



# Protocol & Procedures dlr Events & Functions

## An Cathaoirleach/Leas Cathaoirleach

### Formal Procedural Points:

- a) An Cathaoirleach is the first citizen of the County.
- 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*" until otherwise instructed.
- d) When An Cathaoirleach arrives at an event:
  - An Cathaoirleach's car to be met and parking provided,
  - Person (who can identify them) to meet An Cathaoirleach,
  - Contact details for organiser/liason person should be provided in advance,
  - An Cathaoirleach to be escorted to function and not left in a queue,
  - At an exhibition An Cathaoirleach should be escorted around exhibits,
  - On Platform, An Cathaoirleach should be seated on the immediate right of the presiding Chairperson. Their spouse or other senior Council representatives should be placed close by.
  - In the event An Cathaoirleach is required to speak, they are introduced by the MC and speak before all other dignitaries (except the President).
- e) Where An Cathaoirleach has requested An Leas-Chathaoirleach to attend an event/function in their absence, the protocol and procedures set out above apply to the Leas-Chathaoirleach and partner in the same manner as they would apply to An Cathaoirleach and partner.
- f) Where neither An Cathaoirleach nor An Leas-Chathaoirleach are available, the relevant Area Chair may be asked to attend. the protocol and procedures

set out above apply to the Area Chair and partner in the same manner as they would apply to An Cathaoirleach and partner.

**In the event of any queries please contact:**

**Cathaoirleachs Office, Corporate Affairs Department**

Dún Laoghaire-Rathdown County Council

County Hall

Marine Road

Dún Laoghaire

Co. Dublin

**Telephone:** 01-2047057

**Ext:** 4002

**Email:** [cathaoirleachsoffice@dlrcoco.ie](mailto:cathaoirleachsoffice@dlrcoco.ie)