

**ABOUT LIMERICK ACTIVE CITIES STEERING GROUP ELECTIONS (March/APRIL 2022)**

**This important information goes with the nomination form. It should be read in its entirety.**

**The closing date for receipt of completed nomination forms is 2pm Friday 25<sup>th</sup> March 2022**

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**1. Information about Active Cities and the Limerick Active Cities Steering Group**

[Limerick Sports Partnership](#) has engaged in a project funded by Sport Ireland through the Dormant Accounts Fund (DAF) called, “Active Cities”.

The Sport Ireland Active Cities concept is built on the principals of the [Global Action Plan for Physical Activity \(GAPPA\)](#) which provides a shared vision of more active people for a healthier world and sets goals to achieve a 10% decrease in physical inactivity by 2025 and 15% by 2030.

The Sport Ireland Active Cities fund will invest in sport and physical activity initiatives in Ireland’s eight city based Local Sports Partnerships:

1. Cork Sports Partnership
2. Dublin City Sport and Wellbeing Partnership
3. Dun Laoghaire Rathdown Sports Partnership
4. Fingal Sports Partnership
5. Galway Sports Partnership
6. Limerick Sports Partnership
7. South Dublin County Sports Partnership
8. Waterford Sports Partnership

An Active City will strive to create social norms about the benefits of sport and physical activity, create programmes and opportunities for its citizens regardless of ability or age, work in partnership to increase physical activity & decrease inactivity, and create/maintain environments where sport & physical activity can happen, working toward healthier lifestyles for their citizens.

Limerick Sports Partnership has asked Limerick PPN to provide a suitable candidate to participate on the steering committee looking at the logic model and programme plan for the initiative.

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The role of the committee is to act as an advisory committee for the Active Cities Officers in progressing the Active Cities Logic Model and Local Plan. To work with committee members (which include – HSE Health Promotion, Paul Partnership, Healthy Limerick, LSP Board of Directors Rep, URBACT Rep, LCCC Environment and Public Realm Rep, Active Travel Rep) in exploring the various work packages on an annual basis.

The commitment expected from a PPN Representative is: attendance at 5/6 meetings a year and possible participation in sub groups/sub group work. Meetings will be a mix of in person and Zoom.

An interest in Sport and Physical Activity and how best to maximise opportunities in the City would be beneficial for the role.

### 2. Making a nomination

1. Limerick PPN members of the [Community, Leisure & Culture Linkage Group](#) can make nominations for this position. Limerick PPN members will be able to join this [Linkage Group](#) up to **2pm Friday 25<sup>th</sup> March 2022** when the option of joining Linkage Groups will be suspended until the elections are over. Simply email [ppn@limerick.ie](mailto:ppn@limerick.ie) if you wish to join any Linkage Group.
2. Nominations must be agreed by a PPN member group/organisation's committee. Evidence of this may be requested (e.g. minutes of committee meeting).
3. Nominations will only be accepted on the official Limerick PPN nomination form. To be valid, all sections of the form must be correctly and clearly completed. Scan/clearly photograph and return the completed form to this email address: [ppn@limerick.ie](mailto:ppn@limerick.ie)
4. Your group can also submit the nomination by post to this address: Limerick PPN, c/o Urban and Rural Community Development, Community, Tourism and Culture Directorate, Limerick City and County Council, Merchant's Quay, Limerick, V94 EH90
5. It is the responsibility of the nominating group to ensure their nomination(s) are submitted by the deadline. The PPN, its Secretariat, Limerick City and County Council or the PPN staff will not be responsible for lost or delayed nominations.
6. In accordance with government guidelines, you are asked to bear in mind the objective of achieving a 40% gender balance, as well as the need to foster social inclusiveness and equality, when nominating and selecting PPN representatives.

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### 3. Elections

1. Elections will be for one position on the Limerick Active Cities Steering Group.
2. Online elections will take place: **10am Monday 4<sup>th</sup> April – 2pm Friday 8<sup>th</sup> April 2022.**
3. Where there is only one (1) candidate for the seat, this person is automatically elected without any voting by Linkage Group members. However, the Secretariat 1) reviews all nominations prior to the elections being opened to ensure eligibility of all candidates and 2) will wait until after the elections are over to communicate the full results from the election process.

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### Where there are contested seats

1. Each [Linkage Group](#) member group/organisation is entitled to one (1) vote and one (1) individual will vote on behalf of the member group/organisation.
2. Specific details will be emailed to the primary named individual for each member of the Linkage Group. **They should follow the voting instructions carefully and only use the email address to which they have received the voting details.**
3. It is important that Limerick PPN staff have the correct details for the **one person** voting on behalf of your group/organisation. **The onus is on PPN members to ensure they let the PPN staff know of any changes in their primary or other contacts – otherwise the voting details may go to the wrong person or email address.** Limerick PPN staff cannot change any contact details without written and clear instructions of the change(s) from your committee and/or the person whose details are being changed. **Any changes must be concluded by 2pm Friday 25<sup>th</sup> March 2022.**
  - a) If you wish to check who is the named or primary contact for your group/organisation on any Linkage Group, email your query to [ppn@limerick.ie](mailto:ppn@limerick.ie)
  - b) If, as named or primary contact for your group/organisation on the Linkage Group, you wish to check that your email address is correct, please email your query to [ppn@limerick.ie](mailto:ppn@limerick.ie)
4. MyPoint is being used for secure and confidential online voting. After the elections for contested seats close, an elections outcome report will be generated through MyPoint.
5. The candidates receiving the highest number of votes are elected.
6. In the event of a tie, a subsequent run-off election will take place between the tied candidates.

### 4. Principles Governing PPN Representation

1. All PPN representatives on external committees will report to and take direction from their respective Linkage Group.
2. Representatives will not represent their own interests or views or those of their own group/organisation.
3. An individual will only represent the PPN on one (1) external committee.
4. The representatives are elected for the duration of the Limerick Active Cities Steering Group.
5. Limerick PPN acknowledges that committees with PPN representation have certain rights and responsibilities.
6. In the event that the original nominating body no longer exists, or that the representative is no longer associated with that nominating body, the representative will be deemed to have stepped down from the role and an alternate will be selected in accordance with the Constitution.

### 5. Role of the PPN Representative

1. Attend and participate fully in meetings of the Linkage Group and Limerick Active Cities Steering Group, including any subgroups to which they may be appointed.
2. Work collaboratively with the Linkage Group to identify issues, research, policy proposals etc.
3. Communicate regularly (at least as frequently as meetings are held) with the Linkage Group on matters such as:
  - a) Dates of Limerick Active Cities Steering Group meetings.
  - b) Agendas for Limerick Active Cities Steering Group meetings.

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- c) Reports and feedback from Limerick Active Cities Steering Group meetings.
- d) Items which require their input or are of interest.
4. Network and work strategically with other Limerick Active Cities Steering Group members for the benefit of the Linkage Group and of the PPN, including being able to compromise while retaining the core objective.
5. Attend and participate fully in relevant PPN activities and meetings, including Plenary meetings.

### 6. Responsibilities of the PPN Representative

1. Attend Limerick Active Cities Steering Group meetings which are generally held during office hours in the city or online.
2. Assist in the organisation of and preparation of Linkage Group meetings and effective two-way communications with Linkage Group members (with the support of the Linkage Group Facilitator and PPN staff).
3. Be able to use basic electronic communications effectively (i.e. email, internet browsing and online meeting platforms – Zoom and Microsoft Teams).
4. Prepare thoroughly for, attend and participate actively in the Linkage Group and the Limerick Active Cities Steering Group.
5. Participate in meetings solely on behalf of the PPN, leaving any personal, business or political interests outside.
6. Work openly and collaboratively with all Linkage Group members to identify issues, research, policy proposals etc., respecting the diversity of views expressed.
7. Put forward opinions / views of the Linkage Group to the Limerick Active Cities Steering Group and feedback clearly to the Linkage Group.
8. Attend relevant training or networking events organised by PPN or the Limerick Active Cities Steering Group.
9. Be open and honest in dealings with all stakeholders.
10. Build positive relationships with other Limerick Active Cities Steering Group members for the benefit of the PPN.
11. Portray the PPN and the Linkage Group in a positive and constructive way.
12. Prepare and sign a Statement of Outcomes for any meetings attended – this is one statement per Limerick Active Cities Steering Group meeting.

### 7. Rights of the PPN Representative

1. Have active engagement from the Secretariat, Linkage Group and Plenary, including timely responses to issues.
2. Be heard, respected and supported at both the Linkage Group and Limerick Active Cities Steering Group, with an appreciation that they are a volunteer.
3. Receive relevant training and support to enable them to participate effectively on the Limerick Active Cities Steering Group.
4. Receive any travel expenses that arise from attending Limerick Active Cities Steering Group meetings including any subgroups and relevant training.
5. Have at least some PPN meetings held at a time and location which facilitates them.

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6. Receive an induction pack for the Limerick Active Cities Steering Group on taking up appointment to include:
  - a) Terms of reference.
  - b) Standing orders /procedures.
  - c) Meeting schedules, locations and times.
  - d) Contact details for all committee members.
7. Access to technical support where required.
8. Receive with as much notice as possible details of meetings (dates and venues) and associated documentation (agenda and documents/reports to be read) in advance as permitted by the relevant standing orders of the committee.
9. Have meetings conducted in a way that facilitates participation, open discussion and transparent decision-making.

### 8. Criteria for candidates for election to external committees

1. Have a keen interest and awareness of general issues in the relevant Linkage Group and the Limerick Active Cities Steering Group.
2. Be willing to gather and present the views and opinions of the members the Linkage Group that elects them.
3. Be working, on a voluntary or paid basis, in the community or voluntary group that nominated them.
4. Have good organisational skills and a willingness to learn
5. Be willing to participate fully to ensure the PPN is effectively represented on the Limerick Active Cities Steering Group.

In addition to the above, the following generic requirements must be met:

1. The group/organisation nominating the candidate must be a current member of Limerick PPN and continue to 1) meet PPN membership criteria and 2) be a member of Limerick PPN
2. A person who has put themselves forward for nomination to be elected, stood for election or who has been an elected representative at any level of government (local or national) may not be chosen to be a PPN Representative for a period of twelve (12) months:
  - a) after the date on which they were advised that their bid for nomination was unsuccessful
  - b) from the date of the Election if their nomination bid was successful
  - c) after completing their Term of Office if they are elected to office

### 9. Code of Conduct for PPN Representatives

1. Members and member representatives of the PPN will always conduct themselves in a professional manner and in accordance with the provisions of [the PPN Constitution](#) and the [Limerick PPN Code of Conduct](#).
2. The Code of Conduct will be signed by every PPN representative elected to a representative position on the various committees where the PPN has such representation, by the members of the Secretariat.

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### 10. Panels

1. Where an election takes place, candidates who do not attain a high enough number of votes to attain a seat are transferred to a panel/list.
2. Any vacancy arising on the Limerick Active Cities Steering Group between normal elections will be filled by the next highest candidate on the panel willing to serve that particular vacancy.
3. Panels will last for up to the next Annual Members Meeting.

### 11. For more information on the elections

1. [limerickppn.ie](http://limerickppn.ie) website is regularly updated
2. Contact the PPN staff: [ppn@limerick.ie](mailto:ppn@limerick.ie) /087 991 5873