Schedule 1

Elections to Board

1. Membership
(1) The membership of Board is set out in section 4 of the Chapter.
(2) This Schedule is made pursuant to section 4(3) of the Chapter, section 13 of the Introduction Chapter, and section 16 of the Act of 1997.¹

2. Student Members
(1) For the purposes of section 4(1)(f) of the Chapter, the four student members of Board shall be the President, Education Officer and Welfare Officer of the Students’ Union, and the President of the Graduate Students’ Union.

3. Elected Members
(1) Members elected pursuant to this Schedule shall serve for a period of four years,² except in the case of those elected pursuant to section 14.
(2) Members shall be excluded from holding membership for more than two consecutive terms irrespective of the duration of their first term; and they shall not be eligible to stand for re-election for four years thereafter.

4. Electorate and constituencies
(1) The Electorate shall consist of every member of the staff of College; except those paid from the casual pay-roll, and those who are in receipt of a College pension, shall not be members of the electorate.
(2) For the purposes the election of members pursuant to section 4(1)(b)-(e) of the Chapter, the Electorate shall be divided into three constituencies, as follows:
   (a) those specified in paragraphs (b) and (d) shall comprise one constituency: the Fellows’ and Fellow Professors’ Constituency;

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¹ Section 16 provides in particular:
(10) A governing authority shall ensure that each sex is represented on the governing authority in accordance with such balance as may from time to time be determined or approved by the Minister.
(11) A governing authority may make such Regulations relating to the selection, election, nomination or appointment of members of the governing authority as it thinks fit, and their selection, election, nomination or appointment shall be carried out in accordance with those Regulations.

² Section 4 of Schedule 3 to the Act of 1997 provides such term of office “shall be not less than three years or not more than five, as determined by the governing authority holding office immediately before the appointment of that member”.

(b) those specified in paragraph (c) shall comprise one constituency: the Academic Staff (Non-Fellow) Constituency;

(c) those specified in paragraph (e) shall comprise one constituency: the Technical, Administrative and Support Staff constituency.

(3) (a) Each year, a new electoral register will be prepared and published, if possible within one week of Trinity Monday.

(b) This register will remain in force for the following twelve-month period until it is replaced by the next up-dated register.

(4) Those members of staff who are either (i) full-time or part-time Academic Staff (Non-Fellow) or (ii) full-time or part-time Technical, Administrative and Support Staff and who

(a) have a contract of employment with the College of at least twelve months’ duration,

(b) have completed continuous employment with the College of twelve months’ duration, or

(c) have recognised academic status in the College due to decisions made through the College’s appointments and/or promotions procedures, while not necessarily being in receipt of remuneration from the College.3

on the date the electoral register closes, are eligible for nomination and voting in the constituency of which they are deemed to be members according to the criteria in sections 6 and 7.

5. The Fellows’ and Fellow Professors’ Constituency

(1) This constituency comprises all Fellows and Fellow Professors (holding an established or Personal Chair).

(2) Eight members shall be elected from this constituency.

(3) At least two Professors must be elected from this constituency.

(4) At least two men and at least two women must be elected from this constituency.

6. The Academic Staff (Non-Fellow) Constituency

(1) This constituency comprises all full-time and part-time academic staff who are not Fellows and who are:

(a) Professors,
(b) Associate Professors,
(c) Assistant Professors,
(d) Members of the Dental School,
(e) Senior Research Fellows,

3 These staff are generally in the Health Sciences area and either (a) have contracts of employment with the College and due to the financial arrangements for their posts receive their remuneration from sources external to the College, or (b) have been given academic recognition through the College’s promotional procedures (e.g. Clinical Professors, Associate Professors).
(f) Research Fellows, 4 
(g) Research Assistants, 5 and 
(h) Teaching Fellows.

(2) Five members shall be elected from this constituency, at least three of whom must be of a rank not higher than Associate Professor.

(3) At least one man and at least one woman must be elected from this constituency.

7. The Technical, Administrative and Support Staff Constituency

(1) This constituency comprises all full-time and part-time staff who are:
   (a) Weekly-paid staff,  
   (b) Library Assistants, Senior Executive, Executive and Secretarial staff, and 
   (c) Administrative, Professional Library and Technical staff.

(2) Three members shall be elected from this constituency, one from each of the categories in sub-section (1).

(3) At least one man and at least one woman must be elected from this constituency.

8. Conduct of Election

(1) The election shall be by Single Transferable Vote, and the voting and counting shall be conducted accordingly.

(2) The Secretary shall be responsible for the conduct of the election, and shall be the Returning Officer at the Count.

(3) Board shall also direct that any other necessary arrangements be made in regard to the conduct of the election.

9. Candidates

(1) To be eligible for nomination, a candidate must be a member of one of the constituencies set out in section 4.

(2) The Chief Operating Officer, Secretary, Treasurer, Academic Secretary, Director of Buildings, Director of Human Resources and Director of Accommodation and Catering, shall not be eligible to stand for election or to nominate candidates for election while they hold these positions.

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4 Research Fellows are full-time and part-time staff, engaged on research projects and who are supported by externally-funded research grants and have been approved by the University Council and Board, and whose current contracts with the College are of at least twelve months’ duration or who have completed continuous employment of twelve months with the College on the date the electoral register closes.

5 Research Assistants are full-time and part-time staff, not of post-doctoral standing who are engaged on research projects and who are supported by externally-funded research grants and whose current contracts with the College are of at least twelve months’ duration or who have completed continuous employment of twelve months with the College on the date the electoral register closes. Sponsored postgraduate students registered for higher degrees are not included in this category.
10. Nomination Papers

(1) The Secretary to the College shall, on a date determined by Board, email a Nomination Paper to each eligible voter’s College email address.

(2) Eligible voters in the Weekly Paid category of the Technical, Administrative and Support Staff constituency shall also be sent a Nomination Paper by post to their College address.

(3) A candidate must be nominated by a Nomination Paper signed by two members of the relevant staff category.

(4) The Nomination Paper must be received by the Secretary by a date and time determined by Board.

(5) The Nomination Paper shall state the candidate’s full name, staff category and gender, and the full name of each of the two nominators.

(6) The Nomination Paper shall include a statement signed by the person nominated that to confirm that the person so nominated consents to the nomination and is willing to serve as a member of Board.

(7) Not more than one Nomination Paper shall be accepted in respect of any one candidate; in the event of more than one Nomination Paper being received, the first only such paper shall be accepted.

(8) A nomination which fails to satisfy any or all of the conditions specified in this section shall be invalid and null, and the candidate concerned shall be deemed not to have been duly nominated.

11. Nominations

(1) Nominations shall be received to ensure that sections 5 (4), 6 (3) and 7 (3) are complied with.

(2) (a) In the event of prescribed quotas not being met in the nominations for election in any one constituency, nominations shall remain open until the required conditions are met, but not more than three days prior to the circulation of the voting papers to the electorate.

(b) If after this time nominations have not been received to fulfil the prescribed quotas the ensuing vacancy shall be filled by co-option by the newly-elected Board.

(3) If, at the expiration of the period for nominations, the number of candidates in a particular constituency, validly nominated for election, does not exceed the number of persons which that constituency is entitled to elect, and the requirements specified in sections 5, 6 and 7 regarding gender and grade criteria are complied with, all the candidates so nominated shall be deemed by the Secretary to have been elected following the counting of votes in the remaining constituencies.

(4) If, at the expiration of the period for nominations, the number of candidates in a particular constituency, validly nominated for election, shall exceed the number of persons which that constituency is entitled to elect, there shall be
an election, which shall be conducted in accordance with the provisions hereinafter set forth.

(5) (a) There shall be a one-hour period following the closing date and time for the receipt of nominations during which clarifications in relation to nominations received may be requested by the Secretary and during which nominated candidates may withdraw their nominations.

(b) No new nominations will be accepted during this period.

(c) One hour after the expiration of the period for nominations the Secretary to the College will publish the list of those nominated for election in each constituency.

12. Voting

(1) The Secretary shall, on a date to be determined by Board, prepare and despatch a Voting Paper to each voter, pursuant to section 18 of the Introduction Chapter.

(2) Each Voting Paper shall contain in alphabetical order the names of all candidates validly nominated for election in that voter’s constituency, indicating each candidate’s gender and staff category.

(3) The Voting Paper shall be accompanied by an envelope bearing on the outside the words ‘Voting Paper’, a list of the names of the nominators of each candidate, and a paper of instruction containing the following:

   (a) a statement of the number of candidates for whom the voter is entitled to vote and the requirements as to the number of men and women and specific staff categories who may be elected;
   
   (b) a direction to the voter to mark in ‘1, 2, 3 etc.’ opposite the name or names of each candidate for whom the voter votes;
   
   (c) a warning that the inclusion in the envelope marked ‘Voting Paper’ of any other paper except the Voting Paper shall invalidate the vote; and
   
   (d) a direction that the Voter shall either post or deliver the envelope marked ‘Voting Paper’ (containing the duly marked Voting Paper) to the Secretary to the College by a date specified by Board.

13. Count

(1) As Returning Officer, the Secretary shall appoint up to twelve people to count the votes cast in the election; and all persons engaged in the conduct of the election shall undertake to preserve secrecy.

(2) The Secretary shall reject as invalid any Voting Paper which

   (a) is not the original Voting Paper issued to the voter and duly completed by that voter, or
   
   (b) contains any writing by which the identity of the voter can be ascertained.
(3) The Secretary shall, in consultation with the candidates and/or their agents or nominees, determine any case of doubt as to the validity of a vote.

(4) Each candidate and/or an agent or nominee may observe the counting of votes for that candidate’s constituency.

(5) The counting of votes shall be in accordance with the Seanad Electoral (Panel Members) Acts 1947 and 1954 with specific provisions that the count be conducted on a basis that ensures that in each constituency the gender and grade criteria are met.

(6) With appropriate variations the following process shall apply:

(a) If the elimination of male candidate(s) would mean that the requisite number of male candidates could not be elected, then the remaining male candidate(s) shall be deemed to be elected without reaching the quota.

(b) If the elimination of female candidate(s) would mean that the requisite number of female candidates could not be elected, then the remaining female candidate(s) shall be deemed to be elected without reaching the quota.

(c) If the elimination of Professor(s) in the Fellow/Professor constituency would mean that two Professors could not be elected, the remaining Professor(s) shall be deemed to be elected without reaching the quota.

(d) If the elimination of candidate(s) in the Academic Staff (Non Fellow) Constituency would mean that three candidates on a grade not higher than Senior Lecturer could not be elected, then the remaining candidate(s) fulfilling that criterion shall be deemed to be elected.

(e) If the elimination of candidate(s) in the Technical, Administrative and Support Staff Constituency would mean that one candidate in each of the specified staff categories would not be elected, then the remaining candidate(s) fulfilling that criterion shall be deemed to be elected.

(7) Following the election of candidates under sub-section (6), the count shall continue in the normal way to fill any vacant positions.

(8) The Secretary shall declare the candidates who have obtained the greatest number of valid votes duly elected as members of Board.

14. Casual Vacancies

(1) If an elected member is unable, for whatever reason, to complete a term of office, then that member be replaced by the person, from the same constituency, who achieved the highest number of votes in the most recent Board election, without being elected, subject normally to overall constraints of gender and grade being met and subject to that person having received total votes equivalent to at least one-third of the quota for that constituency.

(2) If there had been no election held in that specific constituency in the most recent Board election, or if there is no unsuccessful candidate available to replace the resigning Board member, or if gender and grade constraints are not met, or if no unsuccessful candidate received the required number of votes as
specified in sub-section (1), then Board shall determine whether the casual vacancy shall be filled by co-option or by holding a by-election.

(3) If Board determines that there should be a by-election, then the electoral register in force on the date at which Board determines that a by-election should be held will be used in that by-election, and the election shall insofar as possible follow the procedures in this Schedule.

(4) The person replacing the resigning Board member shall serve only the remaining term of office of the out-going member; and this period of replacement will be counted as one term of office.