

Clare PPN Notice of Elections February 2020

Clare Public Participation Network will be conducting elections from among its **Shannon Municipal District** membership for the following position which has become vacant:

- **Clare Public Participation Network Secretariat member**

The Secretariat oversees the finances, employment, governance requirements and general running of the Clare PPN. This position requires considerable commitment. The successful candidate will be required to attend initial training and up to twelve meetings/events per year

- six Secretariat meetings
- four Clare PPN plenary meetings
- occasional meetings, events and/or training throughout the year
- the person may be invited to join subcommittees such as finance or /HR

Clare PPN will provide support for anyone who decides to take on this position with travel expenses covered by Clare PPN.

Election Rules and Process:

- Only groups who were members of Clare PPN on **14th February 2020** are eligible to vote in these elections.
- No person can represent Clare PPN on more than one external committee or body.
- Only groups who are members of the Shannon Municipal District Pillar may **nominate** a candidate for a Shannon Municipal District representative position.
- Only groups who are members of the Shannon Municipal District Pillar may **vote for** a Shannon Municipal District candidate.
- Each member group may nominate **one candidate** and may cast **one vote** in the relevant election. It is each group's named contact person's responsibility to consult with their own members in regard to this.

How to nominate a candidate:

Nominations are open from today **Friday, 14th February 2020** until **Friday, 28th February 5pm** – no late nominations will be accepted.

Groups wishing to nominate a candidate must seek their consent first and then must send us an email to admin@clareppn.ie with the following information:

- Name of Community Group.
- Position for which you are nominating a candidate.
- Name of proposed nominee.
- Contact details of proposed nominee.
- A short paragraph (up to 200 words) detailing the nominees' suitability and experience for the role- this will be shared on social media and on our website in advance of voting.
- A photo of your nominee which we may share with our members and social media followers.

Clare PPN will confirm receipt of nominations by email.

Voting:

Following the close of nominations, Clare PPN will circulate candidate details to our Shannon Municipal District members and online voting will be open until **5pm on Monday, 9th March**. *NB: Even if you have nominated a candidate you will still need to cast your vote to support their election*

The names of the successful candidates will be announced on **Tuesday, 10th March** and following that will be presented to Clare PPN members at plenary for ratification.

For any further information about any of the above roles or Clare PPN's election processes please feel free to call us on 087 1617375.