

Cork County Public Participation Network (PPN) Electoral Process (P18)

1.0 What is this policy for

This policy explains the process that the PPN uses to carry out elections for both internal positions (such as membership of the Secretariat) or external positions (such as representatives on Council committees). It is an important part of the transparency about how the PPN operates.

The PPN elections use Proportional Representation Single Transferable Vote (PRSTV).

2.0 What or who does this policy apply to

This policy applies to all elections held by the PPN.

3.0 Process prior to an election:

- 3.1 A minimum of **28 days'** notice of an election must be circulated to all relevant Member Groups. This should include
 - an invitation for nominations of eligible candidates for vacancies
 - an explanation of the eligibility criteria for each position to be elected
 - an attachment or a link to the election nomination form
 - an outline of the key dates in the election process such as
 - the deadline for receipt of nominations
 - deadline for circulation of candidates' details
 - election date
 - a link to this policy to explain the election process.
- 3.2 The closing date for receipt of nominations shall **not be less than 14 days prior to the election**. Nominations must be accompanied by a brief biography and supporting statement for circulation to all Member Groups.
- 3.3 Verification of nominees must take place in advance of their acceptance to ensure they meet the criteria.
- 3.4 Details of all nominees, and ballot papers or the link to election site, should be circulated to all Member Groups and to Linkage **Groups at least 7 days** prior to the election to allow them time to consider the candidates, unless unavoidable external circumstances require a shorter timeframe.

If the number of persons nominated is less than or equal to the number of vacancies to be filled, then a vote shall not be necessary and those nominees shall be declared elected.

If the number of persons nominated exceeds the number of vacancies or positions then an election shall be held.

The Secretariat shall decide (where a panel does not exist) whether to hold a postal or online vote to fill positions arising during the term of appointment.

4.0 Different electorates

PPN Representatives on external bodies and Council committees (EXCLUDING the Local Community Development Committee, LCDC) are elected by the Full Member Groups participating in the relevant Linkage Group(s) for that body. If no Linkage Group exists, these positions are voted on by the all Full Member Groups of the PPN.

In the event that there are additional eligibility criteria, this will determine the subset of the Linkage Group membership or the Plenary members that may vote, e.g. where the position is to be filled by a Social Inclusion College member, when only Full Member Groups in that College may vote.

PPN Representatives on the three Local Community Development Committees (LCDC) are elected by all Full Member Groups within that LCDC area.

For PPN positions on committees and bodies which have not had PPN representation previously, the Secretariat shall determine the most appropriate Linkage Group to nominate that representation responsibility to. In the absence of such a Linkage Group, the electorate will be all Full Member Groups subject to eligibility criteria set by the body itself e.g. an Environmental College position will be elected from amongst all Environmental College members.

5.0 Voting:

- 4 All elections shall be by secret ballot.
- 5 Full Member Group shall be entitled to one vote and a single individual shall vote only on behalf of the group.
- 6 The PPN holds elections for Secretariat members and PPN representatives using an online voting platform.
- 7 If a postal ballot is held, a minimum of 10 days will be provided for return of ballot papers, unless circumstances require that voting is cast in a shorter timeframe and the Secretariat has made all reasonable effort to make sure that voting is accessible to all Full Member Groups.

6.0 Results:

- 8 The county is conducted by the Secretariat and candidates are invited to attend and observe
- 9 The candidate receiving the highest number of votes is elected.
- 10 In the event of a “tie” then a draw by “lot” determines the winner
(Note: Where the process by deciding by “lot” (Lottery) occurs, those responsible must first decide which Candidate shall be declared elected following such process. Is it the Candidate first drawn out of the “hat” (traditional expression) or the candidate remaining in the “hat”?).

here an election takes place, candidates who do not attain a high enough number of votes to attain a seat are transferred to a panel.

Any vacancy arising on a board or committee during the term of the appointment shall be filled by the next highest candidate willing to serve that particular role.

7.0 Following the election:

- 11 Records of each election must be maintained including details of each count
- 12 Results of each election are notified to all Member Groups through the PPN Newsletter
- 13 PPN staff will thank all candidates and contact the winner(s) to discuss induction, training, responsibilities and supports

Date approved by Plenary:

23/04/2026