

## Schedule 1

### Procedures for taking the Assents of the Members of the Body Corporate to Amendments to the Constitution of the Body Corporate

#### 1. Petition and Meeting

- (1) Where pursuant to the Chapter on the Body Corporate and the Chapter on Board, Board has taken a decision (hereafter: the decision of Board) to seek to petition the Government for a Charter or Act of the Oireachtas which would have the effect of amending the constitution of the Body Corporate of the College (hereafter: the proposed amendment), Board shall so inform the Chancellor.
- (2) The Chairperson shall call a meeting of the members of the Body Corporate (hereafter: the members) to discuss the petition and, if Board thereafter wishes to invite the members to grant their Assent to the proposed amendment, then the procedures in this Schedule shall be followed.

#### 2. Taking Assents

- (1) Provided that the members shall have at least 10 days in which to consider the issue and return their Assents, Board shall set
  - (a) a return date and appointed time before which the members shall return their Assents,
  - (b) a return address to which they shall return their Assents, and
  - (c) the date on or by which the Assents shall be counted.
- (2) The Chancellor and the Registrar shall act as Scrutineers of the process of the taking of the members' Assents, and shall do all such acts and things as may be necessary for its conduct.
- (3) In particular, as soon as practicable after the decision of Board, the Registrar shall
  - (a) notify the Chancellor of this process,
  - (b) procure an empty ballot box and lock it securely, and
  - (c) send to every member, in an envelope clearly marked as containing Assent papers
    - (i) Assent papers in the form for the time being approved by Board,
    - (ii) explanatory material to facilitate due consideration of the proposed amendment, and
    - (iii) an envelope marked with the return address (hereafter: a voting envelope).

- (1) Members wishing to indicate their Assent to the proposed amendment shall return their signed Assent Forms in the envelope provided on or before the return date and appointed time.
- (2) The Registrar shall cause
  - (a) all voting envelopes arriving at the return address before the appointed time on the return date to be marked with the date and time upon which they were received and then placed into the locked ballot box,
  - (b) the voting slot in the ballot box to be closed and locked at the appointed time on the return date, and
  - (c) all voting envelopes arriving at the return address after the appointed time on the return date to be marked with the date and time upon which they were received and stored unopened in safe keeping.

### 3. Count

- (1) On the date of the count, the Scrutineers shall
  - (a) unlock the ballot box,
  - (b) consider all and only the Assent Forms in the stamped envelopes contained therein,
  - (c) determine and record the number of members who have Assented to the proposed amendment,
  - (d) cause all of the envelopes and Assent Forms which have been thus considered, and all of the envelopes which arrived late and were stored in safe keeping, to be placed in the ballot box, and
  - (e) cause that box to be re-locked and stored in safe keeping.
- (2) The Registrar shall cause all voting envelopes arriving at the return address after appointed time on the return date but before the date and time on which Board considers the result of the count (hereafter: the further envelopes) to be marked with the date and time upon which they were received and stored unopened in safe keeping.

### 4. Result

- (1) The Scrutineers shall declare the result to Board, which shall give directions relating to the locked ballot box and the further envelopes.
- (2) If the number of members who have Assented to the proposed amendment constitutes a simple majority of those who were members at the appointed time on the return date, then Board may proceed to petition the Government for a Charter or Act of the Oireachtas which would have the effect of amending the constitution of the Body Corporate of the College.

