



COMHAIRLE CHONTAE SHLIGIGH
SLIGO COUNTY COUNCIL

Sligo.

PROTOCOL FOR THE OFFICE OF AN CATHAOIRLEACH

1. Formal Procedural Points:

- a. An Cathaoirleach is the first citizen of County Sligo. An Cathaoirleach should at all times be treated with the courtesy and respect to which the office and the holder of the office are entitled.
- b. An Cathaoirleach takes precedence over all other dignitaries except the President of Ireland at any function within the County Area.
- c. An Cathaoirleach to be referred to as Councillor, Cathaoirleach and when speaking directly to them, they are to be referred to as “Cathaoirleach” unless otherwise instructed. The title Cathaoirleach refers to male or female holders of the office.
- d. This protocol also applies to the Leas-Chathaoirleach or other Deputy, when they are representing the Council in the Cathaoirleach’s place.

2. Invitations to An Cathaoirleach

Organisations who invite the Cathaoirleach to attend their functions/events are advised to follow the procedures as outlined below so that the office of the Cathaoirleach is appropriately acknowledged.

- a) An invitation to the Cathaoirleach to attend a function should be issued to An Cathaoirleach’s Office, Corporate Services, Sligo County Council, at least **2 weeks** in advance but earlier if possible and should include the following:
 - Title of the event
 - The purpose of the event
 - Date, time and expected duration
 - Event venue
 - Cathaoirleach’s role at the event ie If there is a request for the Cathaoirleach to make an address, this request should be included with the invitation.
 - 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.
- b) To facilitate the above, an Event Invitation Form is available to groups/organisations on the Council’s website ([Cathaoirleach’s Attendance Request Form](#))

- c) Invitations by email from Council Sections to An Cathaoirleach of Sligo County Council should be copied to Communications Section communications@sligococo.ie
- d) If An Cathaoirleach is unable to attend, he/she may be represented by An Leas-Chathaoirleach or by the chair of the Municipal District where the event is taking place.
- e) 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 Cathaoirleach and Chief Executive will jointly consider such requests/proposals.

3. Pre-Event Information

The following information should be sent to the Cathaoirleach's Office at least one week before the event.

- The running order, including all elements of the event and the order of speakers
- 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
- Contact details of organiser.

If the purpose of the event is to launch a book/brochure a copy of the item should be sent to the Cathaoirleach's office in advance.

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

4. 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 Chain of Office will be worn by the Cathaoirleach or his/her deputy at all Council events and other events, subject to security arrangements.
- 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: "Cllr.... Cathaoirleach Chomhairle Chontae Shligigh or if preferred: "Cllr, Cathaoirleach of Sligo 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.
- Where there is a formal list of speakers An Cathaoirleach should speak first. If the Cathaoirleach of an MD and/ or the Chief Executive are to speak at the same function, running order will be Cathaoirleach – Chair of MD – CE.
- If for a particular reason, a different order of speaking is necessary the order should be agreed in advance with An Cathaoirleach.
- A rostrum should be provided where formal speeches are being made.
- At the conclusion of the function, the Cathaoirleach should be escorted to his/her car by the host or representative

5. Photocalls

- External requests to have An Cathaoirleach present at photocalls should be made through the Event Invitation link on the SCC website ([Cathaoirleach's Attendance Request Form](#))
- Requests from other sections within the Council to have An Cathaoirleach present at photocalls should be made by contacting

communications@sligococo.ie with clear details of time, location, who else will be present etc

- An Cathaoirleach may nominate an Leas-Chathaoirleach or another Councillor as appropriate to take his place at a photocall
- Photos from an event, which include An Cathaoirleach, must be provided to the Council's Communications Office, by email communications@sligococo.ie
- Any photographs and videos taken shall have regard to the Council's Data Protection Guidance on photography at events.