

DUBLIN CITY PUBLIC PARTICIPTION NETWORK



ELECTION OF REPRESENTATIVES TO COMMITTEES

Dublin City PPN Secretariat:

Secretariat Term of Office: July 2016 – July 2018

Name	Nominating Group	Pillar
John Redmond	Lakeglen Residents Association	Community & Voluntary
Conor McQuillan	Exchange Dublin	Community & Voluntary
Gerry Kerr	Care Leavers Ireland	Community & Voluntary
Pauline O'Shaughnessy	Northside Centre for the Unemployed	Social Inclusion
Rares-Mihai Nicula	New Communities Partnership	Social Inclusion
Dean Burke	Belvedere Youth Centre	Social Inclusion
Steven Doody	Dublin Community Environmental Network	Environment
Alice Beauchat	Dublin Community Environmental Network	Environment
Allan Stewart	Friends of the Earth	Environment

PPN Representatives:

Groups, committees and bodies within Dublin City Council or other bodies can request community representative(s) from the PPN to sit on a committee or board. This gives an opportunity for the elected PPN representatives to bring the voice of the community to decision making processes. The PPN representative is elected to represent the PPN, not themselves or the group that nominated them for election. The term of office varies according to the structure. The representative takes direction and communicates regularly with their linkage group. All reps will have different responsibilities which will be defined by the committee/ board requesting them.

There is a representative charter which outlines the rights, roles and responsibilities for all reps. PPN representatives must seek PPN member's views in advance of meetings through a variety of channels including linkage groups, PPN Co-ordinator, E-mail and Social Media. This is to ensure that PPN member views are taken into account in setting agendas and in meetings. Representatives must also complete a report following meetings to provide feedback to PPN members.

Please note that only registered members of the PPN may nominate and/or vote for representatives.

Electoral Pillars

When registering for the PPN, organisations must opt to be part of one of the three electoral pillars:

- Environment
- Social Inclusion
- Community

To join the Environment pillar an organisation's primary objectives and activities must be environmental (ie ecological) protection and/or environmental sustainability. Membership of this pillar will be validated by the Environmental Pillar at a national level.

To join the Social Inclusion Pillar an organisation's primary objectives and activities must focus on social inclusion/social justice/equality.

The primary focus of groups in the Community pillar is to improve quality of life and community wellbeing. Groups who do not fit under the Social Inclusion or Environmental pillar should fit within the Community Pillar.

Current list of Committees with PPN representation:

Name of Committee:	PPN Reps:
Arts, Culture & Recreation SPC	Conor McQuillan
Environment SPC	Robert Moss and Will Brennan
Finance and Emergency Services SPC	Joanna Piechota
Planning & Property Development SPC	Odran Reid
Transportation SPC	Martin Hoey
Finglas JPC	Martin Hoey
Cabra JPC	Triona O' Sullivan
Luke Kelly Advisory Group	Roisin Lonergan
Smart Dublin Advisory Network	Jeffrey Roe
LCDC Environment	Claire Wheeler
LCDC Social Inclusion	Maria Tyrell
LCDC Social Inclusion	Mel Mac Giobuin
LCDC Community & Voluntary	Jan Mingle
LCDC Community & Voluntary	Godfrey Chimbanga
LCDC Community & Voluntary	Máirín Ó Cuireáin

Election process for PPN Representatives on Committees:

Stage 1: Nominations for election

Stage 2: Election

Stage 1: Nominations

1. A board or committee notify the Secretariat of the PPN of the fact that they are seeking representation on a specific committee(s) and the numbers of representatives required including any specific criteria attached.
2. All organisations in the PPN are informed via the newsletter that a committee/board is looking for representatives
 - *Details of the committee/board requiring PPN representatives, including criteria associated with this/these positions.*
 - *Nomination forms with a closing date for receipt of nominations(Appendix 1)*
 - *Candidate Profile forms – for information purposes and circulation (Appendix 2)*
3. All relevant forms and procedures will be posted on the PPN website
4. An independent election team will be formed by the Secretariat to oversee the elections.
5. The Coordinator will check the validity of nominations received. Only the names of those validly nominated will appear on ballot papers. All member organisations registered with the PPN can nominate.
6. A list of all valid candidates and candidate information will be circulated to all the members of the PPN prior to the election taking place. The Coordinator will prepare ballot papers on which the names of the candidates will be listed. These will be made available to all registered members on the night of the vote.
7. A meeting will be called for the establishment of linkage groups and the election of candidates to committees.

Stage 2: The election

1. Dates for elections will be circulated to all members of the PPN. Voting will take place on a designated date and time. Voting will be by way of private ballot and the **first past the post will be deemed elected.**
2. All members of the PPN will be invited to elect a member onto specific committees. Members need to be present on the date to have a vote.
3. Each candidate will be given the opportunity to address everyone present on their suitability for the position.
4. Nominees should be in attendance on the night of elections. However, if a nominee is unable to attend the election they must contact the coordinator prior to the election and they can either nominate another person from their group to attend on their behalf and read their speech or request a member of the secretariat to do so. It is not possible for people to nominate themselves for election on the night as the candidate forms must be sent to the full plenary prior to the election.
5. Each **member organisation** of the pillar group will be issued with one ballot paper for each position available under that pillar.
6. Votes will be counted by the election team and supervised by an independent witness present.
7. In the event where two nominees have the same number of votes, a re-vote will take place.
8. A sector may be represented on more than one SPC, however regard should be had, to ensure that each sector has a minimum representation of one person across a range of SPCs.
9. Following the election a linkage group is formed and anyone is welcome to join the linkage group at any time.

Criteria to guide choosing of PPN representatives to SPCs:

Representing the PPN on the Strategic Policy Committees (SPCs) is an important task. It is the task of the SPC's, as committees of the council, to advise and assist the council in its work. The SPC system is intended to give councillors and sectoral interests an opportunity for full involvement in the policy-making process from the early stages. Therefore, if the SPC system operates satisfactorily, much of the preliminary and background work, discussion and recommendation should be completed at SPC level for final consideration and ratification by the council.

In order to ensure that representation is informed and based on knowledge of the policy area and on commitment to the PPN, the following criteria for PPN representation will apply:

- An awareness of general policy in the area you are seeking to represent on
- The ability of the nominee to effectively represent the views of the entire PPN linkage group. They are not representing their own organisation.
- A knowledge of the relevant areas and plenary decisions and a commitment to policy development where necessary.
- A commitment to attending all meetings of the SPC
- Support new representatives should the need arise
- A commitment to convene, attend and report back to the linkage group relevant to the committee you are sitting on
- A commitment to issuing a report on each meeting for publication by the PPN Coordinator

It is desirable that sectoral nominees would retain membership of the SPC for the **life of the Council**. It is open to each nominating sector to deselect its nominee, if felt necessary, and to notify the Council accordingly whereupon the person would cease to be a member. In such cases the PPN will elect a new representative

In addition to the above, the following generic requirements must be met:

- Elected representatives of Local Authorities cannot be nominated through this process.
- If anyone nominated through this process subsequently decides to enter electoral politics he/she must immediately resign their PPN representative role and the relevant nominating PPN Pillar or Linkage Group will elect a replacement.
- A person who has been an elected representative of any level of Government (local or national) should not be chosen to represent PPN in any representative role for one year after completing their term of office.
- All PPN representatives must meet the criteria laid down by the member organisations that they represent on the PPN.

Specifically the role of the representative is to:

- Bring issues of relevance from the linkage group that chose them to the policy making arena.
- Give feedback to their Linkage Group, Electoral Pillar and/or Plenary as appropriate on the outcomes of the policy meetings and the issues being raised.

Glossary of terms relevant to the Public Participation Network

Title:	Acronym:	Detail:
Joint Policing Committee	JPC	A partnership between the community, the local authority and An Garda Síochána. This committee deals with crime and community safety issues.
Linkage Group	LG	A special interest group formed to report on issues to council committees. Linkage groups will elect representatives to make their reports to council committees and provide feedback to the group.
Dublin City Local Community Development Committee	LCDC	The Dublin City LCDC is a statutory body with membership drawn from Dublin City Council, State agencies, the Community and Voluntary sector and the private sector. The LCDC is responsible for the preparation, implementation, monitoring and review of the community elements of the Dublin City LECP, co-ordinating, planning and overseeing local and community development funding, namely the Social Inclusion and Community Activation Programme (SICAP), ensuring a focus on learning and feedback, enhancing the links between service delivery and policy development and pursuing opportunities for additional funding for the area
PPN Pillar		The PPN has three pillars: community; social inclusion; environment. Groups who register with the PPN must select which pillar they belong to by choosing from the pillar descriptions provided. Groups who select the environmental pillar must be verified by the national environmental pillar.
Plenary		The plenary is made up of all member groups of the PPN. The plenary will meet at least twice a year to elect a secretariat, ratify nominees to council committees and vote on other issues as they come up. It will also provide opportunities for information sharing between groups.
Public Participation Network	PPN	A network of community, social inclusion and environmental groups working within a

		geographical boundary.
Secretariat		This group consists of 9 representatives elected by the plenary to administer the work of the PPN and implement decisions of the Plenary.
Strategic Policy Committee	SPC	To advise and assist the local authority in the formation and development of policies. There are 7 SPCs, each with their own themes. These themes are aligned to the work of the departments of the council.

Appendix 1

DUBLIN CITY PPN NOMINATION FORM

**ARTS, CULTURE, RECREATION AND COMMUNITY STRATEGIC
POLICY COMMITTEE**

The following areas fall under the responsibility of the Arts, Culture, Recreation and Community Strategic Policy Committee:

Area partnerships; Community Development; Social Inclusion/Integration; Events & Festivals; Libraries; Archives; Museums; Galleries; Arts; Parks and Open Spaces; Casual trading; Control of Horses & Dogs; School Meals; Sports and Recreation Centres; Sports Development; Youth Policies.

Policy issues currently being discussed at the meeting are:

Bid on the European Capital of Culture 2020; Proposed new City Library at Parnell Square; Street Performers Bye-Laws; Review of Casual Trading (Control and designation) Bye Laws; Review of Casual Trading Fees Bye Laws ; Sport Health and Wellbeing Partnership; City Development Plan

There are a minimum of five meetings a year, held every two months on the 2nd Monday of the month at 9.30 a.m. Generally there are no meetings in July and August.

Name of Organisation _____

Please tick PPN pillar you are registered under (if not known please leave blank):

Environment Pillar

Community & Voluntary Pillar

Social Inclusion Pillar

We the undersigned

- 1) Confirm that the nominee _____(PRINT Nominee Name) is a member of the above organisation.
- 2) Are satisfied that this nominee meets the PPN criteria and requirements for committee representation (Please see criteria overleaf).
- 3) Have completed the candidate form outlining how the nominee meets the requirements.

Signed (Proposer): _____ **Date:** _____

Signed(Nominee): _____ **Date:** _____

N.B Candidate Form must be completed to ensure valid nomination. Information provided on the Candidate Form will be circulated to ALL MEMBERS of the PPN

Appendix 2

**N.B. INFORMATION PROVIDED BELOW WILL BE CIRCULATED TO
ALL MEMBERS OF THE PPN**

DUBLIN CITY PPN CANDIDATE FORM

**ARTS, CULTURE, RECREATION AND COMMUNITY STRATEGIC POLICY
COMMITTEE**

Candidate Name: _____

Member Organisation: _____

Please outline your experience and any qualities that you consider beneficial to the role of representing the entire PPN. **Please note the criteria as outlined on the explanation letter (more detailed information can also be found at www.dublincityppn.ie)**

Please note that all information must be provided in the space below.
