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9<sup>th</sup> April 2019

## **NOTICE OF ELECTION Education and Training Boards Act 2013 (Election of Staff)**

A Chara,

The board of DDLETB is due to change following the local elections in May 2019. The Education and Training Boards Act 2013 provides for the appointment of 2 staff members (one male and one female) to an education and training board (ETB) as a result of election by eligible members of staff of the ETB.

Please note details of this election and relevant correspondence are available [here](#).

### **Provisional Electoral Roll**

A **provisional electoral roll** comprising of eligible staff member electors will be available to view in DDLETB Head Office and in the base location in which you work from Tuesday 9<sup>th</sup> April 2019. This should be reviewed by all eligible staff to ensure that their details are listed correctly. Any changes need to be notified to DDLETB Head Office, **no later than 12 noon, Wednesday 10<sup>th</sup> April 2019** by completing & returning the form "[Application Form for Inclusion on Staff Electoral Roll](#)". This form is available [here](#).

A final register of electors will be available to view from **Thursday 11<sup>th</sup> April 2019** in head office and in the school/ centre in which you work.

### **Nominations Process**

Nominations for the 2 staff representatives are now being sought. Candidates should submit their application by means of a Nomination Paper. Staff members should download the following forms: [Schedule 2](#) and [Schedule 3](#) here.

**The latest date for receipt of Nominations is 1pm Monday 29<sup>th</sup> April 2019.**

The ruling on nominations will take place from 2pm to 5pm, Monday 29<sup>th</sup> April 2019. Candidates may withdraw up to 12 noon on Tuesday 30<sup>th</sup> 2019.

**The list of candidates** will be made available on this link and in the school/ centre in which you work **from Wednesday afternoon 1<sup>st</sup> May 2019**, accompanied by a **Notice of Poll**, should an election be required.

### **Ballot**

Should an election be required, a letter will be issued to you on the afternoon of **Wednesday 1<sup>st</sup> May 2019** and will also include Ballot Paper(s). **Please note: This election will be a postal vote.**

The latest date for submitting your completed ballot form will be **5pm Thursday 23<sup>rd</sup> May 2019.**

The counting of votes will take place at **9am on Friday 24<sup>th</sup> May 2019.**

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Paddy Lavelle  
Chief Executive Officer