

Chief Executive Officer  
of the Vocational Education Committee  
named in the address.

30 September 2009

Circular Letter No. 0058/2009

## **Arrangements for the Appointment and Election of VEC Members**

Dear Chief Executive Officer,

The purpose of this Circular Letter is to provide an outline of the arrangements provided for in the SI 924 Composition of Vocational Education Committee Regulations 2004 and to provide clarification in relation to certain issues of general application. The Circular Letter will be made available on the Department's website ([www.education.ie](http://www.education.ie)).

This document should be read in conjunction with SI 924, which provides a breakdown in detail of all aspects of the election process.

### **1. Election of Members representing Eligible Parents and Eligible staff to VECs**

- 1.1 The 2001 Act provides for the appointment of members to a VEC as a result of election by the relevant Local Authorities, parents of students, who are under 18 years of age and VEC staff.
- 1.2 In addition, the 2001 Act provides for the appointment of 4 members by the Local Authorities, following a process of consultation with relevant interests, as outlined in paragraph 26 of this circular.
- 1.3 The 2001 Act also provides that both sexes shall be represented on a VEC in such proportions as are specified in the Regulations and also provides for the establishment of separate male and female panels of candidates.

## **2. Returning Officer**

- 2.1 For purposes of conducting elections in accordance with Section 7 of the Act, the Minister will appoint a Returning Officer in each VEC. Returning Officers may appoint one or more persons to act as Deputy Returning Officers and may delegate to any such Deputy any of the functions of the Returning Officer that may be specified in the appointment. The Returning Officer may revoke such an appointment, at any time.
- 2.2 The Returning Officer for purposes of elections in each VEC will be the Chief Executive Officer for that VEC.
- 2.3 The expenses of the Returning Officer will be a matter for the VEC. Such reasonable expenses will be taken into account by the Department for purposes of the VEC's modified scheme.
- 2.4 Pursuant to Section 7 of the 2001 Act, a Returning Officer is responsible for the conduct of the elections and his or her decisions on all matters arising are final.

## **3. Electoral Process Calendar**

- 3.1 A calendar of dates for purposes of the conduct of elections is, at Appendix 1 to this Circular Letter.

## **4. Members elected by Parents**

- 4.1 Two (2) VEC members, male and female, shall be elected by parents of any student who has not reached the age of 18 years on 30<sup>th</sup> September 2009, and who is registered as a student at recognised schools or centres for education (see 6 below) established or maintained by the VEC, shall be entitled to vote and seek election.
- 4.2 A parent is as defined in Section 2 of the Education Act 1998 i.e. "parent" includes a foster parent, a guardian appointed under the Guardianship of Children Acts, 1964 to 1997, or other person acting in loco parentis who has a child in his or her care subject to any statutory power or order of a court and, in the case of a child who has been adopted under the Adoption Acts, 1952 to 1998, or, where the child has been adopted outside the State, means the adopter or adopters or the surviving adopter.
- 4.3 A student is as defined in Section 2 of the Education Act 1998 i.e. "student" in relation to a school, means a person enrolled at the school and in relation to a centre for education means a person registered as a student in that centre.
- 4.4 A nominee, who need not be a parent, may be placed on a panel of candidates provided their nomination paper has been signed by not less than 5 parents of students registered in accordance with paragraph 4.1 above.

4.5 In accordance with the 2001 VE Act, separate male and female panels of candidates shall be established.

## **5. Members elected by VEC Staff**

5.1 Pursuant to Section 7 of the 2001 Act, two (2) VEC members, one (1) male and one (1) female, shall be elected by eligible VEC staff members. An “eligible staff member” is a person who, on the 30<sup>th</sup> September 2009, is employed as a member of staff by the VEC and whose remuneration in respect of that employment is paid by the VEC.

5.2 For clarification purposes, an eligible staff member applies to:

(a) Staff who are on a contract of service on 30<sup>th</sup> September 2009. Such categories of staff would include permanent, wholetime and pro-rata part time staff.

(b) Staff who do not have a contract of service on 30<sup>th</sup> September 2009, 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.

5.3 A nominee, who need not be a staff member, may be placed on a panel of candidates provided their nomination paper has been signed by not less than 5 staff members registered in accordance with paragraph 5.1 above.

5.4 In accordance with the Act, separate male and female panels of candidates shall be established.

## **6. Recognised schools and Centres for Education**

Recognised schools and designated Centres for Education established or maintained by the VEC are as defined in Section 2 of the Education Act, 1998.

In that regard, The Minister for Education and Science, in exercise of the power conferred on him under section 10(4) of the Education Act 1998 (No. 51 of 1998), has designated the places specified in appendix 2 to this Circular Letter to be Centres for Education for the purposes of the election of staff and parent representatives to the VECs.

## **7. Electoral Rolls**

7.1 Provisional electoral constituency rolls comprising of eligible staff member electors and eligible parent member electors, with addresses, shall be prepared for purposes of the staff members and parent member elections.

- 7.2 Each eligible elector (parent and staff) should be assigned a number when entered on the appropriate roll.
- 7.3 The provisional electoral rolls should be made available in VEC Schools and Centres for Education, as the Returning Officer considers appropriate, by Friday 9<sup>th</sup> October 2009 (Schedule 1 of SI 924 refers).
- 7.4 In addition, a notice should be displayed in each VEC school and centre for education, as the Returning Officer considers appropriate, to the effect that any eligible staff member and any eligible parent member who wishes to take part in the forthcoming election and whose name is not included on the provisional electoral roll, should apply in writing to the returning officer to have his or her name entered on the electoral roll. Amendments to the rolls should be made in the prescribed forms (Schedule 1 of SI 924 refers) up to 12 noon on Wednesday 14<sup>th</sup> October 2009.
- 7.5 Final registers of parent and staff electors to be made available by the Returning Officer on Thursday 15<sup>th</sup> October 2009.
- 7.6 An elector may vote only in respect of the candidates nominated in the constituency in which the elector is entered on the Electoral Roll.

## **8. Publication of Notice of Elections**

Notice of the elections should be posted in each VEC school and Centre for Education, as the Returning Officer considers appropriate. This notice should make available to electors details of the electoral process (see Appendices 1 and 3 to this Circular Letter).

## **9. Notice to Eligible Parents and Eligible Staff**

Letters should also be made available to eligible parents and eligible staff, see draft outlined at Appendix 4 to this Circular Letter.

## **10. General provisions regarding agents.**

- 10.1 Each nominee for the election may appoint one or more agents and the name of a person so appointed shall be notified to the Returning Officer in writing by the nominee not less than 5 days before the 20<sup>th</sup> October 2009, on which the ruling on the validity of nomination papers shall take place i.e. 15<sup>th</sup> October 2009.
- 10.2 An agent whose appointment is notified in writing to a Returning Officer under paragraph (1) may be present on behalf of the nominee at the ruling on nominations, the sealing of the ballot box or ballot boxes and the counting of votes for the election.

- 10.3 An agent shall, if so required, produce the written consent of the nominee to his or her appointment as their agent for inspection by the Returning Officer or by any person authorised to act on behalf of a Returning Officer.

## **11. Nomination of Candidates**

The following eligibility criteria apply:

- 11.1 A person shall not be nominated as a candidate for election or have his or her nomination withdrawn, without his or her written consent.
- 11.2 Each candidate must be nominated by means of a separate nomination form (schedules 2 and 3 of SI 924 refer).
- 11.3 Each candidate's nomination paper must be signed by not less than 5 eligible electors, whose names are entered on the electoral roll for the constituency for which the candidate is nominated and who have not signed the nomination paper of another nominee.
- 11.4 The nomination form for each of the parent and staff elections must be completed by the nominee and nominators in the presence of the Returning Officer. The nominee and nominators must produce suitable identification i.e. driving licence etc. The period determined for receipt of nomination papers is, as follows:

Monday 19<sup>th</sup> October 2009: 2pm to 9pm.

Tuesday 20<sup>th</sup> October 2009: 10am to 12 noon.

- 11.5 Candidates may withdraw nominations, in writing, before 12 noon, Friday 23<sup>rd</sup> October 2009.
- 11.6 A nominee shall not be entitled to have his or her name entered on a ballot paper for more than one VEC.
- 11.7 Each completed nomination form for the Parent and staff elections should be recorded by date and time and assigned a unique number, as appropriate, when submitted. This number will determine the order of receipt of nominations.

## **12. Ruling on validity of each nomination paper**

- 12.1 The Returning Officer will rule on the validity of each nomination paper in the following period:

Tuesday, 20<sup>th</sup> October 2009: 2pm to 4pm.

- 12.2 A nominee and the nominee's agent, if any, shall be entitled to be present at the ruling on the validity of nominations and no other person shall be entitled to attend except with the permission of the Returning Officer.

- 12.3 Each nomination paper ruled on as valid shall be endorsed sequentially with a unique number by the returning officer and this number shall determine the order of receipt of valid nominations.
- 12.4 Nominations may be deemed invalid where the Returning Officer determines that the nomination form has not been filled properly in accordance with the rules and procedures e.g. where a nomination has been signed by less than 5 electors.
- 12.5 A nominee may before 12 noon, Friday 23<sup>rd</sup> October 2009 withdraw his or her nomination, by giving to the returning officer a written notice of withdrawal, signed by the nominee.
- 12.6 Final listing of candidates will be made available on the 26<sup>th</sup> October 2009.
- 12.7 The ruling of the Returning Officer to be final in all cases.

### **13. Publication of Nominations**

- 13.1 A listing of candidates should as soon as practicable after ruling on the validity of nomination papers and not later than 26<sup>th</sup> October 2009, be brought to the attention of electors in each VEC school and centre for education and by other means as the Returning Officer considers appropriate, including school and VEC websites.
- 13.2 The notice should be made available for each electoral constituency and should contain the name and address of each candidate validly nominated, and the names of the electors who nominated each candidate for the constituency for which the candidate is nominated.

### **14. Election of Members**

- 14.1 Where in any VEC the number of duly nominated candidates exceeds the number of members to be elected for each constituency and panel, a poll shall be taken by the returning officer.

### **15. Date of Poll**

- 15.1 In the event of a poll, the poll shall be undertaken between 9am and 9pm on 6<sup>th</sup> November 2009.

### **16. Polling Stations**

- 16.1 Polling stations will be located in VEC schools

- 16.2 Where a school polling station is not within reasonable distance, a polling station may be located in a centre for education, where there are student enrolments of at least 50 students, who have not reached the age of 18 years on 30<sup>th</sup> September 2009.

## **17. Polling Cards**

- 17.1 The Returning Officer shall as soon as practicable after the final date for confirmation of nominations in respect of each poll, but not later than 26<sup>th</sup> October 2009, send by post to every elector at his or her address, or as the returning officer considers appropriate, a polling card to include details such as the polling date, the elector's polling centre and polling number.
- 17.2. The Returning Officer shall prepare a statement in respect of each constituency electoral poll showing the total number of polling cards sent to electors under paragraph (1) in respect of each electoral constituency.

## **18. Ballot Papers**

- 18.1 The returning officer shall prepare ballot papers for each constituency of electors in which a poll is to be taken (schedule 4 of SI 924 refers) setting out the names of the candidates alphabetically in the order of their surnames.

## **19. The official mark.**

- 19.1. Every ballot paper shall be marked with an official mark which shall be either embossed or perforated so as to be visible on both sides of the paper.
- 19.2 The Returning Officer shall ensure that the official mark is kept secret prior to the issue of the ballot papers.

## **20. Ballot box.**

- 20.1 The Returning Officer shall provide a ballot box or ballot boxes for the reception of the ballot papers returned by the electors.
- 20.2 Electors must produce suitable identification i.e. driving licence etc
- 20.3 Every ballot box referred to in paragraph (1) shall be sealed by the Returning Officer at the time fixed for the opening of the poll.
- 20.4 The returning officer shall after 9pm on polling day seal the ballot box or ballot boxes so that no further papers can be inserted and shall make provision for the safe custody of the box or boxes.

## **21. Time and place for counting of votes**

- 21.1. The counting of votes shall commence at 9am on Saturday, 7<sup>th</sup> November 2009.
- 21.2 Each Returning Officer shall take due precautions for the security of the ballot papers and other documents relating to the polls in any intervening period.
- 21.3 The Returning Officer shall appoint a place at which the votes will be counted and shall give each candidate notice of the time and place at which he or she will proceed to open the ballot boxes.
- 21.4 For administrative reasons, it is advised that where possible the Centre used for purposes of the Local Authority election count should be utilised.

## **22. Attendance at the opening of the ballot box or ballot boxes and the counting of votes.**

- 22.1 At the opening of the ballot box or ballot boxes and the counting of votes, no person other than candidates, the Returning Officer, the Returning Officer's assistants and the candidates' nominated agents may be present, except with the permission of the Returning Officer.
- 22.2 The Returning Officer shall give those present all such reasonable facilities for observing the proceedings at the opening of the ballot box or ballot boxes and the counting of votes and all information in that respect consistent with the orderly conduct of the proceedings and the performance of the Returning Officer's duties and functions.

## **23. Conduct of the counting of votes**

- 23.1 A Returning Officer shall for each poll cause the ballot papers to be scrutinised for the purpose of discovering any papers liable to be determined by the Returning Officer as invalid and shall, in accordance with directions, ascertain and record the number of votes given to each candidate.
- 23.2 In counting the votes for each poll the Returning Officer shall credit the candidates at the election with votes in accordance with directions.
- 23.3 Candidates or their agents shall not handle ballot papers during the counting of votes.
- 23.4 Schedule 5 to SI 924 sets out in detail the rules relating to the counting of votes.



## **24. Return of persons elected.**

24.1 The Returning Officer shall, as soon as practicable, give to every candidate elected written notice of his or her election and shall furnish the relevant local authority, as appropriate, and the Vocational Education Committee with a list of the candidates certified by the returning officer to have been duly elected for each electoral constituency and panel.

## **25. Powers of Returning Officer.**

25.1 Any question arising with regard to the eligibility of an elector or candidate, the validity of a nomination or ballot paper, or otherwise in connection with the election, shall be determined by the returning officer.

25.2 All voting papers received by the returning officer shall be retained by him or her for not less than 12 months after the completion of the election.

## **26. Election of 4 members by Local Authority Members**

26.1 The 2001 Act provides for the appointment by the local authority of 4 members, 2 male and 2 female, after consultation with the persons elected by the local authorities, parents and members of staff of the committee from among persons nominated by such bodies as, in the opinion of the council concerned, are representative of:

- (i) Students;
- (ii) Trustees of community colleges maintained by the VEC;
- (iii) Members of staff of the VEC other than members of staff belonging to the same class of member of staff as either of the staff elected;
- (iv) Voluntary organisations, community organisations, Irish language interests or
- (v) Persons carrying on in places within the VEC area concerned, trades, professions or commercial or industrial activities.

26.2 The appointment of members to the VEC pursuant to paragraph 26.1 shall take place following the holding of a meeting of the relevant local authority convened by that local authority with the persons elected to the VEC by the local authority, parents and staff, and notified in writing to all persons entitled to attend.

26.3 A notification under paragraph 26.2 shall be issued at least 7 days in advance of the holding of such meeting and will contain the names of those persons nominated for appointment and the names of the bodies who nominated them.

## **27. Election of Members by Local Authority**

27.1 Pursuant to Section 7 of the 2001 Act, the gender balance of the members elected to VECs by local authorities will reflect the gender balance of the aggregate membership of the combined local authorities concerned.

## **28. Circulation**

28.1 This Circular Letter should be circulated in the normal way.

## **29. Queries**

29.1. Any queries regarding the implementation of this Circular Letter should be addressed to the undersigned or Áine Cusack. (Tel: 090 6484232, Aine\_Cusack@education.gov.ie).

**Matthew Ryan**  
**Principal Officer.**  
**September 2009**

## Appendix 1

### Calendar of dates - Election of Staff representatives to VECs

| <u>DATE</u>   |  |
|---|--|
| Saturday, 7 <sup>th</sup> November  | Counting of votes (9am- )  |
| Friday 6 <sup>th</sup> November   | Casting of votes (9am to 9pm)                                    |
| Monday 26 <sup>th</sup> October   | List of candidates available                                     |
| Friday 23 <sup>rd</sup> October   | Candidates may withdraw up to 12 noon                            |
| Tuesday 20 <sup>th</sup> October: 2pm to 4pm  | Ruling on Nominations  |
| Monday 19 <sup>th</sup> October: 2pm to 9 pm. Tuesday 20 <sup>th</sup> October: 10am to 12 noon | Receipt of Nominations   |
| Thursday 15 <sup>th</sup> October   | Final register of electors available                             |
| Wednesday 14 <sup>th</sup> October  | Amendments to register of electors to be submitted by 12 noon.   |
| Friday 9 <sup>th</sup> October  | Draft register of electors available                             |
| Wednesday 30 <sup>th</sup> September  | Staff employed by VEC on this date entitled to vote in election. |

### Calendar of dates - Election of Parent representatives to VECs

| <u>DATE</u>  |  |
|--|--|
| Saturday, 7th November   | Counting of votes (9am- )  |
| Friday 6th November  | Casting of votes (9am to 9pm)  |
| Monday 26th October  | List of candidates available   |
| Friday 23rd October  | Candidates may withdraw up to 12 noon  |
| Tuesday 20th October: 2pm to 4pm   | Ruling on Nominations  |
| Monday 19th October: 10am to 9 pm. Tuesday 20th October: 10am to 12 noon | Receipt of Nominations   |
| Thursday 15th October  | Final register of electors available   |
| Wednesday 14th October   | Amendments to register of electors to be submitted by 12 noon.   |
| Friday 9th October   | Draft register of electors available   |
| Wednesday 30th September   | Parents (as defined in Education Act, 1998) of students who on this date have not reached 18 years and are registered at recognised schools or centres for education established and maintained by the VEC, are entitled to vote in election |

## Appendix 2

### Listing of Centres for Education, established and maintained by the VEC 2009

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| St.Catherine's Training Centre,<br>Kernanstown Industrial Estate,<br>Co.Carlow.                                | St. Joseph's Training Centre,<br>Gort Road Industrial Estate,<br>Ennis,<br>Co. Clare.   |
| St. Finbarr's Training Centre,<br>Archville Industrial Estate,<br>Brocklesby Street,<br>Blackpool,<br>Co.Cork. | Our Lady's Traveller Training &<br>Education Centre( STTC),<br>IDA Industrial Estate,<br>Lower Quartertown,<br>Mallow,<br>Co Cork |
| Centre for Education,<br>St Fiachra's Training Centre,<br>Kilmacrennan Road,<br>Letterkenny,<br>Co. Donegal.   |   |
| St.Joseph's Training Centre,<br>Barry Road,<br>Finglas,<br>Dublin 11.  | Cara Park Training Centre,<br>Belcamp Lane,<br>Coolock,<br>Dublin 17.   |
| St. Oliver's Training Centre,<br>Cloverhill Road,<br>Clondalkin,<br>Dublin 22.                                 | St. Basil's Training Centre,<br>Greenhill's Road,<br>Tallaght,<br>Dublin 24.  |
| Sandy Road Training Centre,<br>Sandy Road,<br>Galway.  | Madonna House Training Centre,<br>Ballinasloe College of Further Education,<br>Sarsfield Road,<br>Ballinasloe,<br>Co. Galway.     |
| Ballygar Adult Training Centre,<br>Town Hall,<br>Ballygar,<br>Co. Galway.                                      | St. Brendan's Training Centre,<br>Abbey Street,<br>Loughrea,<br>Co. Galway.   |
| St. Benin's Training Centre,<br>Weir Road,<br>Tuam,<br>Co. Galway.   | St. Anne's Senior Education Centre,<br>Unit 3, IDA Industrial Estate,<br>Ballyspillane,<br>Killarney,<br>Co. Kerry.               |

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| North Kerry Programme,<br>An Tochar Adult Education Centre,<br>Causeway,<br>Co. Kerry.            | St. Canice's Training Centre,<br>Kea-Lew Business Park,<br>Portlaoise,<br>Co. Laois.               |
| St. Joseph's Training Centre,<br>Dublin Road,<br>Carrick-on-Shannon,<br>Co. Leitrim.              | Fealeside Training Centre,<br>Mountmahon Industrial Estate,<br>Abbeyfeale,<br>Co. Limerick.        |
| Riverside Training Centre,<br>Industrial Estate,<br>Rathkeale,<br>Co. Limerick.                   | St. Mel's Training Centre,<br>Battery Road,<br>Co. Longford.                                       |
| Tara Education Centre<br>Continuing Education Centre,<br>Chapel Street,<br>Dundalk,<br>Co. Louth. | St. Catherine's Training Centre,<br>Convent of Mercy,<br>Ballina,<br>Co. Mayo.                     |
| St Catherine's Training Centre,<br>Parish Centre,<br>Ballinrobe,<br>Co Mayo.                      | St Catherine's Training Centre,<br>30 Tooraree,<br>Ballyhaunis,<br>Co Mayo.                        |
| St Catherine's Training Centre,<br>Kilboyne,<br>Ballinrobe Road,<br>Castlebar,<br>Co Mayo.        | Navan Travellers Training Centre,<br>Adult Education Centre,<br>Abbey Road,<br>Navan,<br>Co Meath, |
| Tullamore Traveller Education Centre<br>O'Carroll Street,<br>Tullamore,<br>Co Offaly              | Roscommon Education and Development<br>Centre,<br>Lisnamult,<br>Co Roscommon.                      |

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| Senior Traveller Training Centre,<br>C/O Youthreach,<br>Old Dublin Road,<br>Roscrea,<br>Co Tipperary. |  |
| St Anthony's Traveller Training Centre<br>Northgate St<br>Athlone<br>Co Westmeath.                    | Shannon Bank Training Centre,<br>Unit 1,<br>Deepark Commercial Centre,<br>Clonown Road,<br>Athlone,<br>Co. Westmeath.                        |
| Mullingar Senior Training & Education<br>Centre,<br>O Growney Drive,<br>Mullingar,<br>Co. Westmeath.  | Ross Youth Training Centre,<br>Education and Training Centre,<br>Butlersland Industrial Estate,<br>Butlersland,<br>New Ross,<br>Co. Wexford. |
| St. Kieran's Senior Traveller Education<br>Centre,<br>Old Connaught Avenue,<br>Bray,<br>Co. Wicklow.  | Senior Traveller Training Centre<br>The Murrough Education Centre,<br>Wicklow Town,<br>Co Wicklow.   |
| Youthreach Centre,<br>Tullow Road,<br>Carlow  | Youthreach Centre,<br>Community Centre,<br>Lower Main Street,<br>Kingscourt,<br>Cavan.   |
| Youthreach Centre,<br>Market Street<br>Cootehill,<br>Cavan.   | Youthreach Centre,<br>Moynehall,<br>Ballinagh Road,<br>Cavan.  |
| Youthreach Centre,<br>Unit D.6,<br>Smithstown Industrial<br>Estate,<br>Shannon,<br>Co. Clare.         | Youthreach Centre,<br>WestClareResourceCentre,<br>Ballard Road,<br>Miltown Malbay,<br>Co. Clare.   |

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| <p>Youthreach<br/> Adult Learning Centre,<br/> Cooraclare Road,<br/> Kilrush,<br/> Co. Clare.</p> | <p>Youthreach<br/> Ballyminogue,<br/> Scariff,<br/> Co. Clare.</p>   |
| <p>Youthreach,<br/> Teach Barra,<br/> Dean Street,<br/> Cork City.</p>                            | <p>Youthreach<br/> Adult Education Centre,<br/> Clonroad Business Park,<br/> Clonroad,<br/> Ennis, Co Clare.</p> |
| <p>Youthreach,<br/> c/o The Glen Resource Centre,<br/> The Glen,<br/> Cork City.</p>              | <p>Youthreach,<br/> C/o Terence Mc Sweeney C.C.,<br/> Harbour View Road,<br/> Knocknaheeny,<br/> Cork City.</p>  |
| <p>Youthreach,<br/> St. Francis Training Centre,<br/> 16 Fr. Matthew Street,<br/> Cork City.</p>  | <p>Youthreach Centre,<br/> Ringmahon House,<br/> Mahon,<br/> Cork City.</p>                                      |
| <p>Youthreach,<br/> Ballyellis,<br/> Mallow,<br/> Co. Cork.</p>                                   |  |
| <p>Youthreach,<br/> Youthreach Centre,<br/> College Road,<br/> Fermoy,<br/> Co. Cork.</p>         | <p>Youthreach,<br/> Unit 4-5<br/> Great Island Business Park,<br/> Inishmore, Ballincollig,<br/> Co. Cork</p>    |

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| <p>East Cork Further Ed &amp; Youthreach,<br/>Colaiste Eoin,<br/>Golf Links Road,<br/>Youghal,<br/>Co.Cork.</p> | <p>Youthreach,<br/>YMCA STEPS programme,<br/>Unit 32b,Level 3,<br/>Ballincollig Shopping Centre,<br/>Ballincollig<br/>Co. Cork.</p> |
| <p>Bandon Youthreach,<br/>Station Road,<br/>Bandon,<br/>Co. Cork.</p>   | <p>Bantry Youthreach,<br/>Lahadane,<br/>Bantry,<br/>Co. Cork.</p>   |
| <p>Macroom Youthreach,<br/>Mill Street Road,<br/>Macroom,<br/>Co. Cork.</p>                                     | <p>Youthreach,<br/>Adult Education &amp; Training Centre,<br/>Gort a Choirce,<br/>Letterkenny,<br/>Co. Donegal.</p>                 |
| <p>Youthreach<br/>St Fiahra's Training Centre,<br/>Kilmacrennan Road,<br/>Letterkenny,<br/>Co. Donegal.</p>     | <p>Youthreach<br/>Adult Education &amp; Training Centre<br/>College St.<br/>Ballyshannon<br/>Co. Donegal.</p>                       |
| <p>Youthreach,<br/>Adult Education &amp; Training Centre,<br/>Shore Road,<br/>Buncrana,<br/>Co. Donegal.</p>    | <p>Youthreach,<br/>VEC Youthreach Centre,<br/>The Diamond,<br/>Lifford,<br/>Co. Donegal.</p>  |
| <p>Bonnybrook Youthreach,<br/>Bunratty Drive,<br/>Coolock,<br/>Dublin 17.</p>                                   | <p>Pleasant Street Youthreach,<br/>CDVEC Training Centre,<br/>16 Pleasants Street,<br/>Dublin 8.</p>                                |
| <p>North Great George's St<br/>Youthreach,<br/>20 North Great Georges Street,<br/>Dublin 1.</p>                 | <p>Crumlin Youthreach,<br/>Armagh Road,<br/>Crumlin,<br/>Dublin 12.</p>   |



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| Sherrard St. Youthreach<br>7 Upper Sherrard Street<br>Dublin 1.                             | Cabra Youthreach,<br>Ratoath Road,<br>Dublin 7.  |
| Youthreach<br>Brace Centre,<br>Main Street,<br>Blanchardstown,<br>Dublin 15.                | Youthreach<br>North Street,<br>Swords,<br>Co. Dublin.  |
| Youthreach<br>142 Harmonstown Road,<br>Artane,<br>Dublin 5.                                 | Youthreach<br>49 Rossmore Avenue,<br>Ballyfermot,<br>Dublin 10.  |
| Youthreach Transition Centre,<br>10-10a Parnell Square,<br>Dublin 1.                        | Ballymun Youthreach,<br>Shangan Road,<br>Dublin 9.   |
| Youthreach Centre,<br>Old Vocational School<br>Monastery Road,<br>Clondalkin,<br>Dublin 22. | Youthreach<br>Youth Support & Training Unit,<br>Unit 5, Oakfield Industrial Estate,<br>Clondalkin,<br>Dublin 22. |
| Youthreach<br>Sacred Heart National School,<br>Killinarden,<br>Tallaght,<br>Dublin 24.      | Youthreach Centre<br>The Bridge Project,<br>125 Parnell Street,<br>Dublin 1.                                     |
| Youthreach<br>Convent Lane,<br>Rush,<br>Co. Dublin.   | Youthreach<br>Pathways Project,<br>City of Dublin VEC,<br>1a Parnell Street,<br>Dublin 1.                        |

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| <p>Youthreach<br/>Mountain View House,<br/>Meadow Park Avenue,<br/>Rathfarnham,<br/>Dublin 16.</p>                    | <p>Youthreach<br/>c/o L.I.F.E Centre<br/>Esker Hill,<br/>Lucan,<br/>Co. Dublin.</p>                           |
| <p>Youthreach<br/>St Joseph's ,<br/>Pearse Road,<br/>Sallynoggin,<br/>Co Dublin.</p>                                  | <p>Youthreach<br/>Main Street,<br/>Balbriggan,<br/>Co Dublin.</p>   |
| <p>Youthreach<br/>Unit 22A, First Floor,<br/>Liosban Business Park,<br/>Tuam Road,<br/>Galway.</p>                    | <p>Youthreach,<br/>c/o Connemara West,<br/>Letterfrack Education Centre,<br/>Letterfrack,<br/>Co. Galway.</p> |
| <p>Youthreach Centre,<br/>Cullen's Yard ,<br/>Main Street, Ballinasloe,<br/>Co. Galway.</p>                           | <p>Teagmháil na nÓg (Youthreach)<br/>Tir an Fhia,<br/>Leitir Móir,<br/>Conamara<br/>Co. na Gaillimhe.</p>     |
| <p>Youthreach Centre,<br/>Abbey Street,<br/>Portumna,<br/>Co Galway.</p>  | <p>Youthreach<br/>Erin House<br/>Airglooney, Ballygaddy Road,<br/>Tuam,<br/>Co. Galway.</p>                   |
| <p>Tralee Youthreach<br/>Leaving Centre Applied<br/>KDYS,<br/>Denny Street,<br/>Tralee,<br/>Co. Kerry.</p>            | <p>Tralee Youthreach,<br/>Transforum Alley,<br/>KDYS Centre,<br/>Denny Street,<br/>Tralee,<br/>Co. Kerry.</p> |
| <p>Listowel Youthreach<br/>The Point<br/>KDYS Youth Centre,<br/>Upper Church Street,<br/>Listowel,<br/>Co. Kerry.</p> | <p>Killarney Youthreach<br/>KDYS Youth Centre,<br/>Fair Hill,<br/>Killarney,<br/>Co. Kerry.</p>               |

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| <p>Kerry Education Centre<br/>The Lodge ,<br/>Killorglin Adult Learning Centre,<br/>Market Street, Killorglin,<br/>Co. Kerry.</p> | <p>Youthreach Centre,<br/>Mill Lane,<br/>Leixlip,<br/>Co. Kildare.</p> |
| <p>Youthreach<br/>Old Model School,<br/>2 Model Court,<br/>Athy,<br/>Co. Kildare.</p>   | <p>Youthreach Centre,<br/>Jigginstown,<br/>Naas,<br/>Co Kildare.</p>   |
| <p>Youthreach Centre,<br/>Desart Hall,<br/>New Street,<br/>Co. Kilkenny.</p>  |  |

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| <p>Laois Youthreach,<br/>The Old Vocational School,<br/>Harbour Street,<br/>Mountmellick,<br/>Co. Laois.</p> | <p>Youthreach Centre,<br/>Limerick Adult Education Centre,<br/>M.T.I.<br/>O'Connell Avenue,<br/>Limerick.</p> |
| <p>Youthreach Centre,<br/>LYS,<br/>Glentworth Street,<br/>Limerick.</p>                                      | <p>Northside Youthreach Centre<br/>Unit 12,<br/>Watch House Cross,<br/>Moyross,<br/>Limerick.</p>             |
| <p>Youthreach<br/>Shanagolden Education Resource<br/>Centre,<br/>Shanagolden,<br/>Co.Limerick.</p>           | <p>Youthreach Resource Centre,<br/>Main Street,<br/>Hospital,<br/>Co. Limerick.</p>                           |
| <p>Youthreach Centre,<br/>Upper Main Street,<br/>Ballymahon,<br/>Co. Longford.</p>                           | <p>Youthreach Centre,<br/>Main Street,<br/>Granard,<br/>Co. Longford.</p>                                     |
| <p>Youthreach Centre,<br/>Continuing Education Centre,<br/>Chapel Street, Dundalk,<br/>Co. Louth.</p>        |   |

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| <p>Youthreach Centre,<br/>King Street,<br/>Drogheda,<br/>Co. Louth.</p>                          | <p>Youthreach Centre,<br/>Old Vocational School,<br/>Neale Road, Ballinrobe,<br/>Co. Mayo.</p>           |
| <p>Youthreach<br/>Further Education Centre,<br/>Cathedral Road,<br/>Ballina,<br/>Co.Mayo.</p>    | <p>Youthreach Centre,<br/>Colaiste Raifteiri,<br/>Kiltimagh,<br/>Co. Mayo.</p>                           |
| <p>Youthreach Foundation Centre<br/>Co. Meath VEC,<br/>Abbey Road,<br/>Navan,<br/>Co. Meath.</p> | <p>Youthreach<br/>Progression Centre,<br/>Hi – Way Café,<br/>Brews Hill,<br/>Navan,<br/>Co. Meath.</p>   |
| <p>Youthreach<br/>Progression Centre,<br/>29 Trimgate Street,<br/>Navan ,<br/>Co. Meath.</p>     | <p>Ashbourne Youthreach<br/>Unit 140,<br/>Ashbourne Industrial Estate,<br/>Ashbourne,<br/>Co. Meath.</p> |
| <p>Kells Youthreach<br/>Scouts Hall,<br/>O’Growney Terrance,<br/>Kells,<br/>Co. Meath.</p>       | <p>Trim Youthreach<br/>Old Vocational School<br/>New Haggard Road<br/>Trim.<br/>Co Meath.</p>            |
| <p>Laytown/Bettystown Youthreach<br/>Dunmara,<br/>The Square,<br/>Bettystown,<br/>Co Meath.</p>  |  |

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| <p>Youthreach<br/>VEC Training Centre,<br/>IDA Industrial Estate,<br/>Knocknacorry,<br/>Co. Monaghan.</p>    | <p>Youthreach<br/>Mahon Training Centre,<br/>Moraghy,<br/>Castleblaney<br/>Co. Monaghan.</p>                    |
| <p>Youthreach<br/>Holy Family Hall<br/>Carrickmacross<br/>Co Monaghan</p>                                    | <p>Youthreach<br/>C/o Outdoor Education Centre,<br/>Roscrea Road,<br/>Birr,<br/>Co Offaly</p>                   |
| <p>Youthreach Centre,<br/>St. Mary's Road,<br/>Edenderry,<br/>Co. Offaly.</p>                                | <p>Youthreach Centre,<br/>Church Street,<br/>Clara,<br/>Co. Offaly.</p>   |
| <p>Youthreach Centre,<br/>Old Vocational School,<br/>Ballagherreen,<br/>Co. Roscommon.</p>                   | <p>Roscommon Youthreach Centre,<br/>Racecourse Road,<br/>Roscommon.</p>   |
| <p>Youthreach Centre,<br/>Unit 10,<br/>Cleveragh Centre,<br/>Sligo.</p>                                      |   |
| <p>Youthreach Centre,<br/>Roscrea Education Centre,<br/>Old Dublin Road,<br/>Roscrea,<br/>Co. Tipperary.</p> | <p>Youthreach Progression Project,<br/>Ceim Eile, St. Sheelan's College,<br/>Templemore,<br/>Co. Tipperary.</p> |
| <p>Youthreach Centre,<br/>Adult &amp; Education Centre,<br/>Cappawhite,<br/>Co. Tipperary.</p>               | <p>Youthreach Centre,<br/>66 O'Connell Street,<br/>Waterford city,<br/>Co. Waterford.</p>                       |

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| <p>Youthreach – Subla,<br/>Unit 42,<br/>Tycor Business Park,<br/>Waterford City.</p>  | <p>Youthreach Centre<br/>Unit 2,<br/>Seapoint Business Park,<br/>Riverstown,<br/>Tramore<br/>Co Waterford</p>                      |
| <p>Youthreach Centre,<br/>Ring Na Sillogue,<br/>Dungarven,<br/>Co. Waterford.</p>   | <p>Youthreach Centre,<br/>The Courtyard,<br/>Main Street,<br/>Delvin,<br/>Co. Westmeath.</p>                                       |
| <p>Youthreach Centre,<br/>Keelogue Institute,<br/>Barntown,<br/>Co. Wexford.</p>  | <p>Youthreach Centre,<br/>Education and Training Centre,<br/>8 Castle Street,<br/>Enniscorthy,<br/>Co. Wexford.</p>                |
| <p>Youthreach Centre,<br/>Education and Training Centre,<br/>Butlersland Industrial Estate,<br/>Butlersland,<br/>New Ross,<br/>Co. Wexford.</p> | <p>Youthreach Centre,<br/>Sunbeam House,<br/>Vevay Road,<br/>Bray,<br/>Co. Wicklow.</p>  |
| <p>Youthreach Centre,<br/>1 A Wexford Road,<br/>Arklow,<br/>Co. Wicklow.</p>  | <p>Youthreach Centre,<br/>Further Education Centre,<br/>Enterprise Centre,<br/>The Murrough,<br/>Wicklow Town<br/>Co. Wicklow.</p> |
| <p>West Wicklow Youthreach<br/>Further Education Centre<br/>Baltinglass Road<br/>Blessington<br/>Co Wicklow</p>                                 |  |

## Appendix 3

In addition to the notice of election, the returning officer may take whatever steps he or she considers necessary to make the following information available to electors:

- (a) the eligibility requirements for candidates;
- (b) the electoral constituencies;
- (c) the number of candidates who may be elected to each VEC for each constituency in which a poll is to be taken;
- (d) the place at which nomination papers may be obtained and delivered;
- (e) the period during which the returning officer will attend to receive and rule on the validity of nomination papers,

In the event that the number of candidates is greater than the number of members to be elected to the VEC

- (f) give notice of the taking of the poll, the date thereof, the place and times for the counting of votes and any other particulars that he or she considers appropriate, and
- (g) cause to be published a notice to this effect in schools and centres of education maintained by the vocational education committee, and any other place that the returning officer considers appropriate, *including school and VEC websites.*
- (h) any other information which a returning officer may deem necessary for the conduct of the election.

## Appendix 4

**Letter to Parents: *Guideline only: subject to amendment by local VEC management where applicable.***

September, 2009.

**To: All the Parents and Guardians of Students in VEC schools and Centres for Education, who are under the age of 18 years on 30<sup>th</sup> September 2009.**

Dear Parent/Guardian,

I wish to bring to your attention that the Vocational Education (Amendment) Act 2001 provides for arrangements for the composition of Vocational Education Committees to include representation for VEC staff, including teachers and for Parents, who on 30<sup>th</sup> September 2009 have students under the age of 18 years who are attending a VEC school, community college or VEC centre for education.

As you are aware, parents have long argued for the principle of recognition to be extended to the VEC sector. The Act gives a statutory voice to parents and presents an opportunity for parents and guardians to participate in the election of members to VECs.

For purposes of conducting the elections, the Minister has appointed the undersigned as Returning Officer. I am charged with the responsibility of ensuring the completion of a valid election process for the selection of parent's representatives on the new vocational education committee for Co. \_\_\_\_\_ from amongst the valid electors of the parent constituency. The new Committee will serve for the period 2009-2014.

**Election of two Parent Representatives to Co. \_\_\_\_\_ VEC**

The Vocational Education (Amendment) Act 2001 provides for the election to the vocational education committee of two (2) Members, one male and one female, elected by parents of students who on the 30<sup>th</sup> September 2009 have not reached the age of 18 years and who are registered as students at VEC recognised schools or centres for education.

Separate male and female panels of candidates will be established.



## **Eligible Parents**

A parent is as defined in Section 2 of the Education Act 1998 i.e. "parent" includes a foster parent, a guardian appointed under the Guardianship of Children Acts, 1964 to 1997, or other person acting in loco parentis who has a child in his or her care subject to any statutory power or order of a court and, in the case of a child who has been adopted under the Adoption Acts, 1952 to 1998, or, where the child has been adopted outside the State, means the adopter or adopters or the surviving adopter.

All eligible parents are entitled to vote and to stand for election.

## **Electoral Roll**

A provisional electoral roll of eligible parents is being compiled and will be available for inspection from 11:00am Friday, 9<sup>th</sup> October 2009 until 12 noon on Wednesday, 14<sup>th</sup> October 2009 at (name of school/ Centre for Education). If your name is not on the provisional electoral roll and you believe you are eligible for inclusion you must apply to the Returning Officer at (name and address of VEC) on the prescribed application form which is available from the (name) school / centre. The closing date for the receipt of applications is 12 noon on Wednesday, 14<sup>th</sup> October 2009. The Returning Officer shall examine all such applications to establish the eligibility of the applicants and if found to be eligible the name of the parent will be included on the provisional electoral roll. The final register of parent electors will be available at each designated school from Thursday 15<sup>th</sup> October 2009.

## **Nomination of Candidates**

Should you wish to be nominated as a candidate you must complete the prescribed nomination form entitled "*Nomination Paper for Election of Parents Representatives as Members to \_\_\_\_\_ Vocational Education Committees*" (copy may be obtained from your school / centre of education).

The nomination form must be signed by five (5) eligible parent electors whose names are entered on the parent electoral roll for the constituency for which the candidate is nominated. Electors may only sign the nomination papers for one candidate.

The nomination form for each of the Parent and Staff elections must be completed by the nominee and the 5 nominators, in person, in the presence of the Returning Officer (or his/her nominated agent) at \_\_\_\_\_ VEC during the following periods:

**Monday, 19<sup>th</sup> October 2009 2 pm to 9pm**

**Tuesday 20<sup>th</sup> October 2009 10am to 12am.**

You may be required to satisfy the returning officer or his / her elected agent of the identity of the nominators.

No nominations will be accepted after 12 noon, Tuesday 20<sup>th</sup> October 2009.

Each nominee and the nominees' election agent, if any, will be entitled to attend by prior arrangement with the Returning Officer in the period from 2pm to 4pm, Tuesday 20<sup>th</sup> October 2009 while the validity of the nomination paper is being ruled on by the Returning Officer.

A candidate may withdraw his / her nomination up to 12 noon on Friday, 23<sup>rd</sup> October 2009 by giving to the returning officer, a written notice of withdrawal which must be signed by the candidate.

A full list of candidates will be displayed at the school / centre from Monday, 26<sup>th</sup> October 2009.

Where the number of duly nominated candidates exceeds the number of members to be elected for each constituency and panel, a poll shall be taken by the returning officer.

**Date of Poll:** In the event of a poll, the poll shall be undertaken between 9am and 9pm on 6<sup>th</sup> November 2009.

**Polling Stations:** Polling stations will be located in VEC schools

**Polling Cards:** Polling cards will be supplied to you by post, which will provide you with details such as polling dates and centres prior to the Polling Date.

**Counting of Ballot Papers:** The ballot paper count will take place on the 7<sup>th</sup> November 2009 (commencing at 9am). The candidate via the PR process receiving the most votes on the male and the female panel will be deemed elected to the VEC. Any Parent or Guardian is welcome to attend the count.

Any queries may be addressed to the VEC Office (Tel

Yours sincerely