**Guidelines for filling vacancies on Committees:**

Notification of the vacancy is circulated via email to the member groups who are part of the pillar or the Municipal District where the vacancy has arisen. Information on the role and the committee will be included with the nomination form for the vacancy.

Nominations received after the closing date will not be considered.

Details of all nominations received will be circulated to the appropriate membership.

The secretariat will approve nominee to represent the PPN on the committee.

In the event that there are more nominees for the vacancy advertised, an election will be held.

**Process for election:**

Nominees will be contacted and informed of the outcome of the nominations process and have the opportunity to review their profile before it is circulated to the membership eligible to vote.

Notification of the election and nominees will be circulated to the membership eligible to vote.

**Central location vote**

A location, date and time for the ballot will be agreed by the secretariat and notified to the nominees.

Details of the ballot will be circulated to the appropriate membership with information on the nominees.

Nominees will have the opportunity to address the members present before the ballot takes place.

Each eligible member group has one vote to cast and this has to be done by the representative present at the ballot.

Individuals present can only represent and vote on behalf of one eligible member.

Members of the secretariat will oversee the election process.

 An independent observer will be present for the counting of the votes.

Results of the ballot will be announced.

In the event of a tie nominees will draw lots to decide the outcome.

**General**

Notification of the outcome of the election will be circulated to the membership.

Election is for a maximum term of five years or three years for the Local Community Development Committee.

No person may serve more than two consecutive terms on any committee.

Meath Public Participation Network will strive to achieve a gender balance.

The responsibilities of representatives of Meath Public Participation Network are set out in the Representatives Charter.

Members of the Secretariat of Meath Public Participation Network may be elected to a representative role. It is preferable that a person would hold only one PPN representative role.

It is not recommended that a representative would hold a seat both on the Local Community Development Committee and the Secretariat.