

Details of procedure for selecting **vacant** Co-chair for the Causeway Coast and Glens Community Engagement Platform: -

**NOMINATION PROCESS**

1. Nominations to co-chair the Causeway Coast and Glens Community Engagement Platform will be accepted from individuals who work or volunteer within the community and voluntary sector of Causeway Coast and Glens.
2. The process involves self-nomination with agreement to participate in an open and transparent selection process (if required) and commitment to the roles and responsibilities set down.
3. Nomination Forms are to be completed, signed off and submitted by the closing date of **Thursday 30th June 2022.**

**SELECTION PROCESS**

1. In the event of multiple nominations, a sifting panel of the Community Development team and Community Planning Team will establish if each nomination meets the basic requirements i.e., individuals who work or volunteer within the community and voluntary sector of Causeway Coast and Glens and as per Q3 of the nomination form have “previous chairing and facilitation experience and skills.”
2. Those nominations meeting the basic requirements will be put to a vote via survey monkey or similar. The opportunity to vote will be circulated via the Community and Voluntary Organisations Register that Council maintains.
3. Two weeks will be allowed for this vote.
4. For the vote, the name of the individual being nominated plus the details provided under Q1, Q3 and Q4 of the nomination form will be provided to inform those voting.
5. Personal contact details of nominees will not be shared.
6. The individual receiving the most votes will be selected and announced as Co-chair of the Causeway Coast and Glens Community Engagement Platform.
7. In the event of a tie a re-vote via previous means will be undertaken.