



PROTOCOL AND PROCEDURES APPLICABLE TO ATTENDANCE OF THE MAYOR AT EVENTS/FUNCTIONS

PROCEDURAL POINTS TO BE BORNE IN MIND:

- (a) The Mayor is first citizen of the County.
- (b) The Mayor takes precedence over all other dignitaries except the President of Ireland at any function within the County area.

PREPARATIONS:

Organisers of events should ensure the following information is given with the request/invitation for The Mayor 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 Mayor is expected to speak, and if so, on what subject/s.
- (f) Whether The Mayor's partner is invited.
- (g) Whether it is essential that The Mayor be present at the scheduled commencement time.
- (h) Brief summary of the organisation, its aims, achievements, objectives, etc.

RECEPTION AT VENUE

- 1) The Mayor's car to be met and parking provided.
- 2) Person who can identify her/him to meet The Mayor.
- 3) The Mayor to be escorted to function.
- 4) The Mayor not to be left in a queue.
- 5) At an exhibition, The Mayor should be escorted around the exhibits.
- 6) On a platform The Mayor 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 MAYOR OF FINGAL COUNTY COUNCIL

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

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

1. For functions or meeting of any kind, The Mayor will arrive by car. Accordingly, a convenient parking space should be reserved beforehand by the host.
2. The Mayor should be received by the host or his/her representative at the entrance.
3. The Mayor 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 Mayor is referred to as “The Mayor of Fingal County Council.....” (name).
5. The host, or his/her representative, should accompany The Mayor 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 Mayor 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 Mayor first and if The Mayor is to speak, she/he is called upon to speak first.
8. At the conclusion of the function, The Mayor should be escorted to her/his car by the host or his/her representative.

If there are any further enquiries regarding these or other related arrangements, the staff at the Corporate Services Department, Fingal County Council will be happy to help - Phone 8905025.