



Public Participation Network Mayo

SECRETARIAT INFORMATION

About PPN Secretariat Nominations / Elections 2023 - It should be read in its entirety.

The closing date for receipt of completed nomination forms is 4pm Friday 29th September 2023

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1. About the Secretariat Committee

The Secretariat Committee is the key day-to-day administrative body within the PPN Structure and takes its direction from the Plenary (*full membership of the PPN*). Its role is explained in [the national PPN handbook](#).

Role of the Secretariat Committee:

1. 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.
2. Facilitates the implementation of decisions of the full PPN membership.
3. Supports the strategic development of the Mayo PPN.
4. 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.
5. The Secretariat Committee operates as a flat structure with no officers. Instead, a facilitator is selected by the Secretariat Committee for a period of six months.
6. The role of the Facilitator is explained in the [national PPN handbook](#).
7. Monitors on an ongoing basis the activities of the PPN and proposes remedial action where necessary.
8. Monitors the correct functioning of Linkage Groups.
9. 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.
10. Works closely with all stakeholders – including Mayo County Council and the Department of Rural and Community Development – to enable the PPN to deliver on its vision and aims.



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Membership: The Secretariat is made up of 14 members: 2 from each of the pillars/sectors and 2 from each of the Municipal Districts. The PPN strives for gender balance in the membership.

- Community & Voluntary X2
 - Social Inclusion X2
 - Environment X2
- 📍 Ballina X 2 📍 Castlebar X 2
📍 Claremorris/Swinford X 2 📍 Westport/Belmullet X 2

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 six (6) times per year (or as required) with venue and times (usually during the week and in the evening) agreed by Secretariat members. Teams is used for virtual meetings.

Travel and subsistence: In general, any reasonable and fully vouched expenses arising for a PPN representative on the Secretariat Committee who is undertaking agreed activities as part of their representative role will be met by the PPN. A copy of the Travel and Subsistence Policy will be made available to all Secretariat members.

2. Making a Nomination

1. The vacant seats are as follows:
 - 1) Social Inclusion Pillar X 2
 - 2) Environmental Pillar X 2
 - 3) Ballina Municipal District X 1
 - 4) Castlebar Municipal District X 1
 - 5) Westport/Belmullet Municipal District X 1
 - 6) Claremorris/Swinford Municipal District X 1
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 Mayo 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: mayoppn@mayococo.ie **Please write in the subject line PPN SECRETARIAT NOMINATIONS.**
4. Your group can also submit the nomination by post (**envelope marked PPN SECRETARIAT NOMINATIONS**) to this address: Mayo PPN, Mayo House, Moneen, Castlebar, Co Mayo F23 N504
5. It is the responsibility of the nominating group to ensure their nomination(s) are submitted by the deadline. The PPN, its Secretariat, Mayo County Council or the PPN staff will not be responsible for lost or delayed nominations.
6. 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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3. Elections

1. Online elections will take place once all nominations are received and approved by the Secretariat Committee.
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 are over 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. Specific details will be emailed to the **Primary named individual registered with Mayo PPN who can vote to fill the vacant seats**. **She/he/they/them should follow the voting instructions carefully and only use the email address to which they have received the voting details.**
5. It is important that Mayo 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 contact person or other contacts – otherwise the voting details may go to the wrong person or email address.** Mayo 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 submitted and concluded by 29th September 2023**
 - a) If you wish to check who is the named or primary contact for your group/organisation, email your query to mayoppn@mayococo.ie
 - b) If, you are registered as the Primary Contact Person with Mayo PPN and you wish to check your email address is correct, please email your query to mayoppn@mayococo.ie
6. Microsoft Forms is being used for secure and confidential online voting. After the elections for contested seats close, an elections outcome report will be generated through Microsoft Forms.
7. Where the number of candidates nominated equals the number of seats, these candidates will be automatically deemed elected.
8. The candidate for each of the vacant seats who receives the highest number of votes is elected.
9. In the event of a tie, the successful candidate will be determined by lot. The names of the tied candidates will be put in a hat. The first name drawn out will be deemed to be elected. If there are two seats the draw will continue until the next candidate of the opposite gender is drawn who will then be deemed elected.



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4. Criteria for Secretariat Membership

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

- 1) Have a keen interest and awareness of general issues in the Pillar she/he/they/them represents and be willing to gather and present the views and opinions of the members the Pillar/Municipal District that she/he/they/them represents.
- 2) Be working, on a voluntary or paid basis, in the community or voluntary group that nominated her/him/they/them.
- 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.

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 Mayo 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: (as per the Departments handbook).

- 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 Mayo 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. Representatives are nominated by Member Groups following an open and transparent nominations process. If the original nominating body no longer exists, or 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 from the panel or following another nominations process.

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6. For more information

1. www.mayoppn.ie
2. Contact the PPN staff: mayoppn@mayococo.ie / 094 9064358.