

**Comhairle Contae Mhuineacháin**  
**Monaghan County Council**

**Protocol for attendance of the**  
**Cathaoirleach of County Monaghan**  
**at Functions and Events.**



## **Protocol for attendance of the Cathaoirleach of Monaghan County Council at Functions and Events**

The following guidelines set out the appropriate arrangements and protocol when writing to or receiving, the Cathaoirleach of County Monaghan at an event or function.

The Cathaoirleach is the first citizen of County Monaghan and ranks second only to the President of Ireland for the purposes of protocol.

Although the Cathaoirleach is only mentioned for the most part, these guidelines are taken as applying also to the Leas Chathaoirleach where appropriate. The title Cathaoirleach refers to male or female.

In spoken introductions the Cathaoirleach is referred to as “The Cathaoirleach of County Monaghan” or “Cathaoirleach, Councillor (name)”.

The protocol may also be applied to the Cathaoirleach of a Municipal District.

### **INVITATIONS**

For functions, events or meetings to which the Cathaoirleach should receive an invitation in sufficient time. Three weeks notice, or more, if possible, is desirable.

Invitations should indicate the purpose of the event, details of the host, key dignitaries, speakers at the event etc.

If there is a request for the Cathaoirleach to make an address, this request should be included with the invitation.

Invitations to the Cathaoirleach should be forwarded to [cathaoirleach@monaghancoco.ie](mailto:cathaoirleach@monaghancoco.ie)

Invitations from Council Sections to the Cathaoirleach of County Monaghan should be copied to Corporate Services Section.

### **RECEPTION**

The Cathaoirleach will generally arrive by car and a convenient parking space should be reserved beforehand by the host.

The Cathaoirleach should be received at the entrance to the venue by the host or representative and should be introduced to the people associated with the event.

### **EVENTS**

If seating arrangements are in place the Cathaoirleach should be seated in accordance with their position as first citizen of the county.

Where the Cathaoirleach is required to make an address he/she should be invited to speak first (unless President Michael D. Higgins is in attendance) and should be introduced as the Cathaoirleach of County Monaghan.

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.

### **MUNICIPAL DISTRICTS**

Depending upon the nature or function it may also be appropriate to invite the Cathaoirleach of the relevant Municipal District. In such circumstances the Cathaoirleach of the municipal district may be invited to speak where appropriate and after the Cathaoirleach of County Monaghan.

### **DEPUTISING**

If the Cathaoirleach is unavailable to attend an event, the Cathaoirleach will designate the duty to the Leas Chathaoirleach.

If the Leas Chathaoirleach is unavailable to attend the Cathaoirleach of a Municipal District in which the event/function is taking place should be requested to deputise.