



COMHAIRLE CHONTAE SHLIGIGH
SLIGO COUNTY COUNCIL

Sligo.

PROTOCOL FOR THE CHAIRPERSON OF A MUNICIPAL DISTRICT

**CATHAOIRLEACH OF BALLYMOTE-
TUBBERCURRY MUNICIPAL DISTRICT**

**CATHAOIRLEACH OF SLIGO-DRUMCLIFF
MUNICIPAL DISTRICT**

**MAYOR OF THE BOROUGH DISTRICT OF
SLIGO**

Guide to Arrangements for The Chairperson of a Municipal District

When attending functions, meetings and other events:

The Chairperson of a Municipal District is the Cathaoirleach/Mayor of that district. **The Cathaoirleach of Sligo Council is the first citizen of the County and therefore, should be given first preference for attendance at events or functions.**

The Procedures Committee has issued the following guidelines which should be followed when the Chair of a Municipal District is attending a function or event. The guidelines also indicate the appropriate arrangements and protocol when writing to or receiving the Chairperson of a Municipal District.

The Procedures Committee recommends that these guidelines be followed in order to uphold the dignity of the office of Chairperson of a Municipal District.

While the Chairperson of a Municipal District only is mentioned in the following, the guidelines should also be taken as applying where appropriate to the Chairperson of a Municipal District's spouse or partner.

In the event of the Chairperson of a Municipal District being represented by a Deputy the same protocol should be applied to the Deputy and their spouse/ partner.

If the presence of the Chair of another Municipal District is requested at an event, the same protocol should apply

1. In writing to the Chairperson of a Municipal District the appropriate form of address is:

"Cathaoirleach of Ballymote-Tubbercurry Municipal District

Cathaoirleach of Sligo-Drumcliff Municipal District

Mayor of the Borough District of Sligo"

(name and other qualifications) and at the commencement of the letter of request: - "Dear Cathaoirleach or Mayor".

2. If the Cathaoirleach/Mayor's attendance is requested at an event, at least two weeks' notice should be given for this request giving as much information as possible about the event in the request form attached (sample of request form provided which if approved will be posted as a Microsoft Form on SCC website online services portal to be assigned to Communications Office). If the Cathaoirleach/Mayor is being asked to host/ open an event, some guidance notes for the speech should be provided as soon as the Cathaoirleach's/Mayor's availability is confirmed. All requests should be referred in the first instance to the Communications Office communications@sligococo.ie using the booking form provided at the following link....
3. For functions or meetings of any kind, the Cathaoirleach/Mayor may arrive by car. Accordingly, a convenient parking space should be reserved beforehand by the host. Arrangements should be put in place by the inviting party to accommodate the Cathaoirleach/Mayor and the Cathaoirleach/Mayor's spouse / partner at the event
4. The Cathaoirleach/Mayor should be met by the host of the inviting party on his/her arrival at the function / occasion to which the Cathaoirleach/Mayor has been invited. The name of the host should be provided to the Communications Office in advance of the event
5. Arrangements should be made to have a suitable person accompany the Cathaoirleach/Mayor at all times, during his / her stay at the function / occasion to which he / she has been invited and to make the necessary introductions etc. where appropriate. In these circumstances, the nominated person should be advised to the Communications Office in advance of the event.
6. Cathaoirleach/Mayor's role at the event i.e. If there is a request for the Cathaoirleach/Mayor to make an address, this request should be included with the invitation.

Where the Cathaoirleach/Mayor is not required to speak, the organising body shall ensure that the presence of the Cathaoirleach/Mayor is appropriately acknowledged during any introductory address.

If the President of Ireland or the Cathaoirleach of Sligo County Council are in attendance at an event, the President and the Cathaoirleach will take precedence over the Cathaoirleach/Mayor, in that order.

7. The inviting party will be advised by the Communications Office with regard to the Cathaoirleach/Mayor's arrival and departure time at the function / occasion to which he / she is being invited. The host shall confirm the Cathaoirleach/Mayor's departure time on his / her arrival at the function / occasion and shall make the appropriate arrangements for the Cathaoirleach/Mayor's departure.
8. In spoken introduction to others, the Cathaoirleach/Mayor is referred to as : -
"Cathaoirleach of Ballymote-Tubbercurry Municipal District, " _____"
name.

Cathaoirleach of Sligo-Drumcliff Municipal District " _____" name.

Mayor of the Borough District of Sligo " _____" name.
9. If there are seating arrangements, the Cathaoirleach/Mayor sits at the right-hand side of the host.
10. At the conclusion of the function, the Cathaoirleach/Mayor should be escorted to his / her car by the host or his / her representative.

If there are any further inquiries regarding these or other related matter, the Communications Office will be happy to help and may be contacted at: -

071 9111027

communications@sligococo.ie