

Hibernia College Quality Framework

Procedure for Elections and Appointments to Governance Committees



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1 Introduction

1.1 Purpose and Parent Policy

This procedure sets out the steps for the election and/or appointment of people to seats on governance committees within the College, as set out in the *Policy for Governance and Management*.

1.2 Responsibilities

a. Staff Responsibilities

- i. The Registrar (or nominee, if the Registrar is unavailable) is the returning officer for elections to governance committees.
- ii. The QA Officer (or nominee, if the QA Officer is unavailable) is responsible for recording elections and appointments and for the logistics of running elections.

b. Chairperson's responsibilities

- i. The Chairperson of a particular governance committee is responsible for appointing members to the committee with the approval of the committee.

2 Procedure for Elections

a. Vacancy

- i. A vacancy is identified when:
 - A new position is created
 - An incumbent resigns in writing to the Chairperson
 - An incumbent no longer meets the criteria for inclusion in their constituency
 - An incumbent is removed from office by the committee with the approval of the Academic Board.
- ii. The QA Officer identifies the vacancy and notifies the Chairperson and Registrar, noting the constituency and a proposal for election dates.
- iii. The Chairperson grants approval for the calling for an election.

b. Calling for nominations for an election

- i. The QA Officer notifies the constituency of the dates for an election, including:
 - A minimum two-week nomination period
 - A minimum two-week election campaign period
 - A minimum one-week polling period, which may include the second week of the campaign period.
- ii. The QA Officer invites nominations from the constituency.

c. Nominations

- i. Members of the constituency may nominate themselves.
- ii. Nominations may include a statement of suitability for election of a maximum of 150 words to be circulated to the rest of the constituency.
- iii. At the end of the nomination period, the QA Officer notifies the Chairperson and returning officer of the nominated candidates for election.
- iv. The QA Officer then circulates details of the nominees, their statements of suitability and details of the election to the constituency.

d. Election

- i. The QA Officer organises a poll that is:
 - Anonymous
 - Online
 - Secure.
- ii. Members of the constituency may cast a single vote before the end of the polling period.
- iii. The candidate with the largest number of votes is deemed elected.
- iv. The QA Officer notifies the Registrar of the result, who returns the result to the constituency and other members of the relevant committee in writing.
- v. The successful candidate is deemed elected from the point of the first meeting of the committee to which they have been elected until their term of office has ended.

e. Appeals

- i. Candidates may appeal the result of an election.
- ii. In the event of an appeal, the Records and Data Manager will investigate the conduct of the election.
- iii. In the event that the election was not conducted in line with College policy and procedure, the election will be re-run.

3 Procedure for Appointments

a. Vacancy

- i. A vacancy is identified when:
 - A new position is created
 - An incumbent resigns in writing to the Chairperson
 - An incumbent no longer meets the criteria for inclusion in their constituency
 - An incumbent is removed from office by the committee with the approval of the Academic Board.
- ii. The QA Officer identifies the vacancy and notifies the Chairperson, noting the constituency and the need for an appointment.

b. Appointment

- i. The Chairperson selects an appropriate appointee.
- ii. The Chairperson offers the position to the appointee in writing.

c. Acceptance of an appointment

- i. The appointee must accept the appointment in writing.

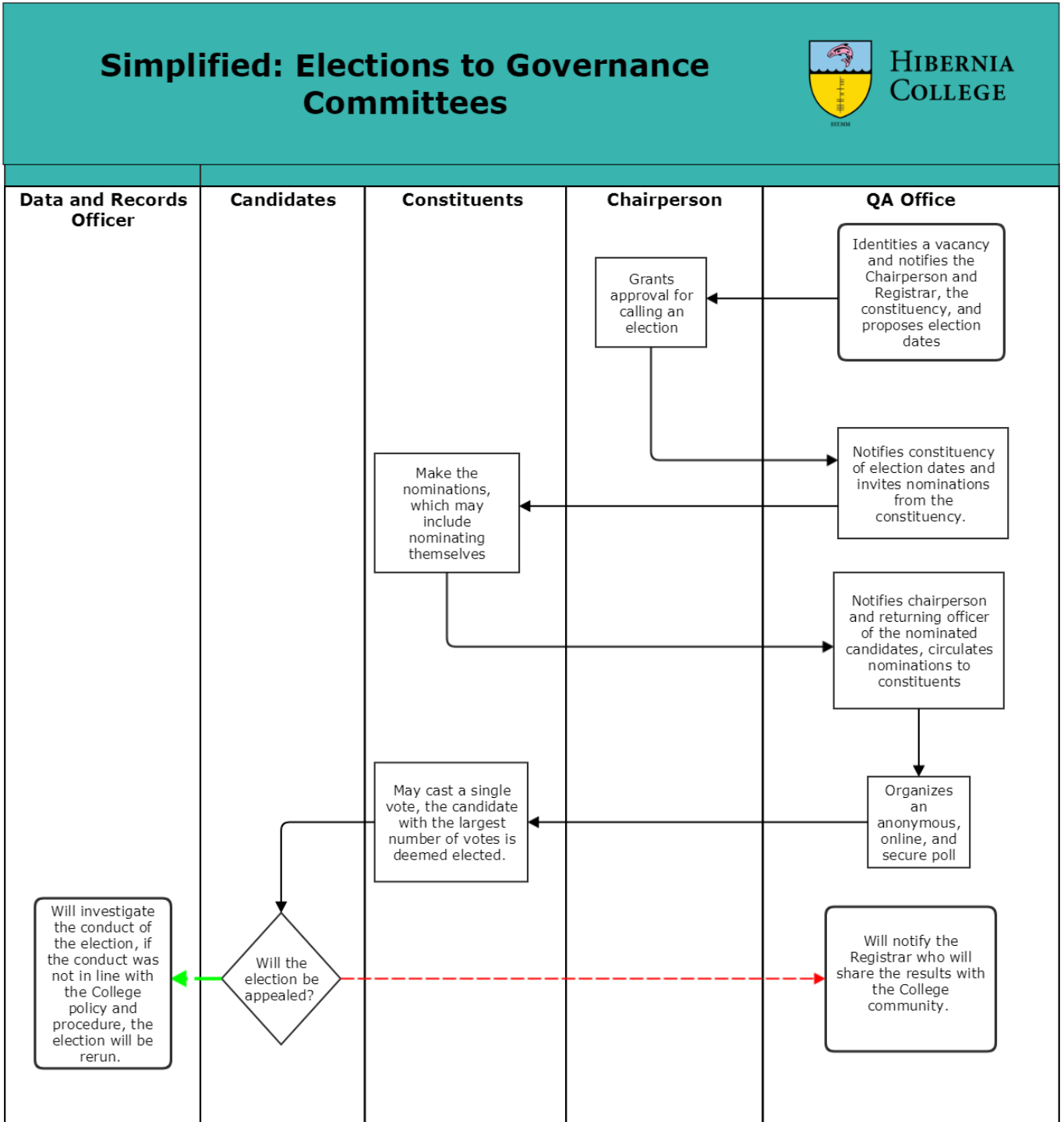
d. Confirmation of the appointment

- i. The appointment must be confirmed by the relevant committee.

ii. The appointment must be notified to the QA Officer.

e. *Rejection of an appointment*

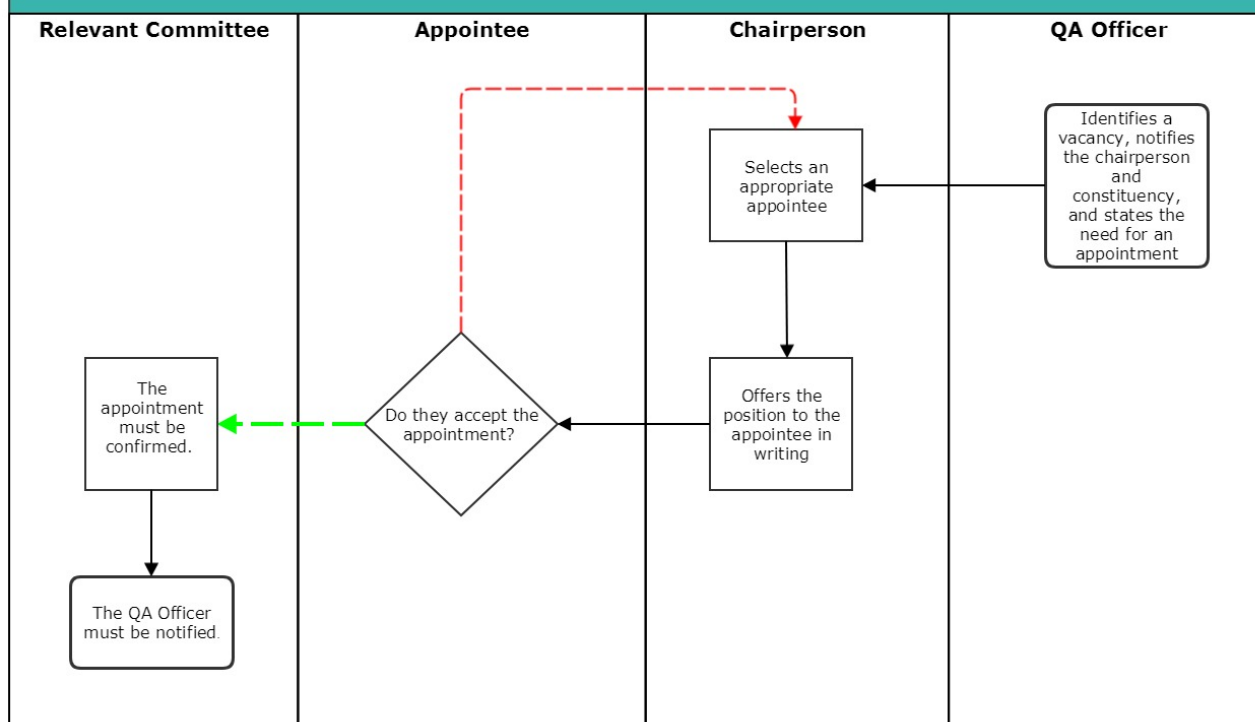
i. Where the appointee does not accept the position, this Chairperson may select another appointee. The appointment process recommences as detailed above.



Simplified: Appointments to Governance Committees



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4 Document Control

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