

## **Primary Branch**

### **To Boards of Management and Principal Teachers of National Schools**

#### **Election of new Boards of Management of National Schools**

##### **1. Introduction**

The Minister for Education and Science, Dr. Michael Woods, T.D., is pleased to enclose 10 copies of the provisions governing the composition and functioning of Boards of Management of National Schools. The enclosed booklet replaces the blue covered 1997 edition of the booklet. A number of minor revisions have been made to the rules of procedure following consultation and agreement with the partners in education.

##### **2. Election of new Boards**

The term of office of all existing Boards will expire on 30<sup>th</sup> November 2000. In the circumstances it is important that the procedures for the election of the new Boards should now be activated. It is likely that you will have received notice to this effect already from your Patron.

The process for the election of the new Boards is set out in the enclosed booklet. This process can take up to 11 weeks maximum but can be completed earlier depending on the particular option chosen for the election of the parent representatives or where the selection proceeds without recourse to an election (i.e. where the maximum number of nominees does not exceed the number of places).

The maximum timeframe for elections is set out in the enclosed appendix. Under this timeframe each new Board shall assume office not later than 1 December 2000. Boards will however be recognised from an earlier date where it has been possible to execute the procedures before 1 December 2000. Regardless of the commencement date for individual Boards, the term of all Boards shall expire on 30<sup>th</sup> November 2003.

A copy of the enclosed booklet should be provided to each person appointed to the new Boards, while the remaining two copies should be given to the Parents' Association.

##### **3. Enquiries**

Any enquiries in relation to the information contained in this circular may be addressed to Primary Administration Section 2, Department of Education and Science, Athlone, Co. Westmeath (Phone: 0902 – 74621 extns. 3721, 3722 & 3723)

Dermot Ryan  
Principal Officer

September 2000

## APPENDIX

The following is the timeframe for the election of the Board members. The Minister will recognise the Boards concerned as soon as the process is executed.

(Any reference to days should be taken to mean calendar days, including weekends.)

- a 14 day period for the Chairperson to consult the Parents Association regarding the method of election, prepare lists (if not by meeting), invite and obtain nominations.
- a 7 day period to arrange elections (i.e. information on candidates for inclusion on ballot papers, preparation of ballot paper and issue of same).
- a 7 day period (maximum) for latest return of votes and public count of same.
- 7 days to convene 6 persons nominated/elected.
- 7 days to reach agreement and to nominate substitutes.
- a period of 7 additional days but only if the original 2 persons selected decline.
- a 10 day period to provide for immediate notification to Patron of composition of the Board and for the Patron to in turn notify the Department of Education and Science.
- a 10 day period during which the Department may raise with the Patron any query which arises.