flag will be the one replaced.

## **The National Flag**

The National Flag, if flown alone at Council buildings, should be respected and in a prominent position.

It should never touch the ground even when being raised and or lowered.

It should be flown outside both Civic Offices for visits by Uachtárain na hÉireann, An Taoiseach and / or Government Ministers and other dignitaries or as directed by the Chief Executive.

If flying on a pole with one other flag it must be the left-hand side and higher than the other flag.

If flying with two other flags it must be in the centre and higher than the other two flags.

The placing of the flag should ensure the Green section is always to the flagpole.

Where requested at national level **or** when deemed appropriate by the Cathaoirleach of Tipperary County Council and Chief Executive, the National Flag may be lowered to half-mast as a mark of respect.

Further guidance with regard to protocols in respect of the [National Flag](#) are available for the Department of the Taoiseach, The Protocol Section, Government Buildings, Upper Merrion Street, Dublin 2, (01) 6194000, Fax: (01) 6789791, e-mail: [protocol@taoiseach.irlgov.ie](mailto:protocol@taoiseach.irlgov.ie).

The National Flag shall be flown from the Civic Offices on the following occasions:

- St. Patrick's Day.
- Easter Sunday.
- Easter Monday.
- The National Day of Commemoration on the Sunday closest to 11th July (the date of the Anglo-Irish Truce in 1921).
- The occasion of a Civic Reception for a Church or State Dignitary.
- The National Flag is flown on the occasion of other significant national and local events such as festivals and commemorations.

The following Flags will only be allowed to be flown at the Council's Offices:

- National Flag of Ireland.
- The National Flag of a visiting Dignitary.
- EU Flag.
- County Flag.
- Any request for other flags must be submitted to the Corporate Policy Group for their consideration and approval

## Lighting and Flag Raising of Council Buildings Protocol

### Introduction

The lighting of Council Buildings is increasingly being used to raise public awareness or promote particular causes or events. These range from international events, such as for St. Patrick's Day to national or local causes or campaigns. Tipperary County Council wants to participate in celebrations and commemorations in the wider community, strengthen public engagement and promote Tipperary, all of which can have a positive reputational impact.

Tipperary County Council often receives multiple requests from a wide variety of organisations, charitable groups and causes each year seeking support to raise awareness on issues or support campaigns and the purpose of this Protocol is to set out a procedure for external groups to make a request to the Council and to establish criteria and a process for assessing such requests.

### Applications to Light-up Buildings or Flag raising

This protocol applies to the Council offices located at Clonmel, Nenagh, Thurles, Tipperary and Carrick on Suir and other public realm features of Tipperary County Council. Requests for building light up or flag raising may be made only by a registered charity, or a public sector or a community or other non-profit making organisation. Individuals and commercial organisations may not apply for building light up or flag raising.

External groups wishing to light any Council Building should make a formal application to do so.

Requests should be submitted at least six weeks in advance of the proposed date of the event by emailing [customerservices@tipperarycoco.ie](mailto:customerservices@tipperarycoco.ie) or submitted to the Customer Services Desk in Clonmel or Nenagh.

### Definitions

**Special lighting** means any form of lighting of council buildings (Appendix 1) other than essential operational lighting

**Operational lighting** means the normal white lighting of the building for operational reasons

**Flag raising** means any form of flag raising of council building other than National Flag of Ireland, The National Flag of a visiting Dignitary, EU Flag or County Flag

**Occasion** may mean one single day or a period of unbroken days. On any day, the special lighting will normally be from sunset.

## Criteria

In assessing a request, Tipperary County Council will consider, amongst others, the following issues:

- Objectives and relevance of the campaign/initiative/event.
- Nature and objectives of the organisation making the request.
- Feasibility of the proposal, including the cost and resource implications for the Council.

The Council will not

- Support any campaign that is political in nature.
- Permit its buildings to be used for initiatives that are contrary to the Council's objectives or for campaigns that have a narrow focus and unlikely to command popular support.
- The applicant must represent an established civic, national or charitable organisation.
- The reason for special lighting or flag raising i.e. causes, awareness campaign, charity or day of significance must support core civic, nationally recognised or philanthropic causes and/or have a clear link with Tipperary County Council or an association with Tipperary County
- The facilitation of special lighting or flag raising will be limited to **one a month** and if light colour is available and does not coincide with other initiatives approved by the Corporate Policy Group.
- Requests will **not** be approved where such a request is: -
  - Linked to a business that is currently before the County Council and/or
  - Linked to a party-political issue, or a campaigning issue that is novel, contentious or politically sensitive; and/or
  - Risks reputational damage to Tipperary County Council; and/or
  - Generates a commercial advantage; and/or
  - Is not in keeping with the purpose and dignity of the building

## Decision Making Process

- The **SEO or DOS of Corporate Services** will decide on countywide requests and whether the proposed special lighting or flag raising is feasible, appropriate and in alignment with the scope and criteria of this protocol.

- The **District Administrator** will decide on localised requests specific to a town/location within their municipal district area in accordance with this Protocol.
- Any requests outside the scope of this protocol will be referred to the Corporate Policy Group for their consideration.
- Once approved, Corporate Services will confirm the time and date for the light up or flag raising with the Management Team and forward details for publicity to the Communications Co-Ordinator, who will decide on the appropriate course of action for publicity.
- Decisions on use of social media channels, the corporate website and publishing to press will be determined in line with standard communications practice.
- The Communications co-ordinator will decide whether to arrange new photography or to avail of existing collateral for publication. Existing collateral allows for prescheduling of content to align with the actual time and date of the relevant light up.
- The Corporate Policy Group may agree to light up or raise flag at Civic Offices and other civic and administrative buildings of Tipperary County Council for occasions that are significant in the wider community, such as St. Patrick's Day (green), Europe Day (blue)

#### **Cancellation.**

- The **Senior Executive Officer/Director of Services of Corporate Services** and/or the Corporate Policy Group may at its absolute discretion and with or without notice, cancel any approved requests for special lighting or flag raising.



- **Special lighting and flag raising – Application form**

<b>Name of applicant (established civic or charitable organisation)</b>	
<b>Charity Registration Number</b>	
<b>Contact name</b>	
<b>Contact telephone number/email</b>	
<b>Reason for light up/flag (cause/awareness campaign/charity/day of significance)</b>	
<b>Date/time for building light up or flag raising</b>	
<b>Campaign colour</b>	
<b>Details of associated social media accounts and hashtags</b>	
<b>To be completed by Tipperary County Council Approval signature and date</b>	

## Appendix 1

- **List offices and other civic and administrative buildings of Tipperary County Council that have lighting function**

<b>Clonmel</b>	<ul style="list-style-type: none"> <li>➤ Civic Offices, Clonmel</li> <li>➤ Town Hall, Clonmel</li> <li>➤ Main Guard, Clonmel (responsibility of the Office of Public Works)</li> <li>➤ Fire Station, Clonmel</li> </ul>
<b>Carrick on Suir</b>	Town Hall, Carrick on Suir
<b>Tipperary</b>	Council Offices, Tipperary Town

- **List offices Tipperary County Council that have flag poles**

<b>Clonmel</b>	<ul style="list-style-type: none"> <li>➤ Civic Offices, Clonmel</li> <li>➤ Town Hall, Clonmel</li> </ul>
<b>Carrick on Suir</b>	Town Hall, Carrick on Suir
<b>Tipperary</b>	Council Offices, Tipperary Town
<b>Nenagh</b>	Civic Offices, Nenagh

## **Attendance by Elected Members as Guests at Official Overseas Events Protocol**

### **Invitations to Official Overseas Events**

- An invitation to the Cathaoirleach of Tipperary County Council to attend at Official Overseas Events must be in writing, on official headed paper, and sent by an authorised person of the organisation hosting the event.
- It is essential that all such invitations are routed through the Meetings Administrator.
- Organisations who invite the Cathaoirleach of Tipperary County Council to attend their functions/events are advised to follow the procedures as outlined above.
- The Cathaoirleach will normally be accompanied by the Chief Executive or his / her nominee at official overseas events.
- Attendance and attendees at official overseas functions and events must be referred to the Corporate Policy Group for consideration and approval.
- In the event of urgency, a decision will be made by the Chief Executive, in consultation with the Cathaoirleach of Tipperary County Council and the decision will be advised to the Corporate Policy Group by the Chief Executive.
- If the Cathaoirleach is unable to attend, he /she will be represented by the Leas-Chathaoirleach.
- If the Leas Cathaoirleach is unable to attend, the Cathaoirleach would then offer the function to a Cathaoirleach from one of the Municipal Districts. Where none are available to attend, the Cathaoirleach has the right to nominate another member of the Council.
- The Meetings Administrator will confirm attendance with the organisers.
- Flights for official overseas events must be booked centrally through Corporate Services.

## Twinning/Friendship Arrangement Protocol

- Twinning/Friendship arrangements in Ireland is covered under Part 9 Section 75 of the local Government Act 2001 and the decision to enter into an arrangement is a reserved function of the Council.
- Town twinning has long been an important mechanism for developing active European citizenship and a sense of shared identity. The modern idea of town twinning in Europe was born as a grassroots initiative in the aftermath of World War II to heal the wounds of that traumatic conflict. It is one of the most visible and lasting ways of bringing people from different countries together under the European banner, which is why the EU has been supporting it since 1989. Today, thousands of twinning links in Europe create a powerful and robust network of citizens who are playing an important role in constructing an ever-closer Union.
- While Twinning/Friendship arrangements promotes mutual understanding, and is a conduit for cultural exchanges across the social spectrum, ultimately it is about people power and what makes twinning so special is the number of projects that can be progressed between both locations, such as actual twinning exchanges where communities and friends and supporters visit and experience each area's rich heritage and culture.
- When a new twinning / Friendship arrangement is proposed the following steps should be followed:
  1. Proposal must set out clearly the existing relationships/linkages that exist and the potential benefits to the Municipal District/Town/County of twinning with that town/area;
  2. Proposal to be assessed in the first instance under the 3 headings set out in the legislation:
    - a. likely benefits
    - b. what interests of the local community would be met
    - c. costs
  3. Proposal to be considered and agreed by relevant DOS/District Manager and submitted to Corporate for review.
  4. Proposal submitted to CPG for preliminary approval to proceed;



5. Report identifying the benefits of the twinning (what must be included is listed in Section 75 Local Government Act 2001) to be submitted to International & EU Affairs for approval, if required;
6. Subject to EU approval, Matter submitted to CPG for noting/agreement;
7. Report goes to full Council or Borough/Municipal District as appropriate as it is reserved function to enter into a twinning/Friendship Arrangement;
8. In general, once a twinning/friendship arrangement proposal is approved, it may be necessary to set up an ad-hoc, voluntary group to provide a focal point for visits from these towns and cities. The role of the twinning/Friendship arrangement committee is very straight forward in that it is to promote exchanges in the community as a method of developing business, social, cultural and sporting links with other communities in other countries who are interested in developing those ties.
9. The Council will be represented on a twinning/friendship arrangement committee by the following persons, who regularly attend meetings of the committee.
  - The Cathaoirleach/Mayor of the Council/Borough or District
  - 2 Nominated Councillors from the relevant District
  - Relevant Meetings Administrator or nominated employee;

## Tipperary County Council Logo Protocol

The Tipperary County Council identity Guidelines have been produced to inform and assist staff and external users how to correctly apply the brand identity of Tipperary County Council. It is essential that the identity and Brand Mark are used in a consistent manner both internally and externally. Therefore, the requirements set out in this manual must be adhered to at all times.

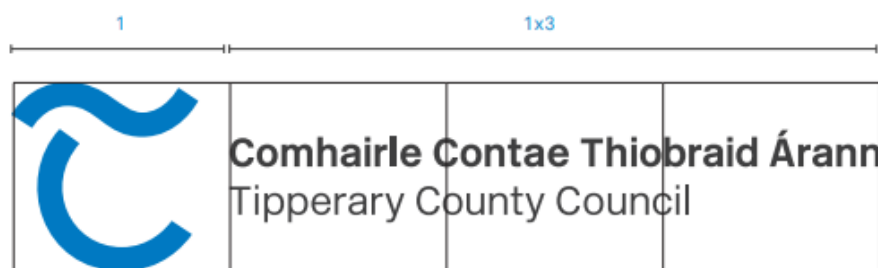
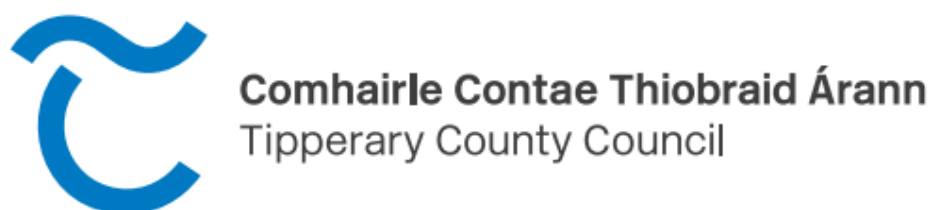
The overall objective is to increase community recognition, awareness and confidence in the Council through brand communication and to increase the effectiveness and consistency of Tipperary County Council branding, whatever the medium.

### The Brand Mark and its Construction

For the purpose of these guidelines, the logo for Tipperary County Council will be referred to as the Tipperary County Council Brand Mark which consists of three elements:

1. The 'T' icon
2. Tipperary County Council logotype and
3. The Irish translation.

The relationship between the icon and the logotype has been carefully designed for balance, clear reproduction and legibility while also adhering to the Irish Language Act. The elements therefore may not be redrawn or rearranged in any way.

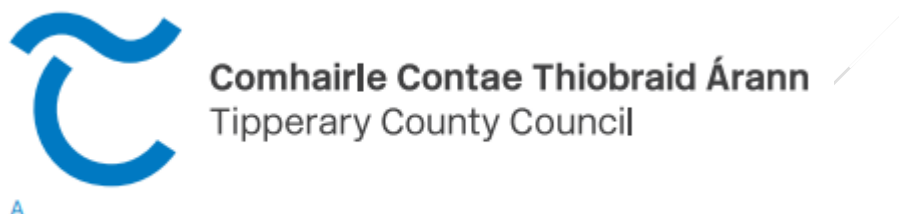


## The Brand Mark and Variations

### Standard Brand Mark

This is the standard Brand Mark for Tipperary County Council. It will be used in 90% of all communication material. The following are colour variations of this mark:

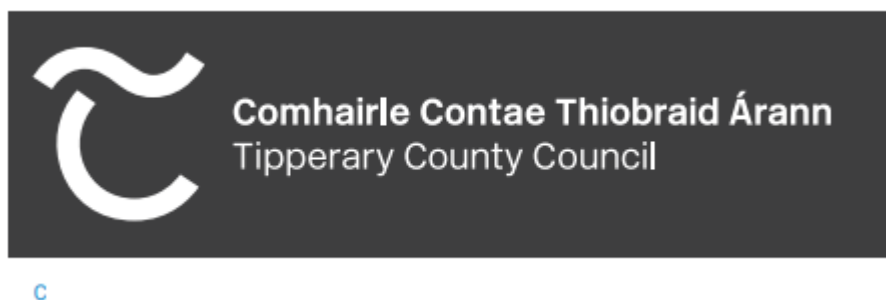
- A. Two Colour Mark This colour version is the standard colour mark for Tipperary County Council. It should be the version of choice for all marketing and communication material, when printing in two spot or full colour.



- B. One Colour Mark To be used when printing in one spot colour only. This version of the Brand Mark must never be used when printing in full colour.

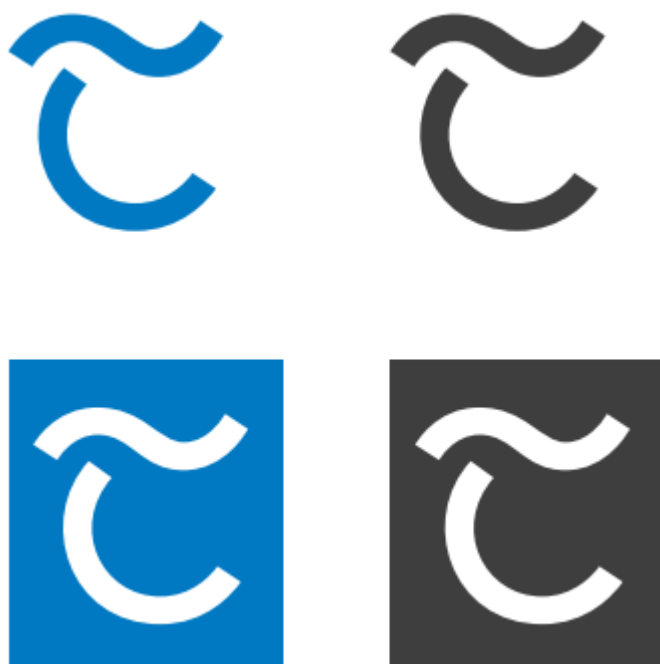


- C. C One Colour Reversed (white) To be used only when there is legibility or visibility concerns over the use of the standard Brand Mark on a dark coloured background.



## The 'T' icon

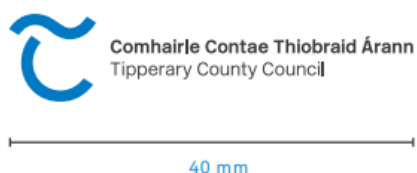
Occasionally the 'T' icon may be seen isolated from the logotype (e.g. merchandising, Facebook and Twitter icons, restricted print spaces). The following are colour variations of this icon. The same rules of distinction apply.



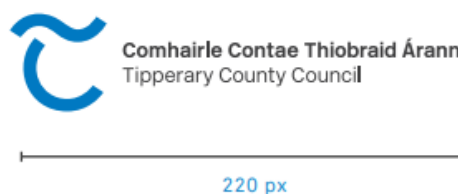
## Minimum Size

The Brand Mark should never be scaled below the minimum size of 40mm wide for print and 220px wide for web. The proportion should be kept at all times.

### Print



### Web



## Use with Other Logos

When using the Brand Mark in conjunction with other logos, please ensure that it has the same prominence and is sized appropriately to match the shape and size of the other logos displayed. The logos should be arranged in a 'tramline' format as shown in the illustration A.

The rules are simple:

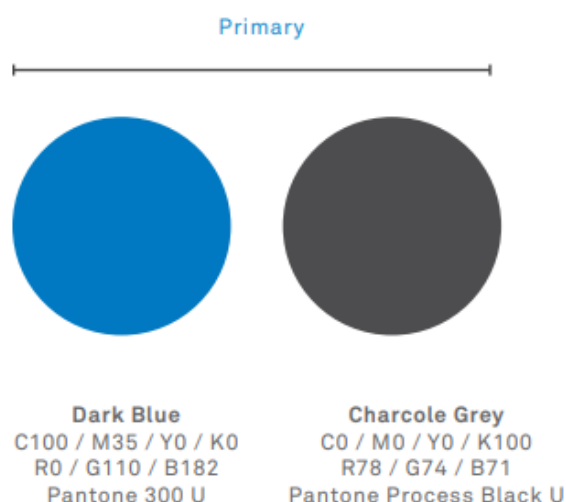
- If the organisation is a lead sponsor/ stakeholder for an event, the Tipperary County Council Brand Mark appears on the left (first) and apart from other logos. If this is not the case, the Brand Mark appears on the right (last) with other sponsor logos.
- The Council Mark must never be rendered smaller than any other Brand Mark placed in the same field of vision.



A

## Colours

To ensure consistency in the appearance of the visual identity of Tipperary County Council, a corporate colour palette has been created. The palette consists of two primary colours and four complementary colours, which can be used in a variety of different combinations to suit the diverse range of printed materials that are produced on behalf of the Council.



## Typography

### External use

Verdana is the standard family of fonts to be used for all externally produced printed communication material. With its clean lines, it is a universally embraced font which has been chosen to reflect a progressive and modern organisation. It also complies with international legibility standards.

---

External

Verdana

abcdefghijklmnopqrstuvwxyz  
ABCDEFGHIJKLMNOPQRSTUVWXYZ  
WXYZ 0123456789

---

### Internal Use

To ensure a consistent look is maintained in all our communications, Verdana is the standard typeface to be used for all internal correspondence within Tipperary County Council (Letters, memos, fax, agenda etc.)

---

Internal

Verdana

abcdefghijklmnopqrstuvwxyz  
ABCDEFGHIJKLMNOPQRSTUVWXYZ  
XYZ 0123456789

---

## Correct Application

For most corporate communication, the Brand Mark should be placed in the top left corner at all times. The following are examples of which Brand Mark is appropriate for use on which background to ensure full legibility and clarity. The general rules are:

### Two Colour Mark

For use on all light toned or white backgrounds/imagery figure A.



A

## One Colour Mark

For use in one colour spot print processes on light toned or white backgrounds/imagery figure B.



B

## One Colour Reversed (white)

For use on black or dark toned backgrounds/ imagery figure C and D



C



D

## Affixing and Authentication of Council Seal Protocol

- The following are the legal provisions for Affixing and Authenticating the Council Seal under the Local Government Act 2001:

### Council Seal

#### **Section 11(7) of Local Government Act 2001**

11.- (7) A local authority to which subsection (3) or (4) relates shall:

- (a) continue to be a **body corporate** with perpetual succession and power to sue and be sued in its **corporate name** and to acquire, hold, manage, maintain and dispose of land or any interest in land,
- (b) **have a seal** which shall be judicially noticed and every document claiming to be an instrument made by it and to be sealed with its seal (claiming to be authenticated in accordance with *subsection (8)*) shall be received in evidence and be deemed to be that instrument without further proof unless the contrary is shown.

### Affix the Seal

#### **Section 149 of LG Act 2001.-{I}** In this section-

- All such matters and things, including the making of contracts and the **affixing of the official seal**, as are necessary for or incidental to the exercise or performance of the executive functions of a local authority shall, subject to this Act or any regulations made under it, be done by the manager for such local authority.

### Authenticate the Seal:

(8) The seal referred to in *subsection (7){b}* shall be authenticated by the signature of the Cathaoirleach or of an employee of the authority nominated in writing for that purpose by the manager **following consultation with the Cathaoirleach.**

## Persons Authorised to Affix the Seal

- All delegation orders contain the following provision:

***"The delegations made by me above shall include the affixing of the Official Seal of Tipperary County Council to documents arising out of and in the course of the exercise of such delegations."***

- In respect of any delegated function, the seal should be affixed by the Director of Service/Head of Finance to whom the function has been delegated e.g. if it is a housing matter the seal should be affixed by Director of Housing, if it is a planning matter the seal should be affixed by Director of Planning and so on.
- If the function is not delegated, the seal should be affixed by the Chief Executive.

## Persons Authorised to Authenticate the Seal

- This involves an individual witnessing and attesting the physical act of the seal having been affixed upon a document.
- In accordance with Section 11 of the Local Government Act 2001, the seal must be **authenticated by the Cathaoirleach or by an employee nominated in writing for that purpose by the Chief Executive following consultation with the Cathaoirleach.**
- In this regard the Chief Executive has consulted with the Cathaoirleach and has made an Order to nominate the following persons as relevant persons to authenticate the affixing of the Seal of Tipperary County Council to every document requiring such seal in either Clonmel or Nenagh:

Clonmel	Nenagh
Any of the Directors of Service or the Head of Finance (other than the person who affixed the seal)	
SEO, Corporate	SEO, Nenagh MD
SEO, HR	SE, Roads
SEO, Housing	SP, Planning & Environment
SEO, Environment	CFO, Fire/Emergency Services
SEO, Finance	SEO, Finance
SE, Water Services	

- It should be noted the person who affixes the seal shall not also authenticate the seal.**

## Procedure for Affixing and Authenticating the Seal of the Council

- The Council Seal shall be kept securely within Corporate Services in Clonmel and Nenagh.
- Documents requiring a seal should be signed by the appropriate Director or Senior Staff Member to whom the function is delegated and then presented to Corporate Services Office for sealing.
- A list of staff to whom the function has been delegated is to be maintained in Corporate Services (per notifications from HR)
- Having confirmed that the document is signed by a person to whom the function is delegated, the seal must then be affixed by the staff member from Corporate Services.
- The document must then be authenticated by one of the nominated persons listed, (provided that person is not the signatory of the person affixing the seal).

All documents requiring sealing should contain the following wording:

The Seal Tipperary County Council was affixed hereto by:

\_\_\_\_\_

Chief Executive / Director of Services / Delegated Officer

Authenticated by:

\_\_\_\_\_

Nominated Person

## **Appendix A Protocols Guidelines and Event checklist for Cathaoirleach**

Thank you for inviting The Cathaoirleach of Tipperary County to your event.

This document sets out the protocols and procedures applicable to the attendance of The Cathaoirleach at events and functions.

It also includes a checklist which will allow us to brief The Cathaoirleach ahead of the event and prepare a speech if one is required. The completed checklist should be returned to [secretary@tipperarycoco.ie](mailto:secretary@tipperarycoco.ie) one week before the event is due to take place

If a quote from The Cathaoirleach is required for a press release please contact the Council's Communications Liaison Officer at [customerservices@tipperarycoco.ie](mailto:customerservices@tipperarycoco.ie)

If you have any queries in relation to this document please contact [secretary@tipperarycoco.ie](mailto:secretary@tipperarycoco.ie)

### **PROCEDURAL POINTS TO BE BORNE IN MIND:**

- (a) The Cathaoirleach is the first citizen of the County.
- (b) The Cathaoirleach takes precedence over all other dignitaries except the President of Ireland at any function within the County area.
- (c) Attendance at events in Tipperary County by Chairs/Cathaoirligh/Mayors of other political bodies may be permitted with the permission of the Cathaoirleach. Their chains of office may only be worn within Tipperary County with the express permission of the Cathaoirleach of Tipperary County.

### **PREPARATIONS:**

Organisers of events should ensure the following information is given with the request/invitation for the Cathaoirleach to attend:

- (a) Date, time, venue, agenda and probable duration of the function.
- (b) The subject of the meeting or the reason for the function.
- (c) The name of the organisation arranging it.
- (d) The name, address, telephone number of the person making the arrangements.
- (e) Whether the Cathaoirleach is expected to speak, and if so, on what subject/s
- (f) Whether the Cathaoirleach's partner is invited.
- (g) Whether it is essential that the Cathaoirleach be present at the scheduled commencement time.
- (h) Brief summary of the organisation, its aims, achievements, objectives, etc.

### **RECEPTION AT VENUE:**

- (a) The Cathaoirleach's car to be met and parking provided.
- (b) Person who can identify her/him to meet The Cathaoirleach.

- (c) The Cathaoirleach to be escorted to function.
- (d) The Cathaoirleach not to be left in a queue.
- (e) At an exhibition, The Cathaoirleach should be escorted around the exhibits.
- (f) On a platform The Cathaoirleach should be seated on the immediate right of the presiding Chairperson. Her/his partner or other senior Council representative should be placed close by.

### **COUNTY COUNCIL MEMBERS:**

When members of the Council are invited to meetings, etc., suitable seats should be reserved for them and some person/s appointed to receive them and conduct them to their seats.

## **GUIDE TO ARRANGEMENTS FOR THE CATHAOIRLEACH OF TIPPERARY COUNTY**

The Cathaoirleach is the first Citizen in the jurisdiction of Tipperary County Council, and ranks second only to the President of Ireland in Tipperary County. In the absence of the President of Ireland, The Cathaoirleach of Tipperary County always ranks first within Tipperary County.

The following information may be helpful on occasions when The Cathaoirleach of Tipperary County is attending a function. These guidelines set out the appropriate arrangements and protocol when receiving The Cathaoirleach.

1. For functions or meeting of any kind, The Cathaoirleach will arrive by car. Accordingly, a convenient parking space should be reserved beforehand by the host.
2. The Cathaoirleach should be received by the host or his/her representative at the entrance.
3. The Cathaoirleach should be escorted to the function or event and introduced to the appropriate people associated with the event.
4. In spoken introductions to others, The Cathaoirleach is referred to as "The Cathaoirleach of Tipperary County, Councillor ....." (name).
5. The host, or his/her representative, should accompany The Cathaoirleach at all times to facilitate introductions and to guide her/him to the speaker's rostrum if an address is to be made.
6. If there are seating arrangements The Cathaoirleach sits at the immediate right - hand side of the host.
7. If speeches are being made, the introductions at the commencement of the speaker's remarks put The Cathaoirleach first and if The Cathaoirleach is to speak, she/he is called upon to speak first.
8. At the conclusion of the function, The Cathaoirleach should be escorted to her/his car by the host or his/her representative.

9. Any social media postings from the event should tag @Tipperarycoco
10. Any press releases in relation to The Cathaoirleach's attendance at an event should also be emailed to [secretary@tipperarycoco.ie](mailto:secretary@tipperarycoco.ie) and [customerservices@tipperarycoco.ie](mailto:customerservices@tipperarycoco.ie)
11. Please make sure that the Event Checklist on the following pages is completed and returned to [secretary@tipperarycoco.ie](mailto:secretary@tipperarycoco.ie) one week before the event is due to take place.

If there are any further enquiries regarding these or other related arrangements, the staff at the Corporate Services Department, Tipperary County Council will be happy to help. Please phone 0761 06 5000 or email [secretary@tipperarycoco.ie](mailto:secretary@tipperarycoco.ie).



## Cathaoirleach of Tipperary County Council

<b>Title of Event:</b>	
<b>Date and time:</b>	
<b>Description of the Event</b> Please indicate what this event is about and highlight any points or persons you would like The Cathaoirleach to refer to if they are required to make a speech.	
<b>What time is The Cathaoirleach expected to arrive?</b>	
<b>What is The Cathaoirleach's minimum time commitment?</b>	
<b>Location of event:</b>	
<b>Address:</b>	
<b>Eircode or GPS Coordinates:</b>	
<b>Directions to The Cathaoirleach's designated parking space:</b>	



<b>The Cathaoirleach's Role:</b>  Please give a short summary of The Cathaoirleach's role in the event and indicate if they will be required to make a speech, perform a ceremonial duty, pose for photographs or attend a meeting.	
<b>Name and Mobile Number of The Cathaoirleach's Liaison Officer:</b>  This person will be designated by the event organiser to liaise with The Cathaoirleach ahead of the event and will be The Cathaoirleach's point of contact at the event.	
<b>Who will formally greet The Cathaoirleach on arrival?</b>  Please list the names and roles of the person or persons who will meet The Cathaoirleach on arrival at the event.	
<b>Is the event formal or informal?</b>	
<b>Is the dress code business, black tie or casual?</b>	
<b>What is the running order for the event?</b>  Please include the name and order of other speakers if there are to be speeches	



<b>Will there be a microphone for speaking?</b>	
<b>Will there be a podium for speaking?</b>	
<b>Number of guests expected:</b>	
<b>VIP Invites:</b>  Please list any public representatives that have been invited to this event (TDs, Senators, MEPs, Councillors etc.) and also list any other VIPs attending.	
<b>Is there another Cathaoirleach(s) or Council Chair attending the event?</b>  Please note that attendance at events in Tipperary County by Chairs/Cathaoirligh/Mayors of other political bodies may be permitted with the permission of The Cathaoirleach. Their chains of office may only be worn within Tipperary County with the express permission of The Cathaoirleach of Tipperary County. Requests for permission should be sent to <a href="mailto:secretary@tipperarycoco.ie">secretary@tipperarycoco.ie</a>	
<b>Funding:</b>  Please indicate if Tipperary County Council has provided a grant or other funding for this event or organisation.	



**Media:**

Please indicate if:

- A Press Release is being issued?
- A quote is required from The Cathaoirleach for the press release?
- Media are being invited to event?

Please send any press releases related to this event to [secretary@tipperarycoco.ie](mailto:secretary@tipperarycoco.ie)