

## Election Procedures: Internal Members

- 1.0 In accordance with Section 16 (2) of the 1997 Universities Act, (amended by the HEA Act 2022) the membership of Údarás na hOllscoile shall include: “five internal members (other than the chief officer) appointed by the governing authority”.

In relation to the Governing Authority, ‘internal member’ means “a member of the governing authority who is a member of the academic council of the university, an employee of the university or a person who is remunerated under a contract with the university” (Section 16 (8) Universities Act, 1997).

Údarás na hOllscoile commences a new term on 1<sup>st</sup> February 2025. Following the selection of two current members by Údarás na hOllscoile for reappointment for a second term, three vacancies arise in the internal members constituency.

- 1.1 Údarás na hOllscoile has determined that an election will be held to fill the three vacancies in the internal membership.

In accordance with Regulation 1/2024 and the accompanying ‘Process for reconstitution of Údarás na hOllscoile, University of Galway’s Governing Authority 01 Feb. 2025 – 31 Jan. 2029 ‘ approved by the Minister for Further & Higher Education, Research, Innovation & Science, and by Údarás na hOllscoile, the three vacancies in the internal membership will be filled by election from amongst the three staff grades:

- Professorial cohort (defined by University of Galway as Personal Professor, Professor In and Established Professor grades)
- Other academic staff including research staff (excluding Professors)
- Professional support staff (including support and technical staff)

- 1.2 Staff in each of the above grades\* (See Appendix One for list of grades included) will be eligible to be nominated for election provided they are in post and members of the relevant constituency on November 1<sup>st</sup> 2024.
- 1.3 One election will be held to fill three vacancies, with eligible nominees to come from the three staff grades outlined in point 1.1.
- 1.4 As the Professorial and the Professional Support staff grades are already represented by the two returning internal members, at least one of the three vacancies must be filled by a member of Other Academic staff including research staff (excluding Professors).
- 1.5 A gender quota of at least one male and at least one female will be applied in the filling of the three vacancies.
- 1.6 Once at least one vacancy is filled by a member of Other Academic staff including research staff (excluding Professors), and the male and female gender quotas have been met, positions will be filled by the candidates achieving the highest number of votes regardless of grade or gender.
- 1.7 The term of office of the members listed above will be four years from February 1<sup>st</sup> 2025.

- 2.0 Údarás na hOllscoile has determined that the following arrangements for nominations will apply:
- 2.1 **Eligible Nominees:** The 1<sup>st</sup> of November 2024 is the census date for determining eligibility of nominees. Nominees (and their proposers and seconders) must be in post and members of the relevant constituency on the 1<sup>st</sup> of November 2024.
  - 2.2 Nominations must be submitted via the Online Election Portal **between 9.00am Irish time on Monday November 4<sup>th</sup> 2024 and 17.00pm Irish time on Friday 29<sup>th</sup> of November, 2024.** 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.
  - 2.3 Nominations may be submitted in English **or** Irish and will be displayed to voters in the language submitted only. Nominees are welcome (but not required) to submit nominations in full in both languages and both will be displayed to voters. Candidates are responsible for providing their own translation of nominations.
  - 2.4 Nominations must include details of two eligible members of the same staff constituency as the nominee 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.** Nominees are not permitted to propose or second their own nomination.
- 3.0 Údarás na hOllscoile has determined that the following arrangements for the election will apply:
- 3.1 **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 **Tuesday January 14<sup>th</sup> , 2025 from 9.00am to 12.00pm Irish time on Wednesday January 15 2025.**
  - 3.2 Eligible staff will receive an individual email with a unique link to their vote, ahead of the ballot.
  - 3.3 In the event that an insufficient number of nominations is received to meet the requirement for at least one nominee from the 'Other Academic staff including research staff (excluding Professors)' constituency, the relevant seat will be left vacant, to be filled in a by-election at a later date.
  - 3.4 In the event that an insufficient number of nominations is received to meet the gender quota, the relevant seat, male or female, will be left vacant, to be filled in a by-election a later date.
  - 3.5 Voting will occur in accordance with the following regulations:-
    - 3.5.1 E-votes must be cast between **9.00am Irish time on Tuesday January 14<sup>th</sup> , 2025 and 12.00pm Irish time on Wednesday, January 15<sup>th</sup> 2025.**
    - 3.5.2 **Voter Eligibility:** The 1<sup>st</sup> of January 2025 is the census date for determining eligibility of voters. Voters must be members of staff in accordance with Appendix One and in post on the 1<sup>st</sup> of January 2025.
    - 3.5.3 Valid votes must record a vote for at least one candidate. Each vote is identifiable in the online system via a unique number. Voters will be eligible to vote only in the staff constituency to which they belong (i.e. Professors may vote for Professorial nominees only; Other Academic and research staff may vote for nominees in that category only; Professional support staff may vote only for nominees in that category). There is no limit to the number of candidates a voter can rank within their own constituency.

- 3.5.4 The candidates who obtain the greatest number of valid votes shall be deemed elected, provided that at least one of the three vacancies is filled by a member of Other Academic staff including research staff (excluding Professors) (as set out in Point 1.4 above) and provided that the relevant gender quota is reached (as set out in Point 1.5 above). The staff grade quota (of one Other Academic staff including research staff (excluding Professors)) will be applied first; followed by the application of the gender quota (of at least one male and at least one female).
  - 3.5.5 Three candidates **shall** be elected, **including** at least one member of 'Other Academic staff including research staff (excluding Professors)', at least one woman and at least one man.
  - 3.5.6 In the event of a tie, the election as between the tied candidates shall, subject to 3.4.5 *supra*, be determined by lot conducted by the Returning Officer.
  
4. Údarás na hOllscoile has decided on the following arrangements for the counting of votes:
  - 4.1 **Counting of votes:** will be via Proportional Representation with Single Transferable Vote (PRSTV) with fractional transfer (i.e. Seanad Eireann rules).
  - 4.2 Counting of votes will be conducted by Mi-Voice Limited in their role as Independent Scrutineers and there will be two independent observers, reporting to the Returning Officer, the Secretary for Governance & Academic Affairs.
  - 4.3 A full Audit Trail of voting will be held in the electronic voting system and will be reviewed prior to the issuing of results.
  - 4.4 Election results of the successful candidates will be announced by the Returning Officer at 17:00pm Irish time on Wednesday 15<sup>th</sup> of January 2025.
  - 4.5 Full Election results will be published on the Údarás na hOllscoile website. 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.
  
5. Any casual vacancy which, subsequent to the Election Procedure or during the period of office of the Údarás na hOllscoile elected under this Election Procedure, arises among the members elected as aforesaid shall be filled by the candidate(s) who shall have obtained the greatest number of lawful votes at the Election Procedure, other than those elected. This proviso shall be subject to the relevant grade requirements (as set out in Point 1.1 above) being met in the members elected and the relevant gender quota (as set out in Point 1.5 above) being met, such candidate(s) to be elected in accordance with Section 3.5.5.

## APPENDIX ONE

HR Category Code	HR Category Description	GA Election Category
101	Professor	Professor
102	Personal Professor	Professor
319	Professor In	Professor
104	Senior Lecturer	Other Academic
106	Lecturer<Bar/Junior Lecturer	Other Academic
108	Lecturer>Bar/College Lecturer	Other Academic
109	Clinical Lecturer (Part Time)	Other Academic
112	Foreign Language Assistant	Other Academic
115	Administrator / Tutor	Other Academic
116	Research	Other Academic
117	Lecturer Fixed Term	Other Academic
138	Teaching Support Staff	Other Academic
200	Feidhmeannach Riomhaireachta	Other Academic
214	University Teacher	Other Academic
220	Lecturer - Contract Type A	Other Academic
221	Lecturer - Contract Type B	Other Academic
222	Clinical Tutor	Other Academic
311	Feidhmeanach Aistriuchain	Other Academic
314	Practice Education Coordinator	Other Academic
316	University Fellow	Other Academic
317	Graduate Teaching Assistant Tutor	Other Academic
318	Graduate Teaching Assistant Demonstrator	Other Academic
321	Secondee	Other Academic
409	TSS Teaching, Tutorials, TAD, Essays	Other Academic
410	TSS Demonstrator	Other Academic
119	President	Professional Support
120	Secretary	Professional Support
121	Associate Secretary	Professional Support
122	Assistant Secretary	Professional Support
123	Administrative Officer	Professional Support
124	Administrative Assistant Grade 4	Professional Support
126	Administrative Assistant Grade 3	Professional Support
127	Administrative Assistant Grade 5	Professional Support
128	Administrative Assistant Grade 2	Professional Support
130	Director	Professional Support
133	Registrar	Professional Support
134	Contract Appointment	Professional Support
136	Contract Appointment (Administration)	Professional Support
140	Librarian	Professional Support
141	Sub-Librarian	Professional Support

142	Assistant Librarian	Professional Support
143	Library Assistant	Professional Support
145	Senior Library Assistant	Professional Support
146	Library Steward	Professional Support
147	Bindery Technician	Professional Support
151	Assistant Shelver	Professional Support
154	Library Shelver	Professional Support
160	Senior Technical Officer	Professional Support
161	Technical Officer	Professional Support
163	Laboratory Attendant	Professional Support
166	Chief Technical Officer	Professional Support
172	Plumber	Professional Support
175	Building Labourer	Professional Support
177	Gardener	Professional Support
181	Cleaner	Professional Support
182	Security Staff	Professional Support
183	Electrician	Professional Support
190	Supervisor (Grade 1)	Professional Support
191	Supervisor (Grade 2)	Professional Support
192	Sports Attendant	Professional Support
208	Chargehand - Mailroom	Professional Support
211	Chargehand - Electrician	Professional Support
215	Chargehand - Mechanical	Professional Support
301	Research Funded Senior Technical Officer	Professional Support
307	Facility Operative	Professional Support
308	Computing Assistant	Professional Support