

## Election Regulations: Staff Constituencies By-Elections to Údarás na hOllscoile Autumn 2021

Staff constituencies for the elections to constitute Údarás na hOllscoile 2021-2025

1. Údarás na hOllscoile held elections in January 2021 in accordance with the Irish Universities Act, 1997, to fill positions arising under the three staff constituencies set out in the Act.
2. Following the outcome of the elections, it was determined based on the outcomes below that two vacancies remain to be filled, one in the Professorial constituency and one in the Academic Staff constituency, as follows:

### Professorial Constituency

(4 seats, gender quota: at least one of whom shall be a woman and at least one of whom shall be a man). There were 3 nominations in total for the Professorial constituency. As the number of nominees did not exceed the number of available places, all three nominees were deemed to be automatically elected as a member of Údarás na hOllscoile. **It was therefore determined that in line with the election regulations, the fourth vacant seat would be filled in a by-election at a later date.**

### Academic Staff Constituency

(4 seats, gender quota: at least one of whom shall be a woman and at least one of whom shall be a man). There were 5 nominations in total for this constituency. As the 5 candidates comprised 4 for the female category, 0 for the male category and 1 prefer not to say, the dedicated seat for the male category was not filled. **It was therefore determined that in line with the election regulations, the fourth vacant seat ( i.e. the dedicated seat for the male category) would be filled in a by-election at a later date.**

### Arrangements for by-elections in Autumn 2021

At its meeting on 24 June 2021, Údarás na hOllscoile approved the following arrangements for the by-elections to fill the two vacant positions:

#### *3. Nominations*

**3.1 Eligible Nominees:** 1 September 2021 is the census date for determining eligibility of nominees. Nominees (and their proposers and seconders) must be members of the relevant constituency on 1 September 2021.

- In the case of the professorial nominees, the gender quota for the constituency (at least one woman and at least one man) was met in the January 2021 elections and therefore no gender quota applies on this occasion.

- In the case of the permanent or full-time members of the other academic staff, as set out above, the dedicated seat for the male category was not filled in the January 2021 elections and therefore such nominees must be male.
- 3.2 Nominations to be submitted via the Online Election Portal **between 9.00am (Irish time) on Thursday 2 September 2021 and 17.00pm (Irish time) on Friday, 17 September 2020**. Late nominations cannot be accepted. Each nomination must include all relevant nomination details including biographical details and photograph of nominee, candidate statement, video message (optional), and outline of competencies.
  - 3.3 Nominations may be submitted in English **or** Irish and will be displayed to voters in the language submitted only, but all candidates are required to submit their Candidate Statement in **both** English and Irish. Nominees are welcome to submit nominations in full in both languages and both will be displayed to voters
  - 3.4 Nominations must include details of two members of the eligible staff constituency who will act as Proposer and Secunder for the nomination. Upon submission of a nomination, the Proposer and Secunder will be contacted to confirm their support of the nomination. **Proposer and Secunder must come from the same constituency as the nominee and can support the nomination of one candidate only. Nominations will be deemed valid if these conditions are met and once the Proposer and Secunder have confirmed their support for the nomination.**

#### *4. Election*

- 4.1 **Election Procedure:** If more nominations are received than the number of eligible representatives required, an election will be conducted by e-voting. The ballot will be held on **Monday 11 October, 2021 from 9.00am to 12.00pm (Irish time) on Tuesday 12 October, 2021**.
- 4.2 Eligible staff will receive an individual email with a unique link to their vote, ahead of the ballot. (See Appendix 1 for list of CORE Staff Grades in each constituency).
- 4.3 Voting will occur in accordance with the following regulations:
  - 4.3.1 E-votes must be cast between **9.00am Irish time on Monday 11 October, 2021 and 12.00pm (Irish time) on Tuesday 12 October 2021**.
  - 4.3.2 **Voter Eligibility:** 1 October 2021 is the census date for determining eligibility of voters. Voters must be members of the relevant constituency on the 1 October 2021.
  - 4.3.3 Valid votes must record a vote for at least one candidate in the relevant constituency. Each vote is identifiable in the online system via a unique number.
  - 4.3.4 The candidate who obtains the greatest number of valid votes in each constituency shall be deemed elected.
  - 4.3.5 In the event of a tie, the election as between the tied candidates shall be determined by lot conducted by the Returning Officer, the Secretary for Governance & Academic Affairs.

#### *5. Counting of Votes*

- 5.1 **Counting of votes:** will be via Proportional Representation with Single Transferable Vote (PRSTV) with fractional transfer (i.e. Seanad Eireann rules) across all two staff constituencies.

- 5.2 Counting of votes will be conducted by Mi-Voice Limited in their role as Independent Scrutineers and there will be two independent observers, Mr Meredith Lulling, Project Manager, MAPS, and Mr Peter Feeney, Head of Corporate and Legal Affairs, reporting to the Returning Officer, the Secretary for Governance & Academic Affairs.
- 5.3 A full Audit Trail of voting will be held in the electronic voting system and will be reviewed prior to the issuing of results.
- 5.4 Election results of the successful candidates will be announced by the Returning Officer at 5pm on 12 October 2021.
- 5.5 The final number of votes per candidate will not be released publicly but a record of the count will be held by the Office of the Secretary for Governance & Academic Affairs and individual nominees will be entitled to access their own vote count.

## Appendix 1

### **Details of Staff Grades comprising the pool of eligible voters/nominees for the Autumn 2021 Údarás By-elections**

The details of eligible nominees and voters in the staff constituencies is set out in the Irish Universities' Act, 1997, and relevant extracts are outlined below.

The criteria used to determine the staff grades included in each list is based on how staff grades are returned to the HEA as part of the Staff Quarterly HEA Return:

#### **Professors:**

*Extract from the Act:*

*(i) not less than two or more than six members of the academic staff of the university who are Professors or Associate Professors, elected by such staff;*

**Eligible to run for nomination:** Staff of the grades listed below on 1 September 2021 **Eligible to vote:** Staff of the grades listed below on 1 October 2021

- Professor (including Established Professors and Personal Professors)
- Associate Professor (those who opted to retain their Associate Professor title)
- President
- Registrar

#### **Academic Staff:**

*Extract from the Act:*

*(ii) not less than three or more than five permanent or full-time members of the other academic staff of the university elected by such staff;*

**Eligible to run for nomination:** Permanent or full-time Staff of the grades listed below on 1 September 2021

**Eligible to vote:** Staff of the grades listed below on 1 October 2021

- Senior Lecturer
- Lecturer Above the Bar
- Lecturer Below the Bar
- Clinical Lecturer
- Lecturer Fixed Term
- University Teacher
- University Fellow (Teaching & Research)
- University Fellow
- Researcher

- Part Time Teaching Assistant
- Demonstrator/Tutor
- Administrator/Tutor
- Social Care Tutor
- Feidhmeanach Aistriuchain / Tearmaiochta
- Feidhmeanach Riomhaireachta
- Feidhmeanach Aistriuchain
- Practice Education Coordinator