



*Parteen National School*

*Parteen*

*Co. Clare*

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*Deputy Principal: Mairéad Guckian*

15/10/19

Dear Parents and Guardians,

The term of the current Board of Management will come to an end on November 31st, 2019. A new Board of Management will take over from November 1st, 2019, for four years. Following consultation with the Parents Association and the current Board of Management Patron Nominees, an election will take place on **Tuesday, November 5<sup>th</sup> at 5pm**. There will be a ballot at the meeting.

Please find below a copy of the election procedure, taken from the Board of Management Governance Manual available here:

<https://www.education.ie/en/Schools-Colleges/Information/Boards-of-Management/Governance-Manual-for-Primary-Schools-2015-2019.pdf>

Please note,

**Important Note:** Board members are not delegates of their electorates. They have no obligation to either report back to their electors or to take instruction from them on how to vote at Board meetings. Such reporting may be a breach of confidentiality requirements. It is a matter for each Board to decide what may be reported and by whom and, in this respect, it is essential that personnel, financial and personal matters are dealt with in line with relevant confidentiality requirements. Decisions arrived at by consensus or by vote are decisions of the Board. Individual members of the Board are obliged to keep confidential the matters discussed at meetings unless otherwise agreed by the Board and where so agreed, members of the Board must not publicly criticise or make any negative public comment about Board decisions, irrespective of their own personal views on the matter.

Kind regards,

Gerard Ruane

Secretary to the Board of Management

## Appendix B (contd.)

### Option 1

1. The Patron's representative shall arrange for a meeting of parents of children who are enrolled and have commenced attendance at the school. Where a shared governance arrangement in accordance with section 3(c) of this manual is being put in place, the meeting shall be a joint meeting of parents of children who are enrolled and have commenced attendance in any of the two schools. At least ten days' notice of such a meeting shall be given in writing to each

person entitled to vote at such a meeting. This notification shall:

- (a) indicate that at the meeting nominations will be sought from parents for persons to stand for election as parent nominees on the Board,
- (b) clarify whether there will be a ballot at the meeting to elect the nominees or whether the ballot will be conducted subsequently as a postal ballot,
- (c) where it is intended to have a postal ballot, indicate the latest date for return of ballot papers and the date, time and place of the public counting of votes.

2. At the meeting nominations should be invited for both a mothers' panel and a fathers' panel.

Each nominee must be seconded by a person in attendance at the meeting.

3. If there is only one nominee for either panel, the nominee(s) shall be deemed to be elected. Where there are only three nominees in the case of a shared governance arrangement, the three nominees shall be deemed elected.

4. If more than one nomination is received for either of the panels, a secret ballot shall be held

at the meeting or subsequently. Two tellers shall be appointed, one of whom may act as Returning Officer in the case of a postal ballot.

5. In the event of a postal ballot, the poll must close and the casting of votes takes place within ten days of the meeting.

6. Each person voting shall have one, non-transferable vote for each panel.

7. The votes shall be counted in public.

8. The election shall be determined on a plurality of votes (i.e. the first past the post system). In

the case of a shared governance arrangement –

- the nominees with the highest number of votes from each panel (mothers' and fathers' panel respectively) shall be elected first, and
- the nominee who otherwise received the highest number of votes shall be deemed elected as the third nominee, except where this would mean that in the case of one of the two schools, no parent of a child enrolled and attending that school would be a member of the Board. In such circumstances, the nominee with the next highest number of votes who has a child who is enrolled and has commenced attendance in that school shall be deemed elected.

9. In the event of a tied vote between nominees the election of the nominee(s) shall be determined by the drawing of lots. However, where the ballot has been conducted at a meeting

and where agreed by the majority of voters present and voting therein, the election of the nominee(s) shall be determined by a further vote at that meeting. Such a vote shall be confined to the tied nominees.

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10. The result of the ballot shall be notified to the parents and to the Patron's representative.

11. The voting returns from the ballot may be retained for the purposes of co-option in order to fill

vacancies occurring during the life of the Board where it is decided, having consulted the Parents'

Association, not to have a by-election, or further by-election, as appropriate.

12. Following the conclusion of the above process, the Patron's representative shall inform the Patron

that the parents' nominees have been selected in accordance with Option 1 and shall confirm that

the procedures under Option 1 have been adhered to in full.