Institutes of Technology Act, 2006

Governing Body Regulations

Election of Non-Academic Staff Members to Governing Body

These Regulations apply to the election of one non-academic staff member to the Governing Body. Persons elected under these regulations shall be appointed by the Minister for Education & Skills to the Governing Body to hold office in accordance with the Institutes of Technology Act, 2006.

1. Returning Officer
The VP for Finance & Corporate Services is the Returning Officer for the election of non-academic staff members to the Governing Body.

2. Eligibility to Vote and to be Nominated
Every officer or servant of the Institute on 31st January <year> in an authorised post, even if that post is held on a temporary basis or filled on a part-time basis, is entitled to vote in the election or to be a candidate.

Part-time staff who, in this academic year, are obliged by contract to work not less than “50% of the number of hours which a full-time member of staff is required to work are” also entitled to vote in the election or to be a candidate.

A list of persons eligible to vote and be candidates in the election is available in the office of the Returning Officer.

3. Nominations
Nominations shall be made on the Nomination Papers attached. To be nominated as a candidate for election, the signature of three other persons eligible to vote in that election shall be necessary.

The Returning Officer shall rule on the validity of nominations and his decision shall be final.

The closing deadline for receipt of nominations shall be <time> on <date>.

The Returning Officer may declare a candidate elected if the number of candidates standing and duly nominated does not exceed the number of seats to be filled.

4. Polls
Polls shall be conducted on <date> if the number of candidates duly nominated exceeds the number of seats to be filled.

Voting shall be by secret ballot and on the basis of proportional representation by means of a single transferable vote.

Presiding Officers and polling clerks shall be appointed by the Returning Officer.

BY ORDER OF THE GOVERNING BODY
ELECTION OF NON-ACADEMIC STAFF MEMBERS TO THE GOVERNING BODY
Institutes of Technology Act, 2006

NOMINATION PAPER

We, the undersigned, propose for nomination as a candidate at the election of a non-academic staff member to the Governing Body:

NAME OF CANDIDATE

<table>
<thead>
<tr>
<th>Surname</th>
<th>Other Name(s)</th>
<th>Job Title</th>
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Signature of Candidate: ____________________________  Date: __________
Signature of Nominator: ____________________________  Date: __________
Signature of Nominator: ____________________________  Date: __________
Signature of Nominator: ____________________________  Date: __________

To be completed by Returning Officer:

I rule that the Nomination Paper is valid/invalid because:
_____________________________________________________________________
_____________________________________________________________________

Signature: ________________
(Returning Officer)

Date: ________________