



**msletb**

Bord Oideachais agus Oiliúna  
Mhaigh Eo, Shligigh agus Liatroma  
Mayo, Sligo and Leitrim  
Education and Training Board

5<sup>th</sup> April, 2024

## Arrangements for the Election of Staff to Education and Training Boards 2024

**To: All members of Staff employed by Mayo, Sligo and Leitrim Education and Training Board on the 4<sup>th</sup> March 2024.**

Dear Colleague

The Education and Training Boards Act 2013 provides for arrangements for the composition of the Education and Training Boards to include representation for staff employed by Mayo, Sligo and Leitrim ETB on the 4<sup>th</sup> of March 2024. Circular Letter 0030/2024 sets out detail on the election timetable and process.

I am charged with the responsibility of ensuring the completion of a valid election process for the selection of staff representatives comprising one male and one female on the new Mayo, Sligo and Leitrim Education and Training Board from the valid electors of the constituency.

### **Election of two Staff Representatives to Mayo, Sligo and Leitrim ETB**

Pursuant to Section 30 of the 2013 Act, two members who are members of staff of the education and training board, shall be elected by eligible ETB staff members. An "eligible staff member" is a person who, on the 4<sup>th</sup> March 2024, is employed as a member of staff by the ETB and whose remuneration in respect of that employment is paid by the ETB.

### **Eligible Staff Members**

For clarification purposes, Circular 0030/2024 defines an eligible staff member as:

- (a) Staff who are on a contract of service on 4<sup>th</sup> March, 2024. Such categories of staff would include permanent, whole-time and pro-rata part time staff.
- (b) Staff who do not have a contract of service on 4<sup>th</sup> March, 2024, but who gave service on that date and for which service remuneration is payable. Such categories of staff would include hourly paid part-time staff.

All eligible staff members are entitled to vote.

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The circular provides that certain categories of staff are precluded from standing for election:

#### **4. Ineligibility of certain grades of ETB staff for membership of an ETB**

In order to maintain the distinction between reserved functions and executive functions in an ETB, and in accordance with Section 32 (2) of the ETB Act 2013, by Ministerial order the following senior management staff grades in an ETB are ineligible for membership of an Education and Training Board:

- Chief Executive;
- Director of Schools;
- Director of Organisation Support and Development;
- Director of Further Education and Training;
- Adult Education Officer;
- Personnel Officer;
- Finance Officer;
- School Principal;
- Training Centre Manager and Assistant Manager;
- Manager of a Centre for Education.

Likewise, by Ministerial order, all other grades of staff, the duties of which are wholly or mainly of an administrative, executive or clerical nature and the maximum remuneration for which exceeds the maximum remuneration for the grade of Clerical Officer, will be ineligible for membership of an Education and Training Board.

#### **Electoral Register**

A provisional electoral register of eligible staff members is being compiled. The provisional roll for each school/centre will be available for inspection from **Monday, 8<sup>th</sup> April, 2024 until 5.00 pm on Wednesday, 10<sup>th</sup> April, 2024** through your School Principal/Centre Co-ordinator.

If your name is not on the provisional electoral roll and you believe you are eligible for inclusion or if you wish your name and/or address on the electoral register to be amended you must apply to the Returning Officer on the prescribed, enclosed, application form. Completed forms must be sent to the Returning Officer, Mayo, Sligo and Leitrim ETB, Newtown, Castlebar, Co Mayo or scanned and emailed to [staffelections2024@msletb.ie](mailto:staffelections2024@msletb.ie). The closing date for the receipt of forms is **5.00 pm on Wednesday, 10<sup>th</sup> April, 2024**.

The Returning Officer shall examine all such applications and if a staff member is found to be eligible their name and address will be included on the provisional electoral roll or the name and address of the staff member will be amended. The final register of electors will be available in MSLETB administrative offices in Newtown, Castlebar, Co Mayo, Quay Street, Sligo and St. George's Terrace, Carrick on Shannon, Co Leitrim from Friday, 12<sup>th</sup> April, 2024.

Following the completion of the final register I will write to you regarding other matters including the availability of the final register, the nomination of candidates, the election poll and counting.

Yours faithfully

A handwritten signature in black ink that reads "Tom Grady". The signature is written in a cursive style with a small dot at the end.

Tom Grady

**Returning Officer**

**Chief Executive, MSLETB**