Election of Staff Representatives to the DCU Executive

1. Arrangements for the election
   
   Date of Election       Wednesday 28th July 2021
   Time                   9.00am to 3.00 pm
   Voting Method          On-line utilising DCU Loop

2. Nomination Papers
   Nomination Papers are available on the University website at this link.

3. Voting Register
   All staff are asked to inspect the Voting Register that will be available on the University’s website at this link on Wednesday 7th July 2021. The Register will remain open on the website until 5pm on Wednesday 14th July. To be eligible to vote staff must be:
   
   (a) A permanent member of University staff
   or
   (b) Full time contract staff of the University who possess a fixed term contract of one year duration or greater as of 1st July 2021.

4. Latest Date for Receipt of Nomination Papers
   The latest time and date for the receipt of completed Nomination Papers by the Office of the Chief Operations Officer is by 5.00 p.m. on Friday 16th July 2021.

5. List of Candidates Nominated
   A list of candidates nominated for election will be posted onto the University’s website at this link by noon on Monday July 19th 2021

6. Method of Election
   Single transferable vote.
Procedures for the Election of
Staff to the DCU Executive

1. General

Eligible Candidates
All permanent members of staff of the University and full time contract staff of the University who possess a fixed term contract of one year duration or greater as of 1st July 2021, who submit a fully completed Nomination Form.

Electorate
All permanent members of staff of the University and full time contract staff of the University who possess a fixed term contract of one year duration or greater as of 1st July 2021.

Method of Election
Single Transferable vote.

Vote by placing the number 1 or 2 or 3 and so forth opposite the Candidates of your choice.

Number to be elected
2 – one seat is for a female and one for a male with a separate ballot for each gender. Both genders are entitled to vote for any candidate they choose.

Term of Office
Two Years

2. Procedures

2.1 The Returning Officer shall be the Chief Operations Officer of the University.

2.2 Two Scrutineers shall be appointed to oversee the voting process.
3. Voting

3.1 Voting Date: Wednesday 28th July (9am-3pm)

3.2 Voting Method: Online utilising DCU Loop

3.3 Time: 9.00am to 3.00pm

3.4 Register: A Register of staff eligible to vote shall be compiled by the HR Department. It shall be posted onto the University’s website at this link on Wednesday 7th July 2021 for inspection by staff who are requested to draw attention to any inaccuracies by email to joseph.maxwell@dcu.ie. The Register will close at 5pm on Wednesday 14th July 2021.

4. Counting

4.1 An electronic count shall be conducted immediately following the close of polling.

4.2 The count shall be accessible to any registered voter who may observe the counting process.

5. Results

The results will be conveyed by the Returning Officer to the University President.

Version Control

<table>
<thead>
<tr>
<th>Document Name</th>
<th>Procedures for Staff Elections to the Governing Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>Version Reference</td>
<td>3.0</td>
</tr>
<tr>
<td>Document Owner</td>
<td>Office of the Chief Operations Officer</td>
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<tr>
<td>Approved by</td>
<td>Chief Operations Officer</td>
</tr>
<tr>
<td>Date</td>
<td>June 30th 2021</td>
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