



**wwetb**

Bord Oideachais agus Oiliúna  
Phoirt Láirge agus Loch Garman  
*Waterford and Wexford  
Education and Training Board*

**STANDING ORDERS**

**OF**

**Waterford and Wexford**

**Education and Training Board**

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## **1.0 Definitions**

- 1.1 In these Orders “Board” means “Waterford and Wexford Education and Training Board” of the Administrative area of Waterford and Wexford.
- 1.2 “Member (s)” means person(s) elected or chosen as members of the Board and any of its Committees in accordance with Section 30 (1) (a-d) of the Education and Training Boards Act 2013 (or appointed by the Board to membership of any of its Committees).
- 1.3 “Act” refers to the Education and Training Boards Act 2013
- 1.4 “Code of Practice” refers to the Code of Practice for the Governance of Education and Training Boards 2019
- 1.5 “Chairperson” means a member elected by the members from among their number in accordance with the Education and Training Boards Act 2013, Schedule 3, paragraph 3 (1).
- 1.6 “Deputy Chairperson” means a member elected from among their number by the members of the Board in accordance with the Education and Training Boards Act 2013, Schedule 3, paragraph 4 (1).
- 1.7 “Chief Executive” or “CE” means the Chief Executive of Waterford and Wexford Education and Training Board and in his/her absence, his/her deputy duly appointed.
- 1.8 “Administrative Support” refers to the person assigned responsibility for meetings administration.

## **2.0 Role of the Board and its Members**

- 2.1 The role of the Board and its members shall be as defined in Section 1 and Section 3 of the Code of Practice.
- 2.2 The executive and reserved functions of Education and Training Boards are as presented in the Code of Practice, Appendices 1 and 2.

## **3.0 Meetings**

- 3.1 As specified in Section 4.3 of the Code of Practice, at least one meeting of the Board of WWETB is to be held every two months between October and May (inclusive) and one meeting between July and September (inclusive).
- 3.2 Ordinary bi-monthly meetings are held on the second Tuesday of the month at 4.30pm or on such other date or time as the Board may determine. (See 3.16)
- 3.3 The quorum for a meeting is 12.
- 3.4 Whenever a meeting of WWETB is abandoned owing to failure to obtain a quorum, the names of those in attendance shall be recorded and for all purposes be deemed to have attended a duly constituted meeting.

3.5 If a quorum is not present within 30 minutes after the time fixed for the meeting to commence, and no member has communicated to those present that their attendance is imminent, the meeting shall stand adjourned.

3.6 Each member shall inform the administrative support of their inability to attend a meeting at the earliest possible convenience.

3.7 In accordance with Section 3.8 of the Code of Practice, there is an expectation that Board Members will attend all Board meetings. Each Member shall inform the administrative support of their ability to attend a meeting at the earliest opportunity.

3.8 The location of ordinary bi-monthly meetings shall, as much as practically possible, rotate between Waterford and Wexford.

3.9 Notice of a meeting and an agenda setting out the order of business for the meetings, shall be furnished to members via email no less than 7 days prior to a meeting.

3.10 Each member shall ensure to sign the Attendance Register and Declaration of Conflict/Material Interest, at each meeting.

3.11 In exceptional circumstances and subject to the prior approval of the Chairperson of the Board and/or the Chief Executive, Board/Committee members may be permitted to attend Board meetings via teleconferencing or videoconferencing, when this can be facilitated in the meeting venue, subject to the following conditions:

- WWETB must be satisfied that the IT used by the Board/Committee Member is secure;
- Prior arrangements will have to be made to enable Members to electronically sign the attendance record/conflict of interest declaration in accordance with the Code of Practice;
- The facilities used will need to be checked and verified so as to ensure continuity of connectivity to enable the Board to discharge its duties effectively.

3.12 WWETB Board meetings shall not be held “in-camera” except in exceptional circumstances where there may be certain items that the Board feels it is obliged to consider “in-camera”. (See paragraph 11.2 re. minutes for “in-camera” meetings).

3.13 Attendance at Board meetings is confined to Board members, members of the Executive approved in advance by the Chair of the Board and the Chief Executive, and any other guests invited to present to the Board on matters related to the work of the WWETB.

3.14 The Chief Executive of WWETB and other senior members of the Executive are permitted to attend and speak at Board meetings and to take part in discussions.

3.15 Mobile phones must be switched off or switched to silent mode (not vibrating) during Board meetings. No camera or sound recording, electronic device or communication equipment may be used at Board meetings without the prior approval of the Chairperson.

3.16 From time to time, meetings may need to take place online (e.g. during government restrictions on public gatherings, Covid-19). In these instances, the meetings may take place at 4pm, or at any such time as the Board may determine. Members of the Board should ensure that they do not access an online Board meeting in a public place, or any place where the meeting can be overheard and where the confidentiality of the meeting may be compromised.

## **4.0 Conflict of Interest**

4.1 Procedures in relation to conflict of interests are specified in Section 1.18 of the Code of Practice.

4.2 Each member is required to sign a declaration, at each meeting, indicating if they have a conflict of interest with any of the items on the agenda for that meeting.

4.3 The Code of Practice specifies procedures to follow should an existing or perceived conflict of interest be present.

## **5.0 Order of Business**

5.1 The Agenda for meetings will be set down by the Chairperson, in consultation with the Chief Executive and in accordance with the Code of Practice.

5.2 A member or member of the Executive may raise a matter at a meeting with prior permission of the Chairperson under Any Other Business (AOB).

5.3 All items presented to the Board for decision require to be proposed and seconded.

## **6.0 Inaugural Meeting**

6.1 Inaugural meeting of the Board, the post – election meeting shall follow the format as specified in Section 30 of the Education and Training Boards Act 2013.

6.2 The Board shall, in the year of election, appoint a date for the first meeting of the Board after the local elections – post election meeting.

6.3 This meeting should take place at least two months and not more than three months after the local elections conclusion.

6.4 At the post- election meeting, members of the Board referred to in Section 30 (1) (a) and (b) of the Education and Training Boards Act 2013, appoint members of the Board referred to in Section 30 (1) (c) of the Education and Training Boards Act 2013. A date of the next meeting shall be agreed. No other business shall be conducted at this meeting.

6.5 At the next meeting, members of the Board referred to in Section 30 (1) (a) (b) and (c) will appoint the final members of the Board referred to in Section 30 (1) (d) of the Act. A date of the next meeting shall be agreed. No other business shall be conducted at this meeting.

## **7.0 Chairperson**

7.1 WWETB shall elect one of its Members to be Chairperson and one to be the Deputy Chairperson of the Board.

7.2 The Chairperson and the Deputy Chairperson should not be a member of WWETB staff or a person connected to a member of WWETB staff to ensure a clear division of responsibility.

7.3 In the absence of a unanimous decision by the Members of the Board, the decision on who should be Chairperson shall be decided by secret ballot where more than one member is proposed and seconded to contest the position. Each member of the Board will be entitled to vote for one Member only. To be elected Chairperson, a Member must obtain sufficient votes to exceed 50% of the valid votes cast, by at least one vote and voting will continue until this is achieved with the lowest polling member being eliminated after each secret ballot.

7.4 In the absence of a Chairperson at a meeting, the Deputy Chairperson shall chair meetings of the Board.

7.5 In the absence of a Chairperson and a Deputy Chairperson, the Chief Executive will act as Chairperson for the purpose of the election of a Member, chosen by a majority of the Members present and voting, who shall preside as acting Chairperson and in that capacity shall have the same powers, rights and duties as are, under Standing Orders, possessed by the Chairperson for the duration of the meeting.

7.6 Whenever the office of the Chairperson becomes vacant, for whatever reason, the Board shall at its next Board meeting, after the occurrence of the vacancy, elect one of its members to be the Chairperson of the Board.

7.7 In accordance with Section 2 of the Code of Practice, to ensure consistency and continuity of oversight, good practice suggests that the Chairperson should continue in his/her role as Chairperson for the duration of the Board, in so far as this is practicable.

7.8 The role of the Chairperson shall be that as is outlined in Section 2 of the Code of Practice.

## **8.0 Decisions Between Meetings**

8.1 Where a decision or discussion of a matter is required between scheduled Board meetings, a special meeting of the Board shall be convened.

8.2 In exceptional circumstances, where WWETB needs to make a decision between Board meetings and it is not possible to convene a meeting, these decisions will be made in consultation with the Chairperson, the Deputy Chairperson and the Chief Executive. Such decisions (and reasoning for them) will be brought to the next WWETB Board meeting for retrospective approval.

## **9.0 Special Meeting**

9.1 A special meeting of the Board may be called at any time by the Chairperson, on his/her own motion, or upon a requisition addressed to him, and signed by at least 5 members of the Board.

9.2 Should the Chairperson not act on such requisition within seven days after presentation, a special meeting for the purpose defined may be requested by any five members of the Board, provided that not less than three clear days shall elapse between the date of the summons convening a special meeting and the date of the special meeting, and such meeting may be called for such hour as the Chairperson or members summoning same shall order.

9.3 The Chief Executive of the Board may summon a meeting of the Board on the request of the Chairperson, or any five of its members, or whenever he/she shall deem it necessary that such Board shall meet.

## **10.0 Remote Access**

10.1 In exceptional circumstances remote access to participate in the meeting can be facilitated with agreement of the Chairperson. See previous reference 3.11 and 3.13.

## **11.0 Minutes**

11.1 In accordance with Schedule 3, Section 9 (2) of the Education and Training Boards Act 2013, WWETB shall prepare minutes of each Board meeting, which shall be submitted for confirmation as an accurate record at the next Board meeting. The minutes of the Board meetings shall consist of a general overview of discussions that took place and a record of decisions. Any discussion of the minutes except as to their accuracy is out of order. When confirmed, the minutes of a meeting shall be signed by the Chairperson and published on the WWETB website.

11.2 In exceptional circumstances, where a meeting or part of a meeting is held “in - camera”, the minutes of the meeting should record the nature of the item being discussed, the reason why the Board considered that the matter had to be discussed “in- camera” and the decision taken. A supplementary minute book should be maintained for “in- camera” meetings.

11.3 Online meetings may be recorded for the purposes of ensuring that an accurate record of the meeting is taken and will be deleted once the minutes of the meeting are approved by the Board.

## **12.0 Reports of Committees and Sub Committees**

12.1 In accordance with the Education and Training Boards Act 2013 and the Code of Practice, the Audit and Risk Committee and the Finance Committee must report to the Board at least 4 times a year. Further, all Committees constituted by the Board under Section 45 of the Education and Training Boards Act 2013 are required to report at Board meetings and to submit regular written reports to the Board for noting.

12.2 Reports of any task force, sub-committee or working group formed at the behest of the Board under Section 44 of the Education and Training Boards Act 2013 shall also submit regular reports to the Board for noting.

12.3 The Board through the Chairperson, shall have the right to seek clarification on any reports submitted. WWETB Executive and/or the relevant Committee Chairperson(s) will facilitate this process.

## **13.0 Rules of Debate**

13.1 A member, while speaking, shall address themselves to the Chairperson.

13.2 The Chairperson shall call upon each member to speak.

13.3 In the interest of fairness and debate, each member shall not be interrupted while speaking, except on a question of order.

13.4 Each member shall be given the right of reply.

13.5 A ruling by the Chairperson at a meeting on a point of order shall be final.

## **14.0 Disorderly Conduct**

14.1 The Chairperson shall be the sole judge on a point of order and his/her decision is final.



14.2 If necessary, the Chairperson may call a Member to order and may direct such member, if speaking, to discontinue his/her speech and/or in exceptional circumstances may direct the member to leave the meeting. The Chairperson also has discretion to adjourn the meeting for such period as he/she considers in the interests of order.

14.3 If the Chairperson requests a Member to leave the meeting for instances of disorderly conduct, the Member shall retire from the meeting without delay or objection.

## **15.0 Voting**

15.1 Each member of the Board or its Committees will have a vote, unless prohibited by conflict of interest.

15.2 In accordance with Schedule 3 Section 5 (3) of the Education and Training Boards Act 2013, every question at a WWETB meeting shall be determined by a majority of votes of the members present.

15.3 Subject to any statutory provision requiring the recording of the names of members voting, for or against a motion, the recording of Members voting may be by voice, by show of hands or by ballot.

15.4 The Chairperson shall have a casting vote in the event the vote is tied.

## **16.0 Public Relations/Media Interactions**

16.1 All interaction with the media on WWETB matters shall be agreed with the Chief Executive, in consultation with the Chairperson of the Board.

16.2 All press releases shall be issued through the office of the Chief Executive.

16.3 As specified in the Code of Practice, “Board meetings shall not be held in- camera except in exceptional circumstances where there may be certain items that a Board feels it is obliged to consider in – camera”.

16.4 In the event a meeting is held “in – camera” the minutes of the public meeting shall record the matter of the item considered and the reasons the Board felt the matter should be discussed “in – camera” and the decision taken.

## **17.0 Committees**

17.1 The Board is empowered to establish Committees in accordance with Section 44 and 45 of the Education and Training Boards Act 2013 to perform functions on behalf of the Board.

17.2 Any Committee established by the Board shall have written Terms of Reference provided by the Board. The Terms of Reference shall be reviewed at regular, pre-defined intervals.

17.3 Membership of Committees shall be determined as specified under Part 5 of the Education and Training Boards Act 2013.

17.4 Chairpersons of Committees shall be appointed as specified under Part 5 of the Education and Training Boards Act 2013.

17.5 Committees shall report to the Board as required by the Education and Training Boards Act 2013. Committees shall endeavour to submit a formal report to the Board after each meeting is held.

17.6 Minutes of meetings of Committees established by the Board shall not be open to the public unless otherwise directed by the Board or Ministerial order.

17.7 The Standing Orders of the Board shall apply, with necessary alterations, to all meetings of Committees established by the Board.

## **18.0 Resignation/Cessation/Disqualification of Membership**

18.1 Board members' resignation, disqualification and cessation of membership is detailed in Sections 31,33,34,35 and 36 of the Education and Training Boards Act 2013 and all procedures set out in these sections of the Act will be followed.

18.2 A Member of WWETB Board shall hold office for a term ending on the date of the next post-election meeting of the Board.

18.3 Ethical obligations to WWETB regarding in particular the non-disclosure of privileged or confidential information does not cease when Board Membership has ended. Former Board members must treat commercial and sensitive information received while acting in that capacity as confidential.

18.4 Board members should not retain documentation (hardcopy or softcopy) obtained during their term(s) as Board members and should delete/return such documentation to the administrative support for the Board or to otherwise indicate that all such documentation in their possession has been disposed of in an appropriate manner in line with relevant legislation including GDPR.

## **19.0 Data Protection**

19.1 Members must comply with Data Protection legislation and WWETB's Data Protection Policy.

19.2 On appointment to the Board, each WWETB Board member will be assigned access to Share Point. Documentation for meetings will be available on the Share Point site.

## **20.0 Miscellaneous**

20.1 The Chairperson shall have the power to deal with any matter not covered by the Standing Orders.

20.2 Interpretation of the Standing Orders shall be a matter for the Chairperson.

20.3 All relevant legislation, circulars, Codes and Ministerial direction shall take precedence over these Standing Orders.

20.4 A copy of these Standing Orders shall be distributed to each member on their appointment, or as soon as practicable thereafter.

20.5 The duration of the Standing Orders will be until such time that a motion for amendment to said Orders is passed at a meeting of the Board.