

Cork County Public Participation Network

Plenary Standing Orders (P1)

“The Plenary” is all the PPN Member Groups together and this is the main decision-making body of the PPN. The purpose of these standing orders is to ensure the orderly and effective conduct of Plenary meetings of the Cork County Public Participation Network.

1. Frequency of Meetings

The Plenary shall meet twice a year or as requested in accordance with the Constitution.

2. Quorum

To be legitimate, a Plenary meeting must be quorate. The quorum for a Plenary meeting is fifteen separate persons representing fifteen Full Member Groups. For an MD Plenary meeting the quorum is six separate persons representing six Full Member Groups

3. Voting Rights and Decisions

- 3.1 Only items on the Agenda shall be the business of the meeting in accordance with the Constitution.
- 3.2 All decisions taken shall be in accordance with procedures set out in the Constitution.
- 3.3 Each Full PPN Member Group shall have one vote.
- 3.4 Voting shall be by show of voting paddles/ Member Group ID (1 per Member Organisation) or secret ballot where requested and in accordance with the constitution.
- 3.5 Consensus will be sought, but final decisions shall be by simple majority vote where this is necessary.
- 3.6 Voting for election to the Secretariat and Local Community Development Committee (LCDC) shall be by secret ballot. This will usually have been completed online before the Plenary, with the results presented for ratification at the meeting.
- 3.7 An objection in relation to the qualification of any voter must be raised prior to ballot being taken. Any such objection made in due time shall be referred to Rotating Chair / Facilitator of the meeting whose decision shall be final and conclusive.
- 3.8 A clear record of voting result shall be signed by tellers and countersigned by Rotating Chair / Facilitator of the meeting.
- 3.9 Tellers shall be appointed by the Rotating Chair / Facilitator to count votes. Anyone seeking to be elected to a position shall be disqualified from being appointed a teller.

4. Attendance at Plenaries

- 4.1 All of the PPN Member Groups are entitled to attend the Plenary. Associate Member Groups are welcome to attend and have speaking rights but do not have voting rights.
- 4.2 Full PPN Member Groups can send more than one representative to the Plenary. All representatives shall have speaking rights but only one shall have voting rights.
- 4.3 The Secretariat may invite guest speakers to attend the Plenary.
- 4.4 The Secretariat may invite strategic partner organisations to attend the Plenary as observers.
- 4.5 Members of the Secretariat and PPN representatives attending Plenary and other meetings do so in that capacity. Other, additional, member(s) of their own Member Group should participate to put forth the views of that Group.

5. Agenda

- 5.1 The Agenda shall be prepared by the Secretariat. The order of business shall be:

- i. Welcome address by Rotating Chair / Facilitator
 - ii. Housekeeping Duties, Health and Safety
 - iii. Adopting Plenary Standing Orders
 - iv. Approval of Minutes of last Plenary and Matters Arising
 - v. PPN Activity Report by Secretariat Member
 - vi. Finance and Budget Update
 - vii. Ratification of Linkage Group Elections.
 - viii. Linkage Group reports by Facilitators
 - ix. Election to fill any Vacancies arising on the Secretariat and Local Community Development Committee (LCDC) at the Annual General Meeting only (see 2.6 above)
 - x. Items and Motions submitted for Discussion and Decision.
 - xi. Workshop / Information Session / Guest Speaker as requested by previous Plenary and or as organised by the Secretariat.
 - xii. Date of Next Meeting
- 5.2 Items that Member Groups want included on the Agenda shall be submitted to the Secretariat at least 10 days prior to the date of the meeting. Similar items shall be taken as a composite item or motion as directed by Secretariat.
- 5.3 The Plenary meeting shall be facilitated by the Rotating Chair/ Facilitator or the Secretariat or an alternative member of the Secretariat.

6. Minutes of the Plenary

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

7. Conduct at Plenary and other meetings of PPN members

- 7.1 Representatives of Member Group attending Plenary or other meetings internal to or external to the PPN shall remember that their conduct reflects on the integrity of the PPN and the sector. They shall observe accepted practice and shall at all times comply with the PPN Code of Conduct (P5, p.??) and specifically shall:
- i. be courteous at all times and speak by addressing the Chair / Facilitator
 - ii. only address the meeting in order and as directed by Chair / Facilitator
 - iii. comply immediately with directions of Chair / Facilitator
 - iv. not talk across or interrupt any speaker addressing the meeting
 - v. following the agenda and strive to work collaboratively to reach effective decisions
 - vi. represent the views of the member organisation for whom they are attending
 - vii. turn off, or to silent, all mobile phones on entering the meeting room. (In the event of an emergency call, leave the room to take the call.)
 - viii. be prepared for the Plenary by reading relevant documents etc. received before the meeting
 - ix. understand that business shall be conducted by the Chair / Facilitator of the Plenary in keeping with Standing Orders

The Chair/ Facilitator will introduce the above rules of conduct at the beginning of meeting, and ask those present to commit to abide by these. The Chair/ Facilitator will also ask if there is any other rule of conduct that people present wish to add to assist the running of that event e.g. no attribution of comments on social media posts. These meeting conduct rules will be made available on the PPN website and in meeting notifications.

- 7.2 Discrimination will not be tolerated. All members attending the Plenary have the right to be treated with dignity and respect regardless of their race, colour, ethnic or national origins, nationality, gender, age, sexuality, religion or any other matter which causes people to be treated with injustice. In keeping with the PPN [Equality and Diversity Policy](#) (P6, p.41). The Chair/ Facilitator will uphold this Policy during the meeting and may ask any person speaking or behaving inappropriately to leave the

meeting. The Chair may also initiate a complaint against a person who does not desist from behaviour when asked, using the PPN [Grievance Procedure](#) (P8, p.50)

8. Process of Motions and Resolutions

- 8.1 Any motion proposed and seconded at the meeting becomes a resolution and shall take precedence in the discussion and shall be immediately placed before the meeting for discussion and decision.
- 8.2 The Rotating Chair / Facilitator shall put the resolution to a vote when of the view that such is the appropriate procedure at that point. The decision taken by Rotating Chair / Facilitator shall be final and the resolution shall then be placed before the meeting for decision by simple majority – a ballot or show of voting paddles/ Member Group ID.
- 8.3 Where a Member Group proposes that the “Resolution be now put before the meeting” and such a proposal is seconded then that resolution takes precedence at that point of the meeting and such resolution placed before the meeting for decision by simple majority – a ballot or show of voting paddles/ Member Group ID.
- 8.4 Should the resolution be carried by simple majority either by show of voting paddles or ballot then the original resolution or as amended by the meeting shall be placed before the meeting for decision by simple majority without any further debate – a ballot or show of voting paddles/ Member Group ID.
- 8.5 Should a secret ballot (poll) be called for by three or more Member Groups then a ballot shall proceed with tellers being appointed with the process being overseen by the Secretariat, or where the Secretariat is not available, through the election of a Standing Orders Committee for that meeting only.
- 8.6 In the event of equality of votes the Rotating Chair / Facilitator shall have a second or casting vote (should that person choose to use such a vote).
- 8.7 Where a resolution is not carried due to an equality of votes or is lost, the same resolution shall not be placed before the membership for a period of six (6) months.
- 8.8 A demand for a secret ballot may be withdrawn by the person or persons who made the demand.

9. Adjournment of Meeting

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

10. Suspension of Standing Orders

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

Date approved by Plenary: _____ 23/04/2026