

## SECRETARIAT INFORMATION

**ABOUT ELECTIONS (November/ December 2024)** goes with the nomination form. It should be read in its entirety.

**The closing date for receipt of completed nomination forms is 2pm Thursday 12<sup>th</sup> December, 2024**

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### 1. About the Secretariat

The Secretariat is the key day-to-day administrative body within the PPN Structure.

The Secretariat:

1. The Secretariat is an administrative body that takes its direction from the Plenary of the PPN. Its role is explained in [the national PPN handbook](#).
2. Drafts an annual work plan, for review and approval by the Plenary, covering:
  - a) Participation in decision-making and representation
  - b) Capacity building
  - c) Information sharing and communication
  - d) Other activities as agreed
3. Facilitates the implementation of decisions of the Plenary
4. Supports the strategic development of the Limerick PPN
5. Manages the work of the PPN staff member(s), who acts as the secretary of the Secretariat and who maintains the minutes and correspondence regarding all Secretariat meetings and Plenaries
6. The Secretariat operates as a flat structure with no officers. Instead a Facilitator is selected by the Secretariat.
7. The role of the Facilitator is explained in the [national PPN handbook](#).
8. Monitors on an ongoing basis the activities of the PPN and proposes remedial action where necessary
9. Monitors the correct functioning of Linkage Groups
10. Communicates, via agreed communications processes, with all PPN members and disseminates information concerning all PPN activities or opportunities that may be of benefit to PPN members
11. Works closely with all stakeholders – including Limerick City and County Council and the Department of Rural and Community Development – to enable the PPN to deliver on its vision and aims

**Membership:** The Secretariat is made up of 10 members: 2 from each of the pillars/sectors and 1 from each of the Municipal Districts. The PPN strives for gender balance in the membership.

- **Community & Voluntary X2**      □ **Limerick Metropolitan X1**    □ **Newcastle West X1**

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- Social Inclusion X2      □ Adare-Rathkeale X1      □ Cappamore-Kilmallock X1
- Environment X2

**Structure:** All Secretariat members are equal, with no offices held by anyone.

**Where and how often does the Secretariat meet:** The Secretariat meets at least nine (9) times per year (or as required) with venue and times (usually during the week and in the evening) agreed by Secretariat members. Zoom is used for virtual meetings.

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**Travel and subsistence:** In general, any reasonable and fully-vouched expenses arising for a PPN representative on the Secretariat who is undertaking agreed activities as part of their representative role will be met by the PPN. The Travel and Subsistence Policy is in the Limerick PPN Constitution.

## 2. Making a nomination

1. The vacant seats are as follows:
  - 1) Community/Voluntary X1
  - 2) Environmental X2
  - 1) Cappamore / Kilmallock
2. PPN member organisations from the Social Inclusion Pillar **only** may make nominations.
3. Nominations must be agreed by a PPN member group/organisation's committee. Evidence of this may be requested (e.g. minutes of committee meeting).
4. 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) **Please write in the subject line PPN SECRETARIAT ELECTIONS**
5. Your group can also submit the nomination by post (**envelope marked PPN SECRETARIAT 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
6. 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.
7. **You are asked to keep gender balance in mind, as well as the need to foster social inclusiveness and equality, when nominating and selecting candidates.**

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### Elections

1. Elections will take place **INPERSON** at the Council Chambers Dooradoyle on Thursday 12<sup>th</sup> December, **6:30-8:30pm**
2. Where there is only one (1) candidate nominated, this person is automatically elected without any voting by Plenary 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 to communicate the full results from the election process.

#### Where there are contested seats

3. Each PPN member organisation who is eligible to vote – depending on what seats are vacant - has one (1) vote and one (1) individual will vote on behalf of the member group/organisation.
4. **Voting instructions should be followed carefully.**
5. 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, Thursday 12<sup>th</sup> December, 2024.**

- a) If you wish to check who is the named or primary contact for your group/organisation, email your query to [ppn@limerick.ie](mailto:ppn@limerick.ie)
- b) If, as named or primary contact for your group/organisation on the PPN database, you wish to check that your email address is correct, please email your query to [ppn@limerick.ie](mailto:ppn@limerick.ie)

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6. The candidate for each of the vacant seats who receives the highest number of votes is elected.
7. In the event of a tie, a subsequent run-off election will take place between the tied candidates.

### 3. Criteria for Secretariat membership

Persons being nominated to the Secretariat should have some or all of the following skills and attributes:

- 1) Have a keen interest and awareness of general issues in the pillar s/he represents and be willing to gather and present the views and opinions of the members the pillar/Municipal District that s/he represents
- 2) Be working, on a voluntary or paid basis, in the community or voluntary group that nominated her/him
- 3) Have good organisational skills and a willingness to learn
- 4) Be willing to participate fully to ensure the Secretariat fulfils its role and functions

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

The group or organisation nominating a candidate must be a current member of Limerick PPN and continue to: 1) meet PPN membership criteria and

2) be a PPN member **AND**

A person who has put themselves forward for nomination to be elected, stood for election or who has been an elected representative on any level of government (local or national) may not be chosen to be a member of the Secretariat for a period of twelve (12) months:

- 1) after the date on which they were advised that their bid for nomination was unsuccessful
- 2) from the date of the Election if their nomination bid was successful
- 3) after completing their Term of Office if they are elected to office

### 4. 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.

### 5. 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 Secretariat 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.

### 6. For more information

1. [Limerickppn.ie](http://limerickppn.ie)
2. Contact the PPN staff: [ppn@limerick.ie](mailto:ppn@limerick.ie) / 087 253 4059