



INFORMATION ON STRATEGIC POLICY COMMITTEE (SPC) ELECTION (June 2023)

Climate, Action, Biodiversity & Environment	1 vacant Environment Pillar seat
Economic Development, Enterprise & Planning	2 vacant Environment Pillar seat
Community, Leisure & Culture	2 vacant Social Inclusion Pillar seats

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 16th June 2023**

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1. Making a nomination

- Linkage Group members nominate and elect PPN representatives for corresponding committees. Limerick PPN members will be able to join Linkage Groups up to **2pm Friday 16th June 2023**, when the option of joining will be suspended until the elections are over. PPN members should email ppn@limerick.ie if they wish to join any of the Linkage Groups linked to the different Strategic Policy Committees of Limerick City and County Council. Check limerickppn.ie to see Linkage Group membership.
- Nominations must be agreed by a PPN member group/organisation's committee. Evidence of this may be requested (e.g. minutes of committee meeting).
- 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 **Please write in the subject line PPN SPC ELECTIONS**
- Your group can also submit the nomination by post (**envelope marked PPN SPC ELECTIONS**) to this address: Limerick PPN, c/o Urban and Rural Community Development, Community Tourism & Culture Directorate, Limerick City and County Council, Merchant's Quay, Limerick, V94 EH90
- 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.
- 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**



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inclusiveness and equality, when nominating and selecting PPN representatives.

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2. Elections

1. Elections in each Linkage Group will be for the remaining vacant seats on the corresponding SPC as defined in the [Strategic Policy Scheme 2019-2024](#):

Climate, Action, Biodiversity & Environment	1 vacant Environment Pillar seat
Economic Development, Enterprise & Planning	2 vacant Environment Pillar seat
Community, Leisure & Culture	2 vacant Social Inclusion Pillar seats

2. Online elections will take place: **10am Monday 26th – 2pm Friday 30th June 2023**
3. Where there is only one (1) candidate nominated, 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.

Where there are contested seats

4. 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.
5. Specific details will be emailed to the primary named individual for each member of the Linkage Groups attached to the SPC's. **They should follow the voting instructions carefully and only use the email address to which they have received the voting details.**
6. 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 16th June 2023.**
 - 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
 - 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
7. Where there are specific seats for one or more PPN pillars (i.e. social inclusion, community, environment), all the Linkage Group members have a vote for each seat available. In this instance, the ballot paper will list the



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candidates under their respective pillar and one candidate only from each of the listed pillars is to be selected by each Linkage Group member group/organisation.

8. 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.
9. The candidates receiving the highest number of votes are elected.
10. In the event of a tie, a subsequent run-off election will take place between the tied candidates.

3. 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. Representation should be spread widely in terms of gender, geography, and type of group/organisation.
4. An individual will only represent the PPN on one (1) external committee.
5. A representative is elected for a term of up to five (5) years to represent the PPN membership on a committee. The term of PPN representatives on Council committees will generally coincide with local elections.
6. Limerick PPN acknowledges that committees with PPN representation have certain rights and responsibilities.
7. 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.

4. Role of the PPN Representative

1. Attend and participate fully in meetings of the Linkage Group and SPC, including any subgroups to which they may be appointed.
2. Bring forward the issues of the Linkage Group to the SPC for their consideration, including placing items on the agenda.
3. Work collaboratively with the Linkage Group to identify issues, research, policy proposals etc.
4. Communicate regularly (at least as frequently as meetings are held) with the Linkage Group on matters such as:
 - a) Dates of committee meetings.
 - b) Agendas for committee meetings.
 - c) Reports and feedback from committee meetings.
 - d) Items which require their input or are of interest.
5. Network and work strategically with other SPC members for the benefit of the Linkage Group and of Limerick PPN, including being able to compromise while retaining the core objective.
6. Attend and participate fully in relevant PPN activities and meetings, including Plenary meetings.



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5. Responsibilities of the PPN Representative

1. Attend committee meetings which are generally held on a quarterly basis and during office hours in Council buildings in either Dooradoyle or Merchant's Quay, or online (via Microsoft Teams). The schedule of meetings for Council committees can be found on limerick.ie
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 SPC.
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 SPC and feedback clearly to the Linkage Group.
8. Attend relevant training or networking events organised by the PPN or the SPC.
9. Be open and honest in dealings with all stakeholders.
10. Build positive relationships with other SPC 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 Strategic Policy Committee meeting, rather than one per representative.

6. 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 SPC, with an appreciation that they are a volunteer.
3. Receive relevant training and support to enable them to participate effectively on the SPC.
4. Receive expenses for attending SPC meetings including any subgroups and relevant training.
5. Have at least some PPN meetings held at a time and location which facilitates them.
6. Receive an induction pack for the SPC 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.



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7. 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 SPC
2. Be willing to gather and present the views and opinions of the members the Linkage Group that elects him/her
3. Be working, on a voluntary or paid basis, in the community or voluntary group that nominated her/him
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 SPC

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

8. 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.

9. 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 SPC 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.

10. For more information

1. limerickppn.ie
2. Contact the PPN staff: ppn@limerick.ie / 087 253 4059