



Irish National Teachers' Organisation
Cumann Múinteoirí Éireann

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BULLETIN 5

Election of INTO General Secretary

26 November 2018

Ballot papers in relation to the Election of General Secretary will be issued the week beginning Monday 26 November 2018.

Members who will receive ballot papers directly to their school from Head Office, Dublin

- INTO members working in a permanent or fixed-term (temporary) contract in a particular school.
- Where possible please forward a ballot paper to any colleague absent temporarily from work e.g. on paid sick leave/paid maternity leave.

Members who will receive ballot papers directly to their home addresses from Head Office, Dublin

- Substitute teachers.
- Members on career break who have taken out Career Break membership.
- Teachers not currently paying an INTO subscription but who have advised the INTO membership section that they are on unpaid maternity leave/unpaid sick leave.
- Teachers in Northern Ireland employed by the Education Authority or one of the non-departmental sectoral bodies.

Teachers whose subscription has lapsed and where the reason (unpaid sick leave/unpaid maternity leave) has not been advised to the membership section, will not automatically receive a ballot paper from Head Office, Dublin.

Teachers Ineligible to vote - Teachers who are not members of the INTO.

Request for additional ballot papers

To request additional ballot papers contact Northern Office by email at niballots@into.ie. When emailing please include, your name and contact telephone numbers and your Teachers Reference Number or your INTO membership number. Additional ballot paper(s) will be sent to you by post. Mislaid or damaged ballots will not be replaced.

Deadline for seeking replacement /additional ballot papers from Northern Office Wednesday 12 December 2018

Please note that any requests for replacement papers or additional ballot papers must be made to Northern Office in time for the ballots to be posted to you and returned to Head Office by the closing date of **5 pm on Monday 17 December 2018**. In this context, we would ask you to adhere strictly to notifying Northern Office of any such requests by **Wednesday 12 December 2018**. (Head Office, Dublin will not cover the costs associated with courier services for the dispatch / collection of ballot papers that are requested too late for dispatch/return by post.)

NB The most efficient way of contacting Northern Office in relation to replacement/additional ballot papers is via niballots@into.ie.

Confidentiality of ballot process Each member receives a ballot paper and 2 envelopes. The completed ballot paper is enclosed in the small envelope marked *Ballot Paper* which is then placed in the larger outer envelope. Recorded details on the outer envelope are for the purposes of authenticating the ballot. Once the ballot has been authenticated by the Official Scrutineer, the outer envelope is discarded. At a later stage in the count process, the ballot paper is removed from the inner envelope. This is an entirely separate stage and members can be absolutely assured of the confidentiality of their ballot as there are no identifying marks on the small inner ballot envelope.

Authentication of ballots by the Official Scrutineer It is important to emphasise that the details are required for authentication purposes. Please remind your colleagues that the Official Scrutineer will exclude envelopes that are returned without the required information. In addition, if the ballot papers from your school are being returned in bulk, it is still essential that each member records their details on their own outer envelope. This point is important as a large number of ballots were excluded by the Scrutineer from previous postal ballots because they were unable to authenticate these votes due to lack of information on the outer envelope.

If you have any query regarding the ballot please contact niballots@into.ie. With your query, include your name and contact telephone numbers and your Teacher Reference Number or your INTO membership number.

Please ensure ballot papers are returned by Monday 17 December 2018 to INTO Head Office, Dublin.

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