

Election of internal members to **Údarás na hOllscoile** 1st August 2026 – 31st July 2030

Election Procedures

- 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).

Two positions in the internal membership of **Údarás na hOllscoile** will fall vacant on 1st August 2026 with the conclusion of the terms of two members, one a Professor and one a member of Professional Support Staff.

- 1.1 **Údarás na hOllscoile** has determined that elections will be held to fill the two vacancies in the internal membership.

In accordance with Regulation 1/2024 approved by the Minister for Further & Higher Education, Research, Innovation & Science and by **Údarás na hOllscoile**, the two vacancies in the internal membership will be filled by election of staff from the following staff grades:

- Professorial cohort (defined by University of Galway as Personal Professor, Professor In and Established Professor grades)
- 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 April 1st 2026.

- 1.3 Two separate elections will be held to fill the two vacancies, with details as follows.
Election 1: Election of one member from the Professorial staff with eligible nominees to come from the Professorial grades outlined in Appendix One.
Election 2: Election of one member from the Professional Support staff (including Technical staff) with eligible nominees to come from the Professional Support and Technical staff grades outlined in Appendix One..

- 1.4 Positions will be filled by the candidate achieving the highest number of votes in each election.

- 1.5 The term of office of the elected members listed above will be four years from August 1st 2026 – 31st July 2030.

- 1.6 Members elected under these Election Procedures will be eligible to seek re-election for a second term of up to 4 years from 1st August 2030.

Nomination Process

- 2.0 Údarás na hOllscoile has determined that the following arrangements for nominations will apply:
- 2.1 **Eligible Nominees:** The 1st of April 2026 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 1st of April 2026.
 - 2.2 Nominations must be submitted via the Online Election Portal **between 9.00am Irish time on Thursday April 2nd 2026 and 5.00pm Irish time on Tuesday 28th of April, 2026.** 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 staff constituency(ies) eligible to vote in the relevant election 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.
For the avoidance of doubt, Proposer and Secunder must come from the relevant voter eligibility pool (in accordance with Appendix Two) - i.e. for Election 1, Proposers and Seconders must come from the Professorial or Other Academic (including Research staff) constituencies); for Election 2, Proposers and Seconders must come from the Professional Support Staff (including Technical staff) constituency.
In all cases, Proposers and Seconders can support the nomination of **one candidate only**. Nominees are not permitted to propose or second their own nomination.

Election Procedure:

- 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 from **9.00am Irish time on Monday June 15th 2026 to 12.00pm Irish time on Tuesday June 16th 2026.**
 - 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 in either the Professorial or the Professional Support staff categories, or in both categories, the relevant seat(s) will be left vacant, to be filled in a by-election at 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 Monday June 15th 2026 and 12.00pm Irish time on Tuesday, June 16th 2026.**
 - 3.5.2 **Voter Eligibility:** The 1st of June 2026 is the census date for determining eligibility of voters. Voters must be members of staff in accordance with Appendix Two and in post on the 1st of June 2026.

- 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 as follows:
Election 1 Professorial Election: Eligible voters in this election include all Professorial staff and all Other Academic staff as outlined in Appendix Two.
Election 2 Professional Support staff (including Technical staff) Election: Eligible voters in this election include all Professional Support staff and Technical staff as outlined in Appendix Two.
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 in each election shall be deemed elected.
- 3.5.5 Two candidates **shall** be elected, **including** one Professor and one member of Professional Support Staff (including Technical staff).
- 3.5.6 In the event of a tie that cannot be resolved with reference to the election rules as specified at 4.1 below, the election as between the tied candidates shall be determined by lot conducted by the Returning Officer.

Counting of Votes:

- 4.0 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 (Democracy Technology 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 5:00pm Irish time on Tuesday 16th of June 2026.
- 4.5 Full Election results will be published on the Údarás na hOllscoile website after the June 24th 2026 meeting of the Governing Authority. 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. The election timeline is set out in Appendix Three.

Casual Vacancies:

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.
In the event that no further candidates remain, vacancies shall be filled via a by-election.

APPENDIX ONE: Eligible Nominees

Election 1: Professorial Nominees

HR Category Code	HR Category Description	GA Election Category
101	Professor (including Established Professor)	Professor
102	Personal Professor	Professor
319	Professor In	Professor

Election 2: Professional Support Staff and Technical Staff Nominees

HR Category Code	HR Category Description	GA Election Category
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 Shelves	Professional Support
154	Library Shelves	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

APPENDIX TWO: Eligible Voters

Election 1: Professorial Election

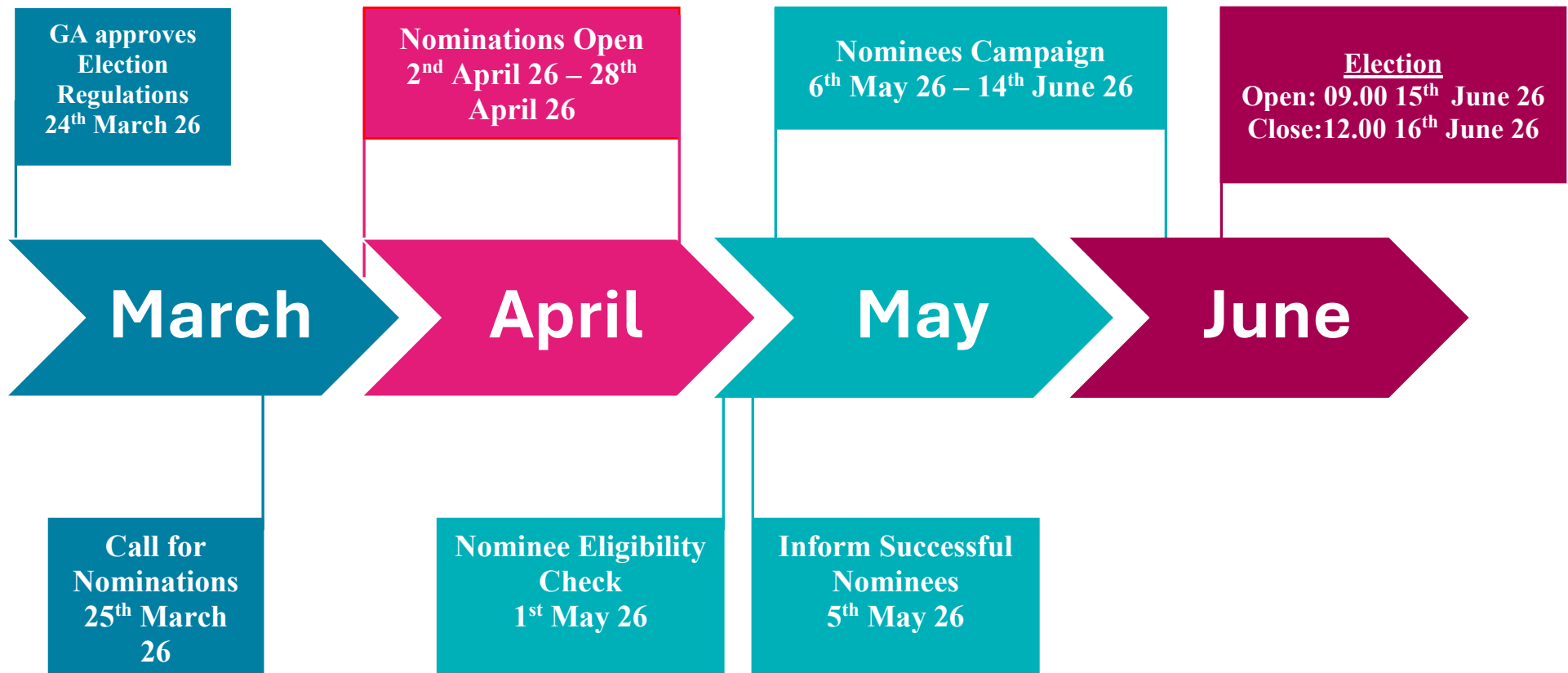
HR Category Code	HR Category Description	GA Election Category
101	Professor (including Established Professors)	Professor
102	Personal Professor	Professor
319	Professor In	Professor
104	Senior Lecturer	Other Academic
106	Lecturer<Bar/Junior Lecturer	Other Academic
108	Lecturer>Bar/College Lecturer	Other 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

Election 2: Professional Support Staff and Technical Staff Election

HR Category Code	HR Category Description	GA Election Category
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
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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
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192	Sports Attendant	Professional Support
208	Chargehand - Mailroom	Professional Support
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215	Chargehand - Mechanical	Professional Support
301	Research Funded Senior Technical Officer	Professional Support
307	Facility Operative	Professional Support
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APPENDIX THREE

Governing Authority Election Timelines 2026



Stage	Date
Notice of call for Nominations	25 th March 26
Nominations Open	2 nd April 26 – 28 th April 26
Nominee Eligibility Check	1 st May 26
Inform Successful Nominees	4 th May 26
Nominees Campaign	5 th May 26 – 14 th June 26
Election Open	09.00am 15 th June 2026
Election Close	12.00pm 16 th June 2026