



Sacred Heart Primary School
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Principal: Mr Mark Fitzsimons

3/4/25

Re: Election of Parent Governor to the Board of Governors.

The Board of Governors of Sacred Heart P.S. Dundrum are now seeking a Parent Governor. A Parent Governor is elected by parents of pupils attending the school.

Parents

- Parents will be entitled to nominate candidates, to vote, and to stand for election.
- Voting is by a parent of pupils attending the school at the time.
- 'Parent' includes a guardian and every person who has actual custody of the pupil attending the school.
- An elected parent continues in office even if ceasing to be a parent of pupil(s) attending the school.
- A teacher in the school, who also happens to be a parent in the school may not be elected as a Parent Representative to the Board of Governors of that school.

Clerk of Elections

- The Board of Governors shall appoint from its membership a clerk for the elections. I (as Principal) have been chosen for this role.
- The Clerk shall write to parents explaining the procedure for nominating and for voting. This is the purpose of this correspondence.
- Voting forms shall be prepared by the Clerk and sent out to parents.
- The Clerk shall act as chairperson if the election takes place at a meeting of parents.
- The Clerk shall minute the proceedings of that meeting and forward these along with the name(s) of the elected parent(s) to CCMS as soon as possible.
- The Clerk's decision on matters of procedure shall be final.

Candidates

- Candidates must be nominated by at least one other parent and seconded by another.
- The right to nominate, to vote and to stand for election is not limited to one parent per family.
- Only those entitled to vote may propose and second nominations.
- Candidates may vote.
- Persons nominated should confirm that they are prepared to stand for election.

Procedures

- The Board of Governors should determine that a quorum exists.
- Voting may not be by proxy.
- A simple majority should determine the successful candidate.
- In the event of a tie a second ballot should be held - only candidates with the same number of votes should be involved in this ballot.
- If the further ballot also produces a tie, the result may be determined by lot.

Attached is the voting slip that should be used when nominating for a Parent Governor. All voting slips should be returned to myself on or before **Friday 11th April**.

Thank you – Mr Fitzsimons

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### **Sacred Heart P.S. Dundrum** Nomination Form for the Election of a Parent Governor

I \_\_\_\_\_ agree to stand for election to the position of Parent Governor on the Board of Governors of Sacred Heart P.S.

Signed: \_\_\_\_\_.

Nominated by:

Proposer: \_\_\_\_\_.

Secunder: \_\_\_\_\_.

The Proposer and Secunder must be parents at the school.

Please return this nomination form to the Clerk of the Election, Mr Fitzsimons, at the school on or before **Friday 11<sup>th</sup> April 2025**.

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