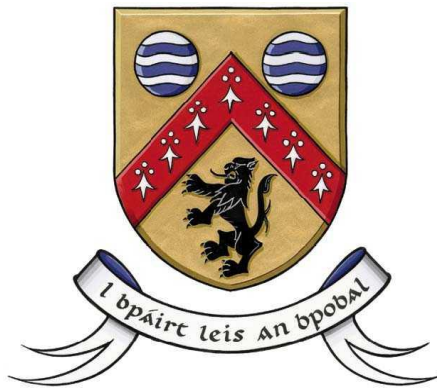


Laois Local Authorities

Udaráis Áitiúla Laoise



Portlaoise Town Council



Laois County Council



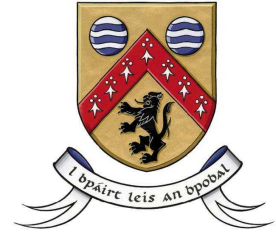
Mountmellick Town Council

Protocols

This document summarises the Protocols that relate to the according of Civic Honours by the Laois Local Authorities.

**Summary compiled by
Gerry Gillen, SEO
Corporate Affairs Department
January, 2006**

**Protocol Number One: - The according of
Civic Receptions by Laois County Council**



1. A Civic Reception is accorded to recognise a significant and momentous achievement or set of achievements by an individual, group or organisation. This is the highest accolade at the disposal of the County Council.
2. In deciding to accord a Civic Reception the County Council will have regard to the maxim that “What is seldom is wonderful”.
3. Civic Receptions are accorded by the Cathaoirleach of Laois County Council on behalf of the people of County Laois.
4. All decisions to accord a Civic Reception must be taken by the Cathaoirleach of the Council in consultation with the other Members of the Council and the Director of Services with responsibility for the Corporate Affairs Department.
5. When agreement has been reached with regard to the according of a Civic Reception and the date on which the event will be held has been fixed arrangements will be made by the Corporate Affairs Department with regard to the organisation of the event.

**Protocol Number Two: The according of
Civic Receptions by Portlaoise Town Council**



1. A Civic Reception is accorded to recognise a significant and momentous achievement or set of achievements by an individual, group or organisation. This is the highest accolade at the disposal of Portlaoise Town Council.
2. In deciding to accord a Civic Reception the Town Council will have regard to the maxim that “What is seldom is wonderful”.

3. A Civic Reception is accorded by the Cathaoirleach of Portlaoise Town Council on behalf of the people of Portlaoise.
4. All decisions to accord a Civic Reception must be taken by the Cathaoirleach of the Town Council in consultation with the other Members of the Town Council and the Town Manager.
5. When agreement has been reached with regard to the according of a Civic Reception and the date on which the event will be held has been fixed arrangements will be made by the Town Manager with regard to the organisation of the event.

Protocol Number Three: The according of Civic Receptions by Mountmellick Town Council



1. A Civic Reception is accorded to recognise a significant and momentous achievement or set of achievements by an individual, group or organisation. This is the highest accolade at the disposal of Mountmellick Town Council.
2. In deciding to accord a Civic Reception the Town Council will have regard to the maxim that “What is seldom is wonderful”.
3. A Civic Reception is accorded by the Cathaoirleach of Mountmellick Town Council on behalf of the people of Mountmellick.
4. All decisions to accord a Civic Reception must be taken by the Mayor of Mountmellick Town Council in consultation with the other Members of the Town Council and the Town Manager.
5. When agreement has been reached with regard to the according of a Civic Reception and the date on which the event will be held has been fixed arrangements will be made by the Town Manager with regard to the organisation of the event.

Protocol Number Four – Cathaoirleach’s Receptions

Each Local Authority

General

The need may arise from time to time for each of the local authorities in County Laois to accord Civic Honours to honour various less significant achievements or sets of achievements by individuals, groups or organisations either at local, county or town level. Whenever it is deemed to be appropriate a Cathaoirleach’s Reception may be accorded in order to recognise such achievements.

Each local authority may decide from time to time that the Cathaoirleach or Mayor will hold a Cathaoirleach’s Reception in order to give due recognition to the achievements of an organisation, group or individual within the county or town.

Protocol Number Five: Official Openings

General

In the case of Official Openings and similar events the Director of Services with responsibility for the delivery of the service in question e.g. Housing, Water Schemes, Libraries etc. will be responsible for the organising of the event. In the case of Official Openings in the towns of Portlaoise and Mountmellick the Cathaoirleach or Mayor of the Town Council involved and all of the Members of the Town Councils should be invited. Guest lists should also include the Town Manager and the employees of Laois County Council involved in delivering the Council’s services in the town. In the case of Official Openings for activities outside of Portlaoise and Mountmellick invitations should be issued to the Members who represent the Electoral Area together and the Oireachtas Members for the County.

Protocol Number Six: - All Local Authorities.

Attendance at functions as guests.

1. When only one Cathaoirleach or Mayor attends any function that person should be accorded full respect as the First Citizen of the County or Town.

2. In respect of invitations to functions in Portlaoise:
 - a. The Cathaoirleach of Portlaoise Town Council takes precedence over all other guests including National Government (Taoiseach or Minister) except Uachtarán na h-Éireann.
 - b. The Cathaoirleach of the County Council should be invited to speak following the Cathaoirleach of Portlaoise Town Council.
 - c. The Cathaoirleach of Mountmellick Town Council should be invited to speak following the Cathaoirleach of the County Council.

3. In respect of invitations to functions in Mountmellick
 - a. The Mayor of Mountmellick Town Council takes precedence over all other guests including National Government (Taoiseach or Minister) except Uachtarán na h-Eireann.
 - b. The Cathaoirleach of the County Council should be invited to speak following the Mayor of Mountmellick Town Council.
 - c. The Mayor of Portlaoise Town Council should be invited to speak following the Cathaoirleach of the County Council.

4. In respect of invitations to functions in County Laois (Other than Portlaoise or Mountmellick)

- a. The Cathaoirleach of the County Council takes precedence over all other invitees to the event.
5. Laois County Council functions in Portlaoise or Mountmellick..

The Cathaoirleach of the County Council takes precedence over all others. The Cathaoirleach of the County Council is followed by the Cathaoirleach of Portlaoise Town Council and the Mayor of Mountmellick Town Council as appropriate. This situation prevails in the presence of a Member of Government.

6. The County Manager or the representative of the County Manager will always be asked to speak after the various other speakers.