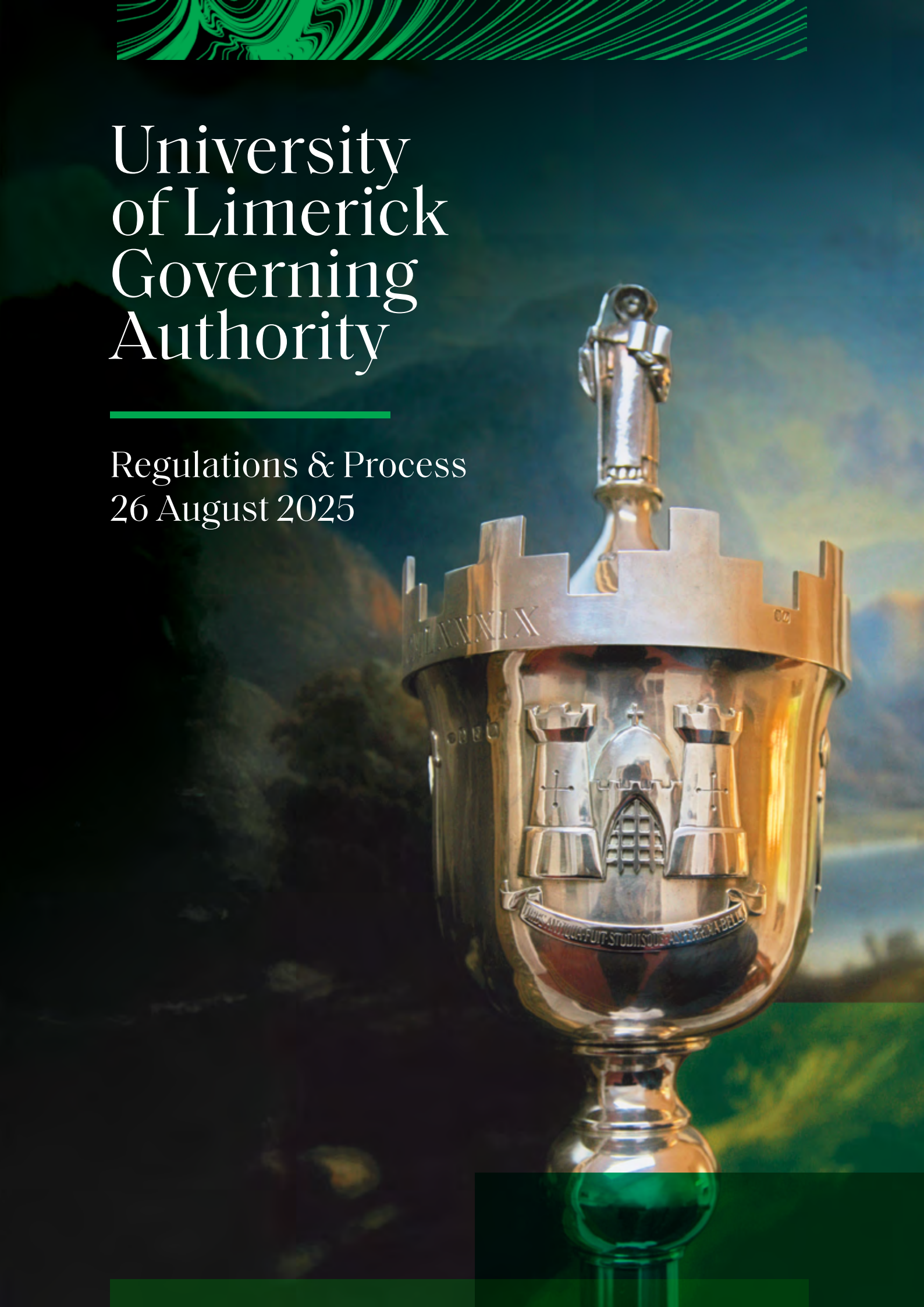
# University of Limerick Governing Authority

## Regulations & Process
26 August 2025



UNIVERSITY of LIMERICK
OLLSCOIL LUIMNIGH

Rialacháin Ollscoil Luimnigh (Comhaltaí An Údaráis Rialaithe A Roghnú, A Thoghadh, A Ainmniú agus A Cheapadh) 2025

University Of Limerick(Selection, Election, Nomination and Appointment Of Governing Authority Members) Regulations 2025

# Explanatory Memorandum

**Please note that the Explanatory Memorandum is for information purposes only and is not to be regarded as a legal interpretation of the Universities Act 1997 (as amended) or of the Regulations made thereto**

Corporate Secretary's Office
University of Limerick
Castletroy
Limerick

# Purpose of Regulations

## The Regulations are drafted in order to comply with Section 16(6) of the Universities Act 1997, as amended by the Higher Education Authority Act 2022, (the "**1997 Act**"). The Regulations were amended by the Governing Authority on 3 July 2025 and the amendments were approved by the Minister on 26 August 2025.

Section 16(6) provides that: *"[a] governing authority shall, with the approval of the Minister, make such regulations relating to the selection, election, nomination or appointment of members of the governing authority as it thinks fit, and their selection, election, nomination or appointment shall be carried out in accordance with those regulations."*

The Regulations have been approved by the Governing Authority, but they also require the approval of the Minister for Further and Higher Education Research, Innovation and Science (the "**Minister**").

***Regulation 1 – Citation and Commencement*** sets out the title by which the Regulations will be known and the date on which the Regulations will come into operation.

***Regulation 2 – Interpretation*** sets out common terms used in the Regulations including terms which are to be interpreted whether defined by reference to the Regulations themselves, the Universities Act 1997, the Higher Education Authority Act 2022, or by reference to any other act of the Oireachtas.

***Regulation 3 – Membership of the Governing Authority*** recites that the Governing Authority of the University of Limerick shall have 19 members and outlines the composition of the Governing Authority, namely the Chancellor (referred to as the Chairperson in the 1997 Act), the President (referred to as the Chief Officer in the 1997 Act), five internal members (other than the President), nine external members (other than the Chancellor) and three Student Union representatives.

***Regulation 4 – The President*** provides that the President of the University of Limerick shall ex officio be a member of the Governing Authority.

***Regulation 5 – Internal Members of Governing Authority*** provides that the Chief Academic Officer, known in UL as the Provost and Deputy President, shall be selected without election for appointment as a member of the Governing Authority. The responsibilities of this position are of strategic importance as reflected in the competency framework for members of the University's Governing Authority.

***Regulation 6 – Electoral Constituencies / System of Election*** stratifies the staff of the University into four "electoral constituencies" based on the contract of employment that staff hold within the University.

Within **Constituency 1** are the professorial staff (including research professors).

Within **Constituency 2** are staff employed at Associate Professor and Assistant Professor grade together with staff employed at University teacher level (all grades).

Within **Constituency 3** are staff employed on research-specific contracts. This is a separate constituency to staff in Constituency 2, who although may be research active, have a broader and ongoing remit for teaching and assessment.

Within **Constituency 4** are the support staff, which refers to all staff categories other than those within Constituencies 1-3, i.e., the administrative, support, maintenance, professional, technical, staff.

*Regulation 6(2)*: outlines that to avoid any uncertainty, grades of staff falling within each of the four constituencies referred to in Regulation 6(1) are listed in a Schedule to the Regulations.

***Regulation 7 – System of Election*** provides that the system of election shall be that of proportional representation by the single transferable vote (PRSTV). The PRSTV has been recommended by the Governing Authority, notwithstanding that there is only one position to be filled within each constituency.

*Regulations 7(2) to 7(5)*: makes provision for the election poll to be undertaken by electronic means using a "service provider", being the person or body who will prepare an electronic voting system.

***Regulation 8 – Eligibility to Stand for and Vote in Election of Internal Members.***
*Regulation 8(1)*: provides that staff wishing to stand for election must at the latest date for receipt of nominations hold a contract of employment with the University with not less than 24 months remaining. This measure is considered capable of objective justification (under the Protection of Employees (Fixed Term Work) Act 2003), because individuals putting their name forward should have a reasonable expectation of remaining in employment long enough to serve as a member of the Governing Authority for at least two years.

*Regulation 8(2)*: outlines that where staff are employed pursuant to a specified purpose contract of employment the end date of their contract will in most cases be incapable of precise ascertainment. A judgement call needs to be made in such circumstances as to the likely end date of the contract, based on the "reasonable opinion" of the Returning Officer concerning the likely end date of the contract of employment having regard to all the circumstances.

*Regulation 8(3)*: provides that every staff member in the employment of the University on the date of the poll, other than staff members who are on career break, will be eligible to vote in the election.

*Regulation 8(4)*: makes clear that staff are eligible to vote in one constituency only. While staff may undertake work in one or more of the constituencies (e.g., a person engaged in administrative role who also does some part time lecturing), they are eligible to vote only within the constituency to which they are most closely connected having regard to the Regulations and their sunstantive contract of employment.

*Regulation 8(9)*: is a dispute resolution clause outlining that in the event of any question arising in relation to (a) membership of a constituency and/or (b) eligibility to stand for or vote in an election, the question will be decided by the Returning Officer, whose decision on the matter will be final.

***Regulation 9 – Notice of Election*** provides that the Returning Officer must publish notice of the holding of an election; of the constituencies and number of vacancies arising within each one; a request for nomination of candidates; and the closing date for receipt of nominations.

*Regulation 9(2)*: refers to the objectives specified in Section 16(7) of the 1997 Act, i.e., that the Governing Authority will, within its processes, take steps to ensure that (a) not less than 40% of members shall be women and not less than 40% shall be men; (b) that the membership shall broadly reflect the composition of Irish society, including persons who are competent in the Irish language.

***Regulation 10 – Nominations*** provides that persons intending to stand for election must provide a nomination form (in whatever form at the University prescribes) containing their full name; particulars of the constituency in which they are eligible to stand; confirmation in relation to the remaining duration of their employment (if not employed permanently); the signature of the person proposing the candidate; and of the person supporting (i.e., "seconding") their application. The candidate and the persons proposing and seconding their nomination must be part of the same Electoral Constituency.

The candidate is also required to declare that should they be elected there is no reason why they would not be eligible to be appointed to the Governing Authority, and that they will serve the interests of the University and abide by the Code of Conduct for the University's Governing Authority.

***Regulation 11 – Election and Declaration of those Elected*** provides that an election poll shall not be held unless the number of candidates in any constituency exceeds the number of positions to be filled.

*Regulation 11(2)*: provides that if upon the first filling of any vacancy within any electoral constituency there is only one candidate, or if no candidate is nominated, the closing date for receipt of nominations within that constituency shall be extended for a period of one week. The intention underlying this Regulation is that there should ideally be a contest between at least two candidates in each of the University's Electoral Constituencies.

*Regulation 11(3)*: provides that where following the expiry of the extended closing date only one candidate (having been validly nominated) stands for election, that candidate shall then be deemed elected by the Returning Officer.

*Regulations 11(4) to 11(7)*: make provision for administrative matters in relation to the running of the poll, and the notification of the outcome to the Governing Authority.

***Regulation 12 – Savers*** provides that an election shall not be invalidated in circumstances where it appears to the Returning Officer that the election was conducted substantially in accordance with the provision of the legislation. Provision is also made for "emergency" or "special difficulty" situations which permit the Returning Officer to reschedule, postpone, or curtail applicable times as may be necessary to enable an election to be held.

***Regulation 13 – Student Union Representatives of Governing Authority*** provides that the President and Deputy President & Welfare Officer of Student Life (the undergraduate Student Union) and the President of the Post Graduate Students' Union, each of whom were appointed to those positions on foot of an election process overseen by their respective Electoral and Referenda Board, shall upon request made by those bodies to the Governing Authority be selected for appointment as members of the University's Governing Authority. Following consultation with the respective Students Unions, their express preference is that the Union's elected officers should be the representatives to be appointed to the Governing Authority.

***Regulation 13(3)***: makes provision for a future rule change by the Student Union bodies, allowing for the possibility that such bodies may at some future point propose alternative persons to those referred to in Regulations 13(1) and 13(2) as the Student Union Representatives.

***Regulation 14 – External Members of Governing Authority including the Chancellor***

***Regulation 14(1)***: provides that the Minister's nominees shall be appointed for such period as the Minister may specify.

***Regulation 14(2)***: confirms that the Minister's nominees when appointed to the Governing Authority shall be eligible for consideration by the Governing Authority for appointment as the Chancellor.

***Regulation 14(3)***: provides that the Governing Authority shall appoint seven external members of the Governing Authority, one of whom may upon being appointed to the Governing Authority be proposed for appointment as Chancellor, in accordance with the Regulations and the Process drafted by the University as required by Section 16 of the 1997 Act.

***Regulation 14(4)***: provides that the Governing Authority shall specify the competencies, qualifications, training skills, expertise or experience, as the case may be, which it requires of external members and of the Chancellor.

***Regulation 15 – Nominating and Governance Committee*** - provides for the appointment of a Committee (to be known as the Nominating and Governance Committee) and outlines that the functions of the Committee are to: (a) recommend persons external to the University for appointment or reappointment; (b) to be responsible for the process of selection on behalf of the Governing Authority; and (c) to recommend an external member suitable to be considered by the Governing Authority for appointment as the Chancellor.

***Regulations 15(2) to 15(5)***: outlines the composition of the Committee and provides that there shall be a majority (four in total) of external members on the Committee.

***Regulation 15(8)***: outlines similar to Regulation 9(2), that Regulation 15(8) requires the Committee to have regard to the objectives specified in Section 16(7) of the 1997 Act, i.e., the provisions dealing with gender, diversity, Irish language proficiency, and composition of Irish society. Diversity of gender, age profile, ethnicity and experience will be actively sought in the membership of the Governing Authority.

***Regulation 15(9)***: provides that the Governing Authority may assign additional functions to the Nominating and Governance Committee in accordance with Section 18(4) of the 1997 Act. The purpose of this Regulation is to allow the Committee to undertake certain additional governance functions which are consistent with but not specified in Section 18. For example, one such function is to support the Governing Authority in undertaking periodic reviews of its effectiveness and that of the other committees and/or sub-committees of the Governing Authority.

***Regulation 16 – Procedure of the Committee*** outlines the administrative processes to be adopted by the Committee, and that subject to these processes the Committee shall regulate its own procedure.

***Regulation 17 – Appointment of Interim Chairperson, Chancellor and Deputy Chairperson*** outlines that following the appointment of the Governing Authority members in accordance with the Regulations, the Governing Authority shall convene as soon as practicable and shall appoint an external member to perform the functions of interim Chairperson.

***Regulations 17(2) to 17(3)***: provides that the interim Chairperson will preside over the first meeting of the Governing Authority. A member of the Governing Authority shall then propose the appointment of a candidate, in accordance with the recommendation of the Committee, for appointment as the Chancellor.

***Regulations 17(4) to 17(5)***: provides that following the appointment of the Chancellor, the functions of the interim Chairperson shall be discharged, and the Chancellor shall then preside over the remainder of the meeting. Provision is also made for the appointment of an external member by the Governing Authority to act as Deputy Chairperson. The proposal can be made by the Chancellor or by any other member of the Governing Authority, but with due regard to the University's competency framework.

***Regulation 18 – Causal Vacancies*** provides that casual vacancies are to be filled in accordance with the Third Schedule to the 1997 Act and with the University's Regulations and Process.

***Regulation 18(2)***: provides that a person appointed as an External Member on foot of a casual vacancy shall be eligible for reappointment for a further term of office (not exceeding four years).

***Regulation 18(3)***: outlines that where an elected member no longer fulfils the conditions for appointment to the constituency into which they were elected (e.g., associate professor to professor etc.) that member will immediately cease to be a member of the Governing Authority. A casual vacancy will consequently arise.

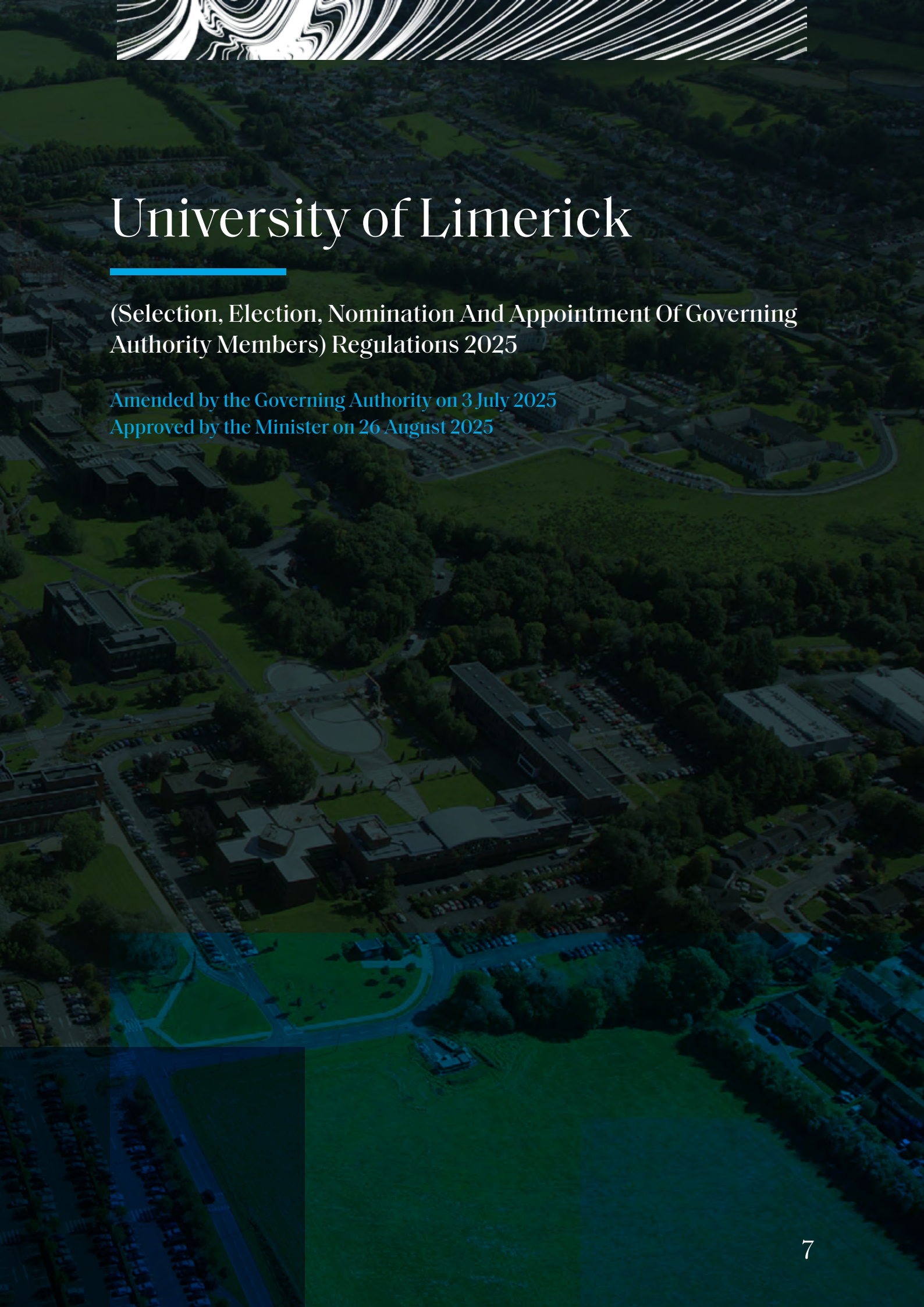
***Regulation 18(4)***: outlines that any appointment to the Governing Authority is subject to that person being otherwise eligible for appointment, having regard to the provisions of the Act.

***Regulation 19 - Rolling Membership*** provides that in order to ensure continuity of skills and experience amongst its membership, the Governing Authority may determine that a proportion of its membership shall hold office for a period of four years, and a proportion shall hold office for a term of less than four years.

***Regulation 20 - Revocation of Previous Regulations*** provides that the previous Regulations approved by the Governing Authority on 23 March 2023 and by the Minister on 25 April 2023 are revoked.

**Dated**: 26 August 2025





# University of Limerick

## (Selection, Election, Nomination And Appointment Of Governing Authority Members) Regulations 2025

Amended by the Governing Authority on 3 July 2025
Approved by the Minister on 26 August 2025

# University of Limerick

## (Selection, Election, Nomination And Appointment Of Governing Authority Members) Regulations

The Governing Authority, in exercise of the powers conferred on it by Section 16(6) of the Universities Act 1997, hereby makes the following regulations.

**Citation and Commencement**

1. (1) These Regulations may be cited as the University of Limerick (Selection, Election, Nomination and Appointment of Governing Authority Members) Regulations 2025.
(2) These Regulations come into operation on 26 August 2025.

**Interpretation**

**2.** (1) In these Regulations, except where the context otherwise requires:

- **"Academic Staff"** and **"Research Staff"** shall be construed in accordance with Regulation 6
- **"Act"** means the Universities Act 1997, as amended from time to time
- **"Candidate"** means a staff member in respect of whom a nomination has been received pursuant to Regulation 9, which nomination has been ruled to be valid by the Returning Officer
- **"Chancellor"** means the Chairperson of the University, referred to in Section 17 of the Act
- **"Chief Academic Officer"** means an employee, who may be designated by such title as the University determines, having delegated responsibility from the President (in accordance with the Fifth Schedule to the Act) for academic affairs
- **"Committee"** unless the contrary intention appears in these Regulations means the "Nominating and Governance Committee.
- **"Contract of indefinite duration"** shall be construed in accordance with the Protection of Employees (Fixed Term Work) Act 2003
- **"Election"** means the election of candidates for appointment to the Governing Authority in accordance with the procedure outlined in these Regulations
- **"Electoral Constituency"** shall be construed in accordance with Regulation 6
- **"Electronic Voting System"** means a voting system in which votes are cast, transmitted, stored and counted and the results automatically produced by means of technological systems, programs or processes
- **"External Member," "Internal Member,"** and **"Student Member"** of a Governing Authority have the same meanings as given in Section 16(8) of the Act
- **"Governing Authority"** means the Governing Authority of the University

- **"Nominating and Governance Committee"** means a sub-committee of the Governing Authority established in accordance with Section 18(4) of the Act and shall have responsibility for the functions assigned to it in these regulations, made in accordance with Section 16(6) of the Act.
- **"President"** means the chief officer of the University, referred to in Section 24 of the Act
- **"Process"** means the process referred to in Section 16(4) of the Act
- **"Returning Officer"** means the person holding the position of Corporate Secretary of the University, who shall have responsibility for the conduct of elections in accordance with these Regulations
- **"Service Provider"** shall be construed in accordance with Regulation 7
- **"Specified Purpose Contract"** means a contact of employment entered into directly with the University where the end of the contract of employment concerned is determined by an objective condition such as the completion of a specific task or the occurrence of a specific event
- **"Staff" or "staff member"** means a person or persons employed by the University
- **"Student Union"** has the meaning given in Section 3 of the Act
- **"Transferable Vote"** has the meaning given in Section 37(2) of the Electoral Act 1992 (as amended)
- **"University"** means the University of Limerick.

(2) In these Regulations:

- A reference to a Regulation is to a numbered paragraph of these Regulations, unless it is indicated that some other reference is intended
- A reference to any statute or statutory provision shall be construed as a reference to the same as it may have been, or may from time to time be, amended, modified or re-enacted
- Any reference to a day shall mean a working day, being a day which is not a Saturday, a Sunday or a public holiday
- References to the singular include the plural and vice versa.

**Membership of Governing Authority**

**3.** The Governing Authority shall consist of 19 members, who shall be:

a. The Chancellor, who shall be an external member, appointed by the Governing Authority
b. The President
c. Five internal members (other than the President), appointed by the Governing Authority
d. Nine external members (other than the Chancellor), appointed by the Governing Authority
e. Three Student Union representatives, appointed by the Governing Authority.

**The President**

**4.** The President shall, ex officio, stand appointed to the Governing Authority.

**Internal Members of Governing Authority**

**5.** (1) The Chief Academic Officer shall by reason of their functions, which are of strategic concern to the University, be selected by the Governing Authority for appointment to the Governing Authority.

(2) The Internal Members (other than the Chief Academic Officer) shall be appointed to the Governing Authority following their election.

(3) Elections of internal members for appointment to the Governing Authority shall be in accordance with Regulations 6 to 12 of these Regulations.

**Electoral Constituencies**

**6.** (1) There shall be four Electoral Constituencies within the University and one internal member shall be elected from each Electoral Constituency.

a. The first Electoral Constituency (**"Constituency 1"**) shall be the academic staff of the University, who at the time of the election hold the position and grade of Full Professor or Professor in the University, including Jean Monnet and research professors

b. The second Electoral Constituency (**"Constituency 2"**) shall be (i) the academic staff, and (ii) the teaching staff of the University being those who hold the position and grade of (i) Associate Professor A/B and Assistant Professor and (ii) the position of University Teacher

c. The third Electoral Constituency (**"Constituency 3"**) shall be staff of the University employed on research-specific contracts of employment (other than those falling within Constituency 1 and 2), and shall include Senior Research Fellows, Research Fellows, Post-Doctoral Researchers, and Research Assistants

d. The fourth Electoral Constituency (**"Constituency 4"**) shall be the support staff of the University (being those staff of the University who are not in Constituencies 1, 2, 3).

(2) The staff grades eligible to vote and stand for election in each of the Electoral Constituencies (Constituencies 1 to 4) are prescribed in the Schedule to these regulations.

**System of Election**

**7.** (1) The system for the election of internal members of the Governing Authority in accordance with Section 16(2)(d) of the Act shall be according to the principle of proportional representation with each member having one transferable vote.

(2) The Returning Officer shall give notice to all staff as to how their vote may be cast in accordance with the electronic voting system.

(3) The Returning Officer may contract a person to provide services (a **"Service Provider"**) in relation to the preparation of an electronic voting system and the undertaking of a poll under that system.

(4) The Service Provider shall put in place controls, approved by the Returning Officer, with the objective of ensuring that no staff member votes more than once and that all valid votes are recorded and counted.

(5) Where any action connected with the poll is specified in these Regulations as being done, or requiring to be done, by the Returning Officer, such action may, at the discretion of the Returning Officer, be read as being done, or being required to be done, by the Service Provider.

**Eligibility to Stand for and Vote in Election of Internal Members**

**8.** (1) In order to be eligible to stand for election, staff must on the last date appointed for receipt of nominations, hold a contract of employment with the University, the unexpired term of which must exceed 24 months, or hold a contract of indefinite duration. Staff availing of a career break are not eligible to stand for election unless they have resumed employment on or before the last day appointed for receipt of nominations.

(2) Staff employed under a specified purpose contract of employment shall be eligible to stand for election if in the reasonable opinion of the Returning Officer, the staff member is likely to continue in the employment of the University for a period of not less than 24 months following the last day appointed for receipt of nominations.

(3) Staff shall, while in the employment of the University, but not whilst availing of a career break, be eligible to vote in an election.
(4) For the avoidance of any doubt, staff on sabbatical leave shall be eligible to stand for and vote in an election.
(5) Staff may stand for and vote in one Electoral Constituency only, being the constituency to which they are most closely connected by reference to these Regulations and to their contract of employment.
(6) In the event of any question arising in relation to the membership of any constituency and/or eligibility of any candidate to stand for election in any constituency, the matter will be referred to the Returning Officer, whose decision on the matter shall be final.

**Notice of Election**

**9.** (1) Within the period specified in Regulation 9(3), the Returning Officer shall cause to be published notice of:
   a. the holding of an election
   b. the Electoral Constituencies and numbers of vacancies arising in each Electoral Constituency at that election
   c. a request for nomination of candidates
   d. the closing date for receipt of nominations and
   e. the closing date for receipt of electronic ballots.

(2) Having regard to the objectives specified in Section 16(7) of the Act, the notice shall explicitly refer to the desire of the Governing Authority that those objectives are achieved.
(3) Subject to Regulation 12, the notice described in Regulation 9(1) shall be given on a date to be determined by the Returning Officer.

**Nominations**

**10.** (1) Any staff member intending to be nominated for election must submit to the Returning Officer:
   a. A nomination form for the relevant Electoral Constituency in which they are proposing to stand which shall contain:
      i. their full name and position in the University
      ii. the relevant Electoral Constituency in which they are eligible to stand
      iii. confirmation that on the last date appointed for receipt of nominations the staff member holds a contract of employment with the University the unexpired term of, or (in the case of a specified purpose contract), the likely future duration of, exceeds 24 months
      iv. the signatures of the person proposing the staff member and of the person supporting their nomination, each of whom must be eligible to vote within the relevant Electoral Constituency in which the staff member is eligible to stand.
   b. A signed declaration confirming that if the staff member is elected:
      i. there is no reason, having regard to the provisions of Paragraph 7 of the Third Schedule of the Act, why they would not be eligible for appointment to the Governing Authority
      i. they will serve the interests of the University and abide by the Code of Conduct for Members of the Governing Authority.

**Eligibility to Stand for and Vote in Election of Internal Members**

(2) Nominations shall be lodged with the Returning Officer no later than 12h00 on the last day appointed for receipt of nominations.

(3) Where the Returning Officer deems the nomination of any staff member to be valid and that they are eligible to stand for election within their chosen Electoral Constituency, the Returning Officer shall formally declare such persons as candidates.

(4) A staff member may withdraw their nomination at any time prior to the declaration of election of candidates by the Returning Officer by providing the Returning Officer with written notice of their withdrawal signed by them.

**Election and Declaration of those Elected or Declaration of a Vacancy**

**11.** (1) An election poll shall not be held in respect of any Electoral Constituency unless there are a greater number of candidates validly nominated than there are vacancies within that Electoral Constituency.

(2) If upon the closing date for receipt of nominations only a single candidate or if no candidate is validly nominated, the Returning Officer shall extend the closing date for receipt of nominations in respect of that Electoral Constituency for a period of two weeks.

(3) If following the period referred to in Regulations 11(2) only one candidate stands for election, they shall be declared elected by the Returning Officer without the requirement to hold an election poll.

(4) The date of election poll shall be the date fixed by the Returning Officer as the closing date for receipt of electronic ballots.

(5) The Returning Officer may adjust or revise such dates or appoint different election dates for each Electoral Constituency.

(6) The Returning Officer shall confirm the votes for each poll and ascertain and record the number of valid votes to be credited to each candidate.

(7) After the poll has closed, the Returning Officer shall arrange for the counting of the votes and shall publish by electronic means the results of the election, including the total poll, the total valid poll and the number of valid votes credited to each candidate.

(8) Following the publishing of the result of the election, the Returning Officer shall forthwith give notice in writing to the Governing Authority of the names of those staff member(s) that have been elected and the Governing Authority shall, subject to the Third Schedule to the Act, duly appoint such persons as members of the Governing Authority for a term not exceeding four years.

**Savers**

**12.** (1) No election held under these Regulations shall be invalidated by reason of any misdescription or non-compliance with the provisions of these Regulations, if it appears to the Returning Officer that the election was conducted substantially in accordance with the provisions of these Regulations, and the result of such misdescription or non-compliance did not substantially affect the result of the election.

(2) Notwithstanding any contrary provision in these Regulations, the Returning Officer may, in any case in which it appears to them that there is an emergency or special difficulty, make such changes or modifications to any of the procedures set out herein for the conduct of the election (including but not limited to rescheduling, postponing or curtailing the applicable times) as may in their opinion be necessary or desirable to enable such election to be duly held, subject to compliance with the principles laid down in these Regulations taken as a whole.

(3) Without prejudice to the generality of the foregoing, in the event of any error in the conduct of the election that the Returning Officer regards as fundamental, the Returning Officer shall be entitled, in addition to the foregoing, to recommence the election (or any part thereof) from the point prior to the point when the error arose and otherwise take such action as may be necessary or desirable to enable the declaration of persons elected.

**Student Union Representatives of Governing Authority**

**13.** (1) The President and the Deputy President & Welfare Officer of the University of Limerick Students' Union (referred to as "Student Life"), having been duly elected to such positions in accordance with that union's election regulations as overseen by its Electoral and Referenda Board (ERB), shall upon request made by Student Life to the Governing Authority be selected for appointment as Student Union representatives to the Governing Authority.

(2) The President of the Postgraduate Students' Union, having been duly elected to such position in accordance with that union's election regulations as overseen by its Electoral and Referenda Board (ERB), shall upon request made by the Postgraduate Students' Union to the Governing Authority be selected for appointment as a Student Union representative to the Governing Authority.

(3) The Student Union representatives of the Governing Authority shall hold office in accordance with the Third Schedule to the Act.

(4) The Student Union bodies may in accordance with their internal rules and procedures propose alternative persons to those referred to in paragraphs (1) and (2) above for appointment as the Student Union representatives to the Governing Authority.

**External Members of Governing Authority including the Chancellor**

**14.** (1) The persons nominated by the Minister for appointment as External Members in accordance with Section 16(4) of the Act shall be appointed to the Governing Authority for such period as may be specified by the Minister.

(2) A person nominated by the Minister for appointment as an external member may be proposed for appointment as Chancellor in accordance with Section 17 of the Act.

(3) The Governing Authority shall appoint seven external members to the Governing Authority, one of whom may be proposed by the Governing Authority for appointment as Chancellor in accordance with Section 17 of the Act.

(4) The Governing Authority shall specify the competencies, qualifications, training, skills, expertise, or experience, as the case may be, which it requires of external members and of the Chancellor.

**Governing Authority Nominating and Governance Committee**

**15.** (1) The Governing Authority shall in accordance with Section 18(4) of the Act, establish a Committee to be known as the "Nominating and Governance Committee" and the functions assigned to the Committee on foot of these Regulations shall be:

(a) to recommend persons external to the University to the Governing Authority for appointment or reappointment, or to fill casual vacancies as external members

(b) to be responsible for the process of selection on behalf of the Governing Authority; and

(c) subject to Regulation 19, to recommend an External Member suitable to be considered by the Governing Authority as the Chancellor of the University to be appointed in the manner provided for in Section 17 of the Act.

(2) The Committee shall consist of seven persons, four of whom shall be External Members, Committee shall consist of seven persons, four of whom shall be External Members, two of whom shall be Internal Members, and one of whom shall be a Student Union member.

**Eligibility to Stand for and Vote in Election of Internal Members**

(3) The Committee shall at all times comprise a majority of external persons.
(4) No member of the Committee whose own reappointment is being considered by the Committee for recommendation to the Governing Authority shall sit on the Committee in respect of that recommendation.
(5) The Governing Authority shall appoint one of its external members, which may include the Chancellor, to act as Chairperson of the Committee.
(6) The Committee shall convene on a day and at a time determined by the Committee Chairperson and such determination shall be communicated to the other members of the Committee.
(7) The Corporate Secretary and/or their delegate shall be in attendance at meetings of the Committee and shall provide secretarial assistance to the Committee and such other supports as the Committee may reasonably require.
(8) The Committee shall, in making its recommendations on persons for appointment or reappointment or to fill casual vacancies as members of the Governing Authority:
   a. adhere to the Process prepared in accordance with Section 16(4)(b) of the Act for appointment of external members (including the Chancellor) to the Governing Authority.
   b. have regard to the objectives specified in Section 16(7) of the Act and ensure in so far as is practicable that these objectives are achieved.
   c. Seek to reach agreement on suitable persons by consensus but in the absence of such, the Committee shall make its recommendation to the Governing Authority on the basis of a majority vote.
   d. In respect of the Chancellor position, satisfy itself that the person to be recommended to the incoming Governing Authority has the capacity to have an effective working relationship with the President, and vice versa.
(9) The Governing Authority may, in accordance with Section 18(2) assign to the Committee such other of its functions, not relating to the election, selection, nomination and appointment of external members, as it considers appropriate.

**Procedure of Committee**

**16.** (1) The Committee shall hold such and so many meetings as may be necessary for the performance of its functions.
(2) The quorum of a meeting of the Committee shall be 5.
(3) The Chairperson shall preside over meetings of the Committee.
(4) In the absence of consensus every question at a meeting of the Committee shall be determined by a majority of votes of the members present, with the Chair having a casting vote.
(5) Subject to the foregoing provisions of these Regulations the Committee shall regulate its own procedure.

**Appointment of Interim Chairperson, Chancellor and Deputy Chairperson**

**17.** (1) Following the appointment of Governing Authority members in accordance with these Regulations, the Governing Authority shall convene as soon as practicable and upon the nomination of any Governing Authority Member shall appoint an external member (by consensus or simple majority vote) to perform the functions of interim chairperson.
(2) The interim chairperson shall preside over the first meeting of the Governing Authority.
(3) A member of the Governing Authority shall propose the appointment of a candidate to be the Chancellor in accordance with the recommendation of the Committee and any such proposal shall require consensus, or alternatively a two-thirds majority of the members of the Governing Authority.

(4) Once a candidate has been appointed as Chancellor, the functions of the interim chairperson shall be discharged, and the Chancellor shall then preside over the remainder of the meeting.

(5) The Chancellor or any other member of the Governing Authority may having regard to the competencies of the external members, propose one such member to act as the Deputy Chairperson, and failing consensus, any such proposal shall be carried by a majority vote of the members.

**Casual Vacancies**

**18.** (1) Casual vacancies shall be filled in accordance with the Third Schedule to the Act with these Regulations and with the Process referred to in Regulation 2(1).

(2) A person appointed as an External Member on foot of a casual vacancy whose term of office expires by effluxion of time shall be eligible for reappointment as a member of the Governing Authority for such additional term of office (not exceeding four years) as the Governing Authority may determine.

(3) Where any elected internal member of Governing Authority no longer fulfils the conditions of the Electoral Constituency under which they were elected, they will immediately cease to be a member of the Governing Authority and following an election in accordance with these Regulations a new appointment shall be made for the remainder of the term of office of the member whose membership of the Governing Authority has ceased.

(4) An appointment to the Governing Authority in accordance with Regulation 18(1) above is subject to that person being otherwise eligible for appointment to the Governing Authority.

**Casual Vacancies**

**19.** (1) In order to ensure continuity of skills and experience amongst its membership over time, the Governing Authority may determine that a proportion of its membership shall hold office for a period of four years, and a proportion shall hold office for a term of less than four years.

**Casual Vacancies**

**20.** The University of Limerick (Selection, Election, Nomination and Appointment of Governing Authority Members) Regulations 2023, approved by the Governing Authority on 23 March 2023 and approved by the Minister on 25 April 2023, shall stand revoked upon the date on which the Minister communicates their approval of these Regulations.

The Governing Authority hereby approve of the making of these Regulations.

GIVEN under the University's Official Seal,
3 July 2025.



**Professor Brigid Laffan**
Chancellor, University of Limerick.

# Schedule

## University of Limerick Staff Grades Eligible to Stand for and Vote in the Electoral Constituencies Referred to in Regulation 6

| **Electoral Constituency 1**<br><br>*Academic staff who at the time of the election hold the position and grade of Full Professor or Professor in the University, including Jean Monnet and Research Professors.* | **Electoral Constituency 2**<br><br>*Academic staff and (ii) the teaching staff of the University, being those who hold the position and grade of (i) Associate Professor A/B and Assistant Professor and (ii) the position of University Teacher.* | **Electoral Constituency 3**<br><br>*Staff employed on research-specific contracts of employment (other than those falling within Constituency 1 and 2), and shall include senior research fellows, research fellows, post-doctoral researchers.* | **Electoral Constituency 4**<br><br>*Support staff of the University (being those staff of the University who are not in Constituency 1, 2, 3).* |
|---|---|---|---|
| Full Professor (Personal Chair)<br><br>Professor | Associate Professor A<br><br>Associate Professor B<br><br>Assistant Professor<br><br>Associate Teacher<br><br>Clinical Fellow<br><br>Clinical Nurse Manager/ Research Nurse<br><br>Clinical Lab Co-ordinator<br><br>Clinical Tutor<br><br>Educational Developer<br><br>Equitation Teacher<br><br>Language Centre Teacher<br><br>Practitioner<br><br>Regional Placement Facilitator<br><br>Senior Clinical Psychologist<br><br>Senior Co-ordinator Clinical Nursing Skills<br><br>Teaching Assistant<br><br>Teacher<br><br>Teaching Fellow<br><br>Tutor<br><br>University Teacher | Postdoctoral Researcher<br><br>Research Assistant<br><br>Research Fellow<br><br>Researcher Senior<br><br>Research Fellow | Administrator<br><br>Analyst Programme I, II, III<br><br>Clinical Placement Allocations Officer<br><br>Clinical Research Manager<br><br>Directors<br><br>Divisional Heads<br><br>Executive Administrator<br><br>Grounds Staff<br><br>Laboratory Attendant<br><br>Library Staff<br><br>Managers<br><br>Porter Attendants<br><br>Practice Education Co-ordinator<br><br>Senior Executive Administrator<br><br>Senior Administrative Officer I, II, III<br><br>Technical Staff |

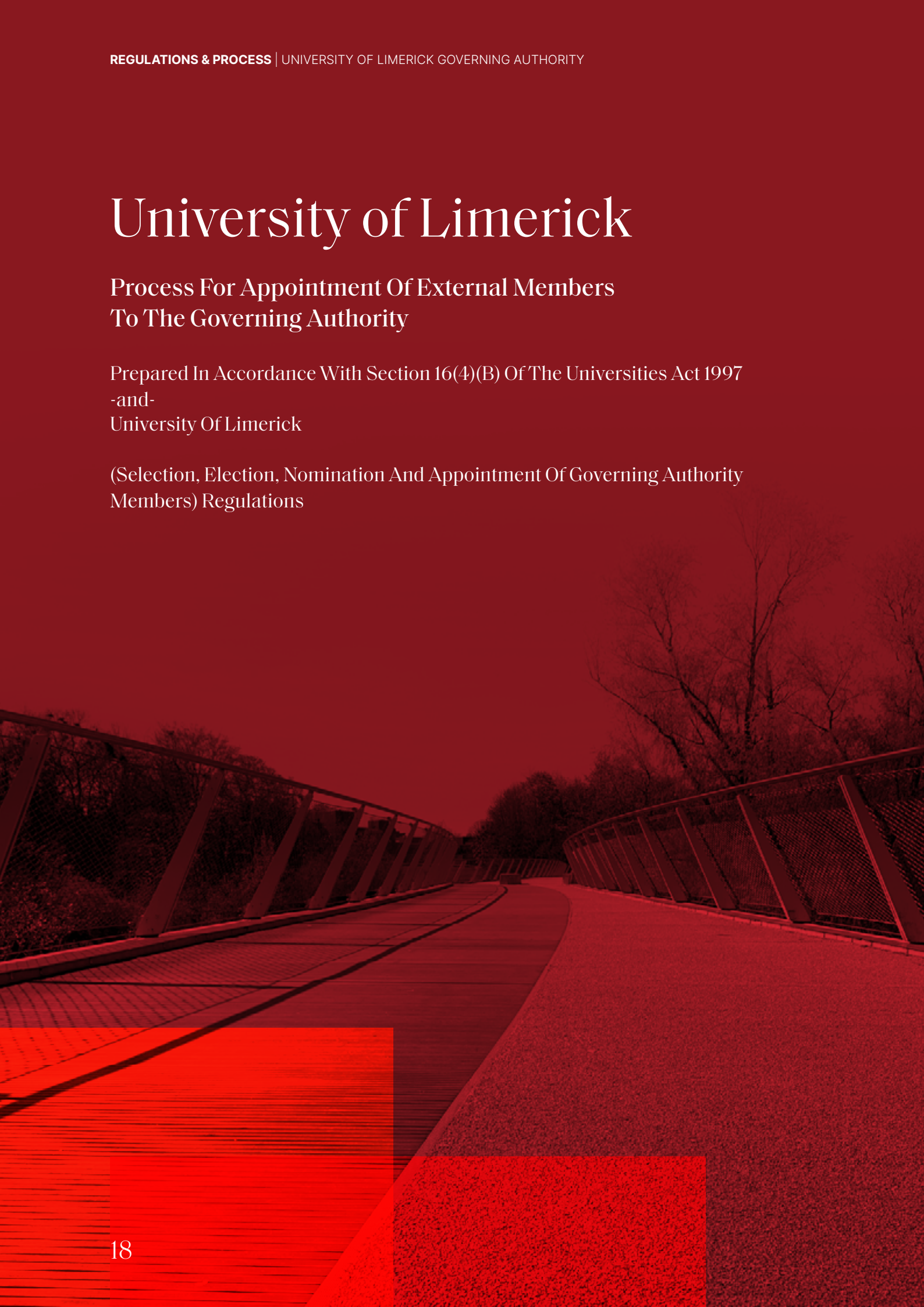


# University of Limerick

## Process For Appointment Of External Members To The Governing Authority

Prepared In Accordance With Section 16(4)(B) Of The Universities Act 1997
-and-
University Of Limerick

(Selection, Election, Nomination And Appointment Of Governing Authority Members) Regulations



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# 1. Introduction

1.1 This document outlines the process for the appointment of the external members, including the chairperson, to the Governing Authority of the University of Limerick (the **"University"**). This document is hereafter referred to as the **"Process".**

1.2 The Process has been drafted in accordance with the Universities Act 1997, as amended by the Higher Education Authority Act 2022 (hereafter referred to as the **"1997 Act"**) and Regulations made by the University thereto. The relevant provisions of each are discussed in the next paragraph.

1.3 It is a matter for the Minister for Further and Higher Education, Research, Innovation and Science (the **"Minister"**), and not the University, to determine the process by which they nominate individuals for appointment to the University's Governing Authority.

1.4 When debating amendments to the 1997 Act, the Minister noted that appointments to university governing authorities should in future be competency-based rather than representative-based appointments.

1.5 The Process adopted by the University for the appointment of external members to its Governing Authority therefore adopts a skills, experience and competency-based approach.

1.6 The Governing Authority is collectively responsible and accountable for institutional governance and activities. Its role is to provide leadership and strategic direction to the University within a framework of prudent and effective controls which enables risk to be assessed and managed. The Governing Authority has a key role in setting the ethical tone of the University, not only by its own actions but also in setting an example for senior management and staff.

1.7 High ethical standards are in the long-term interests of the University and a key means to help maintain a high level of credibility and trustworthiness. For the Governing Authority to be effective, there must be a constructive working relationship between the Chancellor and the President of the University.

1.8 All Governing Authority members have a fiduciary duty to the University. The principle fiduciary duties include:

- to act in good faith in the best interests of the University;
- to act honestly and responsibly in relation to the conduct of the affairs of the University;
- to exercise their powers only for the purposes allowed by law;
- not to benefit from or use the University's property, information or opportunities for their or anyone else's personal benefit;
- to exercise an independent judgement;
- to avoid any conflict between the Governing Authority member's duties to the university and their other interests; and
- to exercise the care, skill and diligence which would be reasonably expected of a Board member.

1.9 The responsibilities for governance and management of a University are set out in legislation and the University statutes regulations and policies. Governing Authority Members owe their duties, first and foremost, to the University.

# 2. Legislative and Regulatory Background

2.1 Universities Act 1997 (as amended)

2.1.1 The 1997 Act provides that the 19 members of a university governing authority shall be:
(a) The chairperson, who shall be an external member, appointed by the governing authority
(b) Nine external members (other than the chairperson), appointed by the governing authority, of which:
  i) Three shall be nominated by the Minister; and
  ii) Seven such members shall be appointed by the governing authority
(c) The chief officer
(d) Five internal members (other than the chief officer) appointed by the governing authority
(e) Three student union representatives appointed by the governing authority.

2.2 **"Regulations" under Section 16(6) of the 1997 Act**

2.2.1 In accordance with Section 16(6) of the 1997 Act, universities are required to make such regulations relating to the "selection, election, nomination or appointment of members of the governing authority as it thinks fit". The Regulations made must then be approved by the Minister.

2.2.2 The Governing Authority has approved the drafting of regulations, entitled "University of Limerick (Selection, Election, Nomination and Appointment of Governing Authority Members) Regulations" (the **"Regulations"**) 2025 (or as amended subsequently) which deal with appointments to the University's Governing Authority.

2.2.3 In relation to the appointment of external members, the Regulations provide for a committee to be appointed, known as the "Nominating and Governance Committee" (the "**Committee**"), and the functions of that Committee shall be:
*"(a) to recommend to the Governing Authority persons external to the University (other than the persons nominated by the Minister) for appointment or reappointment or to fill casual vacancies as external members [of the Governing Authority]."*
*(b) to be responsible for the process of selection on behalf of the Governing Authority; and*
*(c) to recommend an external member suitable to be considered by the Governing Authority for appointment as the Chancellor in the manner provided for in Section 17 of the Act.*

2.2.4 The Committee has been assigned certain additional functions by the Governing Authority in accordance with Section 18(4) of the 1997 Act, but these functions are separate to and have no bearing on the appointment and/or reappointment of members or of the Chancellor.

2.2.5 The composition of the Committee has been prescribed in the Regulations made by the University as follows:
(a) Four external members of the Governing Authority
(b) Two internal members of the Governing Authority
(c) One Student Union Representative member of the Governing Authority

2.2.6 The Regulations provide that the Governing Authority shall determine who will Chair the Committee but the Chair must either be an external member and that there must at all times be a majority of External Members.

2.3 **"Process" for appointment of external members under the 1997 Act**

2.3.1 The 1997 Act (S.16(4)(b)) also provides that universities must have a process for the appointment of the external members (other than the Minister's nominees) and that such members:

*"...shall be appointed in accordance with a process for such appointments that is determined by the governing authority and approved by the Minister".*

2.4 The Process outlined herein has been prepared pursuant to this requirement and in accordance with the University's Regulations.

2.5 The Regulations and this Process have been drafted on the instructions of the Governing Authority and have been approved by the Governing Authority and by the Minister.

# 3. Functions Of Governing Authority

3.1 The functions of the Governing Authority are wide-ranging and have been further expanded upon following the enactment of the Higher Education Authority Act 2022. It is therefore important that the Governing Authority should be satisfied that collectively its members have both the necessary skills and personal characteristics to effectively discharge its statutory functions.

3.2 In accordance with Section 18 of the 1997 Act, the functions of the University's Governing Authority are as follows:

(a) To control and administer the land and other property of the University;
(b) To appoint the President and such other employees as it thinks necessary for the purposes of the University;
(c) To determine the membership from time to time of the Governing Authority;
(d) To perform such other functions as are imposed on it by or under the 1997 Act or any other Act or by its statutes and regulations.

3.3 The Governing Authority has been given additional responsibilities in the 1997 Act for the following matters:

- Promoting the success (including academic success) and reputation of the University
- Satisfying itself that appropriate systems, procedures and practices are in place:

(a) To achieve the objects of the University;
(b) For the internal performance management and accountability of the University in respect of:
  i) The performance of its functions
  ii) The achievement of the aims in the strategic development plan
(c) To implement and report on compliance with the policies (whether set out in codes, guidelines or other documents or any combination thereof) of the Government or a Minister of the Government to the extent that those policies may affect or relate to the functions of the University;
(d) To establish and implement arrangements for the management of the performance of the chief officer.

3.4 The Governing Authority has been given further express responsibility for the following areas of the University's governance:

(a) Approve expenditure for major capital and investment projects;
(b) Approve annual financial statements;
(c) Provide for and maintain a system of audit;
(d) Provide for and maintain a system of risk management;
(e) Provide for and maintain a system of quality assurance in accordance with the Qualifications and Quality Assurance (Education and Training) Act 2012;
(f) Review and oversee the implementation of major plans of action and provide strategic direction;
(g) Delegate such functions as may be appropriate to the President;
(h) Manage the financial affairs of the University to ensure value for money and financial viability;
(i) Account to the Higher Education Authority (HEA) for funding provided to the University by the HEA.

In accordance with the 1997 Act, the Governing Authority has established several committees, including a committee relating to its audit and risk management functions (the **"Audit and Risk Committee"**) to assist in discharging its governance role.

3.4 The University's committees are each chaired by an external member of the Governing Authority. Therefore, the persons selected for appointment to successive Governing Authorities must also possess the required skillset to conduct the affairs of these committees effectively and efficiently.

3.4 In appointing members to its committees, the Governing Authority must have regard to the range of qualifications and experience that are necessary for the proper discharge of the functions assigned to each of its committees as well as to the gender composition, diversity, and Irish language proficiency requirements outlined in the 1997 Act (S.18(6))[1].

1 Section 18(6) of the 1997 Act provides that: In performing its functions a governing authority, or a committee where appropriate, shall— (a) have regard to the promotion and use of the Irish language as a language of general communication and promote the cultivation of the Irish language and its associated literary and cultural traditions; (b) have regard to the attainment of gender balance and equality of opportunity among the students and employees of the university and shall, in particular, promote access to the university and to university education by economically or socially disadvantaged people and by people from sections of society significantly under-represented in the student body; and (c) ensure as far as it can that the university contributes to the promotion of the economic, cultural and social development of the State and to respect for the diversity of values, beliefs and traditions in Irish society.

# 4. Eligibility To Serve As An External Member Of Governing Authority

4.1 **Definition of an External Member**

4.1.1 The 1997 Act defines an external member of a Governing Authority as follows:
**'external member'**, in relation to a governing authority, means a member of the governing authority other than an internal member or a student member thereof.

4.1.2 The definition of an 'internal member' is also relevant, which is as follows:
**'internal member'**, in relation to a governing authority, means a member of the governing authority who is a member of the academic council of the university, an employee of the university or a person who is remunerated under a contract with the university.

4.1.3 Having regard to the foregoing, to be eligible for appointment as an external member of the Governing Authority, a person must not be:
(a) A student
(b) An employee
(c) A member of Academic Council
(d) A person who is remunerated under a contract with the University.

4.1.4 In addition to these requirements, persons wishing to be considered for appointment as members of the Governing Authority must ensure that they are not ineligible to be a member by reason of being:
(a) An undischarged bankrupt,
(b) Having within the immediately preceding three years, under the protection or procedure of a court, made a composition or arrangement with creditors, or
(c) Having within the immediately preceding five years been sentenced to a term of imprisonment by a court of competent jurisdiction.

# 5. Code of Practice for the Governance of State Bodies

5.1 Members of the Governing Authority will be required to comply with the provisions of the Code of Practice for the Governance of State Bodies.

## 6. Functions Of The Chairperson

6.1 The Chairperson (referred to in the University as the **"Chancellor"**) has not been allocated many statutory responsibilities[2] over and above those applicable to the Governing Authority members as a whole.

6.2 However, in accordance with the Code of Governance for Irish Universities, the Chancellor is responsible for the leadership of the Governing Authority and ensuring its effectiveness on all aspects of its role. It is therefore a position of substance, and the position must accordingly be filled by a person possessing considerable experience and leadership abilities.

6.3 The Chairperson's/Chancellor's authority may be described in terms of four key elements:
(a) To preserve order;
(b) To ensure that the proceedings are properly conducted effectively and efficiently and according to law and to the orders/rules that apply to the Governing Authority;
(c) To ensure openness and debate, and that all shades of opinion are given a fair hearing in so far as is practicable;
(d) To ensure that the sense of the meeting is accurately recorded.

6.4 The selection of the Chancellor is critically important for the University as the Chairperson has arguably the greatest impact on the Governing Authority's effectiveness and performance.

## 7. Competency-Based Vs. Representative-Based Governing Authorities

7.1 While the changes made to the 1997 Act have facilitated a skills, experience and competency-based approach, the composition of a governing authority is in some respects a hybrid between a competency-based and a representative-based approach. For example, a certain number of members (both student and external members) are elected by their peers, and a certain number of external persons are selected based on whether their skill and experience match the competencies chosen by the Governing Authority as a whole.

7.2 Furthermore, through regulations, the University has determined that the elected membership should come from the following four constituencies:
(a) Full Professors or Professors (including Jean Monnet and research professors)
(b) Associate Professors A/B and Assistant Professors (all grades) and University teachers (all grades)
(c) Research staff, by which is meant staff employed on research-specific contracts of employment (other than Jean Monnet and research professors)
(d) Professional and support staff

7.3 The competencies required of members of the University's Governing Authority are outlined in Section 8 below.

7.4 The University will, at the time when it publishes notice of the holding of elections and a request for nomination of candidates, also publish a list of the competencies required for members of the University's Governing Authority as a whole.

[2] The Chancellor has a number of specific responsibilities, including determining the number of meetings of the Governing Authority; chairing meetings of the Governing Authority; putting a question at a Governing Authority meeting to a vote and, in the event of an equal division of votes, having a second or casting vote; and authenticating the University's seal.

7.5 Following the election process, the elected members will be surveyed using a "Skills, Experience & Competency Matrix Survey" in order to map their skills and experience to the competencies outlined.

7.6 The skills, experience and competencies possessed by the elected members will in turn inform the selection of external members by ensuring that both member cohorts (internal and external members), when combined, bring the necessary breadth and depth of skills to the Governing Authority across all the required competencies.

## 8. Required Skills, Experience & Competencies

8.1 The integrity and personal attributes as well as the time commitment that individuals can bring to the Governing Authority are just as important as their skills and experience. These combined qualities (**"competencies"**) enable Governing Authority members to function effectively and to make a substantial contribution to the success of the Governing Authority and, by extension, the University.

Candidates under consideration for appointment to the Governing Authority will be assessed in accordance with a skills / competency matrix that reflects best practice in University governance. This matrix will be maintained and updated as necessary to ensure alignment with evolving governance standards, sectoral norms and key stakeholder (DFHERIS, HEA) expectations. Although the skills / competency matrix itself is not incorporated within this Process, it is provided as an appendix.

The skills/competency matrix will be used as a guiding framework to evaluate candidates' suitability and to ensure a balanced composition of skills and expertise on the Governing Authority.

## 9. Role Of The Governing Authority Nominating and Governance Committee In The Operation Of This Process

9.1 The Nominating and Governance Committee (a sub-committee of the Governing Authority) (the **"Committee"**) has a key role in the "heavy lifting" to identify from the pool of external candidates, including any candidates whose term of appointment have expired and are seeking reappointment. Its function is to recommend from amongst such candidates the persons it considers best suited for appointment or reappointment (as the case may be) by the Governing Authority to its membership.

9.2 The Committee will apply the above competencies to the pool of candidates seeking appointment, and having regard to the competencies possessed by the internal candidates appointed following their election in accordance with the 1997 Act and the Regulations.

# 10. Assessing, Selecting and Recommending Candidates To Governing Authority

10.1 **External Members – "Ordinary" Members**

10.1.1 The following is the process that will be followed by the Committee to select and then recommend any candidate for appointment as an external member of the Governing Authority.

10.1.2 **Public Expressions of Interest**

(a) The Committee may invite public expressions of interest for appointments to the University's Governing Authority using such advertising platforms as considered appropriate.

(b) A candidate pack and an application form will be prepared for that purpose and will provide prospective candidates including those expressing an interest in becoming Chancellor, with information regarding:

- The University and its campus, students, academic and research profile
- The Governing Authority's composition and responsibilities and those of its committees
- The role and person specification, in terms of eligibility, duties and responsibilities of Governing Authority members, individual requirements, etc.
- The appointment process, i.e., term of appointment, application process, closing date, conflict of interest provisions
- The statutory and regulatory architecture underpinning higher education in Ireland, in outline detail, sufficient to inform a prospective candidate's assessment of their own suitability for the role

(c) Members of the Governing Authority whose terms of appointment are due to expire (and who are otherwise eligible for reappointment) will be required to fill out a shorter application form, outlining the key competencies that they possess by reference to the competency requirements outlined at paragraph 8.3.

10.1.3 **Candidate Search**

The University has always had an industry focus. In order to maximise the quality of the potential pool of candidates, the Committee may engage with appropriate bodies, organisations, groups etc., to increase awareness of the role of the University's Governing Authority and to encourage expressions of interest.

Where necessary and appropriate in seeking to ensure there are sufficient applicants to meet the competency requirements the Committee will be entitled, via the Corporate Secretary's Office, to receive suggestions from Governing Authority members of individuals known to them personally, or through their professional networks who may be suitable candidates for appointment to the Governing Authority.

The Committee may also engage professional support to identify suitable candidates.

Any candidate(s) emerging as potentially suitable will be required to complete the application form referred to at paragraph 10.1.2(b) above.

10.1.4 **Assessment Process**

The Committee will consider and assess any candidate applications arising from the public expression of interest and/or candidate search and/or any request by the Governing Authority that member of its Committees (external to the University) assessment of process. The Committee will:

- Confirm that any candidate who has submitted an expression of interest meets the core eligibility criteria under the 1997 Act
- If the candidate is eligible, review the expression of interest against the competencies as outlined in the candidate information booklet
- Assess potential candidates further once they meet the specified competency requirements by undertaking some or all of the following steps:
  i) Consideration of the written applications.
  ii) Meeting/conference call.
  iii) Reference checks.
  iv) Any other selection or verification method deemed appropriate. (This may include Committee, via the Corporate Secretary requiring statutory declarations from shortlisted applicants as to the bona fides of the qualifications and experience contained in their applications).
  v) Recommend the most suitable candidates for the consideration of the current Governing Authority.
- The Committee may be assisted in this task by a person with expertise in the filling of board/ governing authority vacancies.
- The Committee shall seek to reach agreement on suitable candidates by consensus but, in the event that a vote is required, a majority vote of the Committee members is required. The Chair of the Committee shall have the casting vote in the event of a tied vote.

10.2 **External Members – The University Chancellor**

10.2.1 A separate process, overseen by the Committee, will be utilised to identify a candidate suitable to be recommended for appointment as Chancellor.

10.2.2 The Committee may receive suggestions from serving Governing Authority members of individuals whether known to them personally, or through their professional networks, who may be suitable for consideration for the position of Chancellor.

10.2.3 The Committee may also engage with appropriate bodies, organisations, groups etc. with a view to encouraging expressions of interests from target candidates who may not be known to the Committee but are highly regarded by reason of their experience, position, seniority, career profile, and reputation.

10.2.4 The Committee may also, if it considers it necessary or expedient to do so, engage professional support to identify suitable candidates for appointment to the position of Chancellor.

10.2.5 Any person being considered for the position of Chancellor must, regardless of their experience, position, career profile and reputation, and in addition to possessing the competencies required for appointment as an “ordinary member,” also possess the additional competencies required for appointment as Chancellor.

10.2.6 Having regard to the importance of the working relationship between the Chancellor and the President, which is crucial for the successful functioning of the University, the Committee shall satisfy itself that the nominee for Chancellor and the President of the University have the capacity to have an effective working relationship.

10.2.7 Any candidate(s) emerging as potentially suitable will be required to submit a curriculum vitae and/or any application form prepared by the University.

10.2.8 The Committee will prepare a shortlist of candidates, and having done so, will agree one candidate from the shortlist, who will be proposed to the Governing Authority for the position of Chancellor in accordance with the procedure set out in the 1997 Act.

10.2.9 It shall be a matter for the incoming Governing Authority to approve the Committee's proposal, which may be proposed by any member of the Governing Authority, if not unanimously, then by vote as outlines un the 1997 Act



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