

Minutes of Nominations Committee Meeting

Date: Friday, 24th June 2022
Time: 8.00 am, via Microsoft Teams

Chair: Professor Patrick Prendergast

Attendees: Ms Ruth Beadle
Mr Kevin Lewis

In attendance by invitation of the Governing Body:

Ms Elaine Sheridan, Vice President for Corporate Affairs & Finance
Mr Cormac O’Toole, Vice President for Corporate Affairs

Apologies: Professor Veronica Campbell (Incoming President)

Secretariat: Mary Clare Coogan

Item Title	
1.	<p><u>Chairs welcome:</u></p> <p>a. <u>Chairs opening welcome & notes</u> The Chair welcomed members to the meeting. Confirming the meeting was quorate, he commenced the business of the meeting.</p> <p>b. <u>Approval of minutes: 17th June 2022</u> Ms Sheridan advised that the minutes of the meeting of the 17th June 2022 were not available for distribution and would be circulated to the committee in advance of the next meeting for approval.</p>
2.	<p><u>Committee matters:</u></p> <p>a.& b. <u>Review of Candidate Brief Booklet & Election process for PMSS representative:</u> The committee were happy with the amendments made to the Candidate Brief Booklet and agreed that both documents were satisfactory. A discussion took place and the following comments were made:</p> <ul style="list-style-type: none"> ➤ That both documents could be more generic regarding legislation, i.e., outline we follow legislation - see appendix 1/2/3. This would mean only updating the appendix to whatever the current legislation is, and not having to update documents all the time. ➤ That roles/titles be outlined in both documents as opposed to individual names - particularly with regard to the Returning Officers. This again stops having to constantly update documents. ➤ That the list of competencies in both documents be done alphabetically. ➤ That the additional competency ‘<i>Excellence in Higher Education Administration & Support Services</i>’ to be added to the candidate brief booklet. ➤ Returning Officers to ensure that each member of staff has only one vote.

- That the following line be added to the election process under eligibility to vote and be nominated: *'As an ex-officio member of the Governing Body, the President is not eligible to vote or be nominated in the PMSS Election.'* (This line will also be added to the other election processes).
- That the term *'An tUdaras'* be expanded to the full title of *'An tUdaras um Ard-Oideachas.'*
- That appendix 4 be excluded from the election document and all reference to it. This to be discussed further at the next meeting of the Nominations Committee.

AGREED To write to the HEA regarding the competencies as per the legislative requirement.

AGREED To approve the PMSS election procedures, with the exclusion of appendix 4 as agreed.

ACTION To commence the election of the PMSS representative and to write to the Students Unions in both campuses inviting them to submit nominees for representation on the Governing Body.

3.

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A discussion took place in relation to the possibility of broadening the level of interest in applying for these posts amongst staff groups, and if there was a way that the posts could be promoted by the Governing Body. It was suggested that an all staff webinar might be the best way to do this. A discussion followed where the committee were fully in agreement with this. Ms Sheridan advised the schedule indicated that, in line with the election procedures approved earlier in the meeting, that the notice seeking nominations from the PMSS staff would be sent out on the 1st July, and suggested that the webinar be organised in line with this.

AGREED To organise an all staff webinar for the 1st July to be led by the Chair and supported by the President and VP's for Corporate Affairs.