



**To: Each School Steward/Returning Officer**

## **Re: Ballot of Members – May 2025**

Dear School Steward,

A dual ballot of ASTI members will be held in relation to the provisions set out in the document *Senior Cycle Redevelopment – Implementation Support Measures*. The first ballot paper asks members if they vote in favour of accepting the provisions set out in the document *Senior Cycle Redevelopment – Implementation Support Measures*. *The second ballot paper* asks members if they are in favour of taking industrial action up to and including strike action, as directed by ASTI Standing Committee, in the event that ASTI rejects the provisions set out in the document *Senior Cycle Redevelopment – Implementation Support Measures*.

Full information relating to these ballots is outlined in a Special NUACHT of May 2025, available online at [www.asti.ie](http://www.asti.ie).

**For the purposes of this ballot the School Steward is the Returning Officer for the school.**

Please find enclosed materials for use in the conduct of the ballot in your school:

### **Important Information:**

- Instructions for School Steward/Returning Officer. It is vitally important that the School Steward/Returning Officer reads this carefully before distributing any ballot materials to members.
- Membership Register of ASTI members entitled to vote in the school
- School Steward/Returning Officer Certificate
- FAQs - Frequently asked questions (for your assistance).

### **Ballot Paper:**

- Ballot papers equal to the total number of names on the Membership Register.

### **Envelopes:**

- Ballot envelopes, identification envelopes and pre-paid return envelopes equal to the number of names on the Membership Register list.
- Large envelope for the return by registered post of ballot materials to ASTI Head Office.

An instructional video for school stewards is available on the ASTI Website [www.asti.ie](http://www.asti.ie).

The closing date for receipt of ballot material is 5.30 pm on **Thursday 5th June 2025**.

Please note that post can take several days to be delivered, so post early.

Best regards,

Kieran Christie  
General Secretary

May 2025



## TO: ASTI MEMBER

### YOU WILL RECEIVE THE FOLLOWING:

- Two Ballot Papers
- One Ballot Envelope
- One Identification Envelope
- One Pre-Paid Ballot Return Envelope

### VOTING PROCEDURE TO BE FOLLOWED:

1. Having recorded your vote, please ensure the voting papers are placed in the small envelope marked **ballot paper** and seal the envelope.
2. Place the ballot envelope into the envelope marked identification envelope. The outer identification envelope must bear details of authentication checkable against the register of voters in order to be included as a valid vote. Please ensure that the identification envelope is fully completed. Please note that your ASTI Membership number is on your ASTI Membership Card and on the ASTI Ballot Membership Register.
3. There are two ways to return your ballot papers:
  - (i) place the identification envelope into the envelope which is pre-paid and addressed to the ASTI and send by regular post.
  - or
  - (ii) place the identification envelope into the envelope which is pre-paid and addressed to the ASTI and give it to your School Steward/Returning Officer. **Please note that you must re-sign the ASTI Membership Registration list to indicate that you have chosen this option when returning your ballot to your School Steward/Returning Officer.**
4. Fully completed envelopes and enclosures must be returned to the ASTI Head Office so as to arrive **not later than 5.30 pm on Thursday 5th June 2025**.  
Please note that post can take several days to be delivered, so post early.
5. The ballot is counted independently by the **ASTI Auditor**.

Yours sincerely,

Kieran Christie  
GENERAL SECRETARY

**The Auditor will separate the identification envelope from the ballot envelope before opening it in order to ensure anonymity**

ASTI

## BALLOT PAPER – 1

Do you vote in favour of accepting  
the provisions set out in the document

*Senior Cycle Redevelopment –  
Implementation Support Measures?*

Please mark X in the appropriate box

YES

☐

NO

☐

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## BALLOT PAPER – 2

Do you vote in favour of taking industrial action  
up to and including strike action, as directed  
by ASTI Standing Committee, in the event that  
ASTI rejects the provisions set out in the  
document *Senior Cycle Redevelopment –  
Implementation Support Measures*?

Please mark X in the appropriate box

YES

☐

NO

☐





## INSTRUCTIONS FOR SCHOOL STEWARD / RETURNING OFFICER

### 1. Checking of ballot material prior to distribution

- Check ballot material contained in pack is correct and contains the correct number of each of the following items:
  - ✓ School Steward/Returning Officer Certificate.
  - ✓ Membership Register of ASTI Members entitled to vote in ballot.
  - ✓ Ballot papers equal to the total number of names on the Membership Register for ballot.
  - ✓ Ballot envelopes, identification envelopes and pre-paid return envelopes equal to the number of names on the Membership Register.
  - ✓ 1 x Large envelope for the return by registered post of ballot materials to ASTI Head Office.

#### **IMPORTANT INFORMATION:**

If there is a discrepancy in the number of any of the above items received, the School Steward/Returning Officer must contact ASTI Head Office prior to distributing the ballot material and before the identified closing date for distribution and return to ASTI Head Office.

### 2. Distribution of ballot material

The ASTI is requesting School Stewards to distribute and collect ballot material promptly to ensure completion and return by the closing date. The closing date for the return of completed ballot papers is 5.30 p.m. on Thursday 5th June 2025. Post can take a number of days. Please post early to ensure your vote is counted.

- Issue one of each of the following items to the members listed on the Register only:
  - ✓ 1 x ASTI letter to member
  - ✓ 2 x ballot papers
  - ✓ 1 x brown ballot envelope
  - ✓ 1 x identification envelope
  - ✓ 1 x pre-paid ballot return envelope.
- To acknowledge receipt of their ballot papers each eligible member must sign the Register opposite their name.
- Any person who does not appear on the Register should not be given ballot papers and should be advised to contact ASTI Head Office directly at 01 6040160 or by email to [ballot@asti.ie](mailto:ballot@asti.ie).

### 3. Instructing members on how to vote

- Each member casts their vote in accordance with the voting procedure — ensuring they adhere to the requirement to provide the details on the exterior of the identification envelope — if these details are omitted their ballots will fail the identification test and their ballots will not be counted.
- An instructional video for school stewards is available on the ASTI Website [www.asti.ie](http://www.asti.ie).

#### 4. Options for returning of completed ballot material

School Steward/Returning Officer must inform members of the two options available for the member to return their ballot:

**Option 1:**

Member returns the completed ballot papers directly to their School Steward/Returning Officer.

**Where members avail of Option 1 they should be advised that they must re-sign the Register.**

**Option 2:**

Member returns the completed ballot papers directly to ASTI Head Office in the pre-paid envelope provided, by **5.30 pm on Thursday, 5th June 2025**

#### 5. Returning of ballot material

Upon the conclusion of voting, the School Steward/Returning Officer should immediately return the following to ASTI Head Office in the **large envelope** provided for this purpose.

- ✓ Completed School Steward/Returning Officer Certificate
- ✓ Signed Membership Register of ASTI members.

**IMPORTANT INFORMATION:**

- The Register should be signed once by all voting members and twice by voting members who opt to have their ballots returned by the School Steward/Returning Officer.
- ✓ Any unused ballot papers and envelopes.
- ✓ Ballot cast by members opting to have their ballot returned by the School Steward/Returning Officer to the Head office of ASTI.

**IMPORTANT INFORMATION:**

- Members returning their ballot papers via the School Steward/ Returning Officer must insert the ballot papers into the brown ballot envelope, which in turn is inserted into the completed and signed ID envelope and then placed into the pre-paid envelope.

**The following two documents must be returned with ballot material to ensure that the returned ballot papers are included in the count process:**

- (i) SCHOOL STEWARD / RETURNING OFFICER CERTIFICATE
- (ii) REGISTER OF MEMBERS

**All posted ballot material must be returned by Registered Post**

For any queries that may arise regarding the conduct of the ballot, the School Steward/Returning Officer can contact Head Office at 01 6040160 / 1850 418400 or by email to [ballot@asti.ie](mailto:ballot@asti.ie)

Please note that School Stewards / Returning Officers may claim the cost of postage from their local branch of ASTI upon production of the receipt.

**CLOSING DATE FOR RECEIPT OF BALLOTS**  
**5.30 p.m. – Thursday 5th June 2025**



## NATIONAL BALLOT

### School Steward / Returning Officer's Certificate

This certificate shall be completed and signed by the School Steward / Returning Officer and shall be forwarded, along with the ballot papers and other ballot materials, to ASTI Head Office no later than **5.30p.m. on Thursday 5th June 2025**.

School Name: \_\_\_\_\_

Name of School Steward/Returning Officer: \_\_\_\_\_

Total Number of Members on Official Register: \_\_\_\_\_

Total Number of Ballot Papers Received: \_\_\_\_\_

Total Number of Unused Ballot Papers Returned: \_\_\_\_\_

Total Number of Used Ballot Papers Being Returned  
by School Steward/Returning Officer: \_\_\_\_\_

Is the Signed Membership Register enclosed? \_\_\_\_\_

I confirm that, to my knowledge, the above information is correct and that the ballot in the above school has been duly completed in accordance with the instructions for School Steward / Returning Officer.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Additional Information / Comments from School Steward / Returning Officer:**

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**THIS CERTIFICATE MUST BE RETURNED TO HEAD OFFICE WITH COMPLETED  
AND UNUSED BALLOT PAPERS AND REGISTER OF MEMBERS.**



## SCHOOL BASED BALLOT School Stewards FAQs

### MEMBER ON LEAVE:

**Q1** How does a member who is on leave, whose name appears on the School Register, access their ballot paper?

**A** In this case the member's ballot paper will be sent directly to their school, for the attention of the School Steward, the member will then need to go to the school to receive their ballot paper and sign the Register to acknowledge receipt of their ballot papers.

**Q.2.** A member on leave is unable to get to the school to receive their ballot paper. Can the School Steward post their ballot paper to them?

**A** No, ballot papers cannot be posted to members on leave as each member must sign the Register to acknowledge receipt of their ballot paper.

**Q.3** There is a member listed on the Register who is on leave and is unable to call to the school to access their ballot paper. Can the School Steward give an unused/ spare ballot paper to another teacher whose name does not appear on the Register?

**A** No, there are no spare ballot papers issued. The number of ballots issued corresponds directly to the number of members listed on the Register and must only be distributed to the members identified on the Register. If one of the members listed on the Register is unable to access their ballot paper then their unused ballot paper **must be returned to ASTI Head Office.**

### BALLOT REGISTER:

**Q.4** A teacher in the school has advised me that they are an ASTI member, however their name is not included on the Register.

Can the School Steward give the teacher a ballot paper?

**A** No, the School Steward can only distribute ballot papers to the members listed on the Register. If a teacher's name does not appear on the Register then that teacher should contact ASTI Head Office directly by phone 01-6040160 or email [ballot@asti.ie](mailto:ballot@asti.ie). In order to maintain the integrity of the Register please ensure it is not amended or adjusted in any circumstance.

**Q.5** A member recently changed schools but did not advise ASTI Head Office and therefore they do not appear on their new School's Register.

How can the member access their ballot paper?

**A** Each member's ballot paper is sent to the school associated with that member at the cut-off date for the posting of the ballots. In order to access their ballot paper the member will need to go to the school in which they are listed, as they must sign the register against their corresponding name to acknowledge receipt of their ballot paper.



## GENERAL ISSUES:

**Q6 A member returned their completed ballot paper but omitted their ID envelope. Is this vote valid?**

**A** No, all ballot papers must be returned in the ID envelope provided. If the ID envelope is omitted this will fail the auditor's “**identification test**” and will be excluded from the count process.

**Q7 A member ticked the wrong box on their ballot paper. Can a replacement ballot paper be issued?**

**A** No, once ballot papers are issued, they cannot be rescinded.

## RETURN OF BALLOT MATERIAL:

**Q8 How can the School Steward claim the cost of postage?**

**A** The School Steward can claim the cost of postage through their local branch, on production of the An Post receipt.

**Q9 The School Steward has returned the ballot material in the large envelope provided but has omitted to include the Member Register. What should the School Steward do?**

**A** All ballot material must be returned in the large envelope provided. If the member register is omitted, the School Steward should immediately contact ASTI Head Office by phone 01-6040160 or email ***ballot@asti.ie***. The integrity of the voting process is dependent on the Register.

**Q10 The School Steward has returned the ballot material in the large envelope provided but has omitted to include the School Steward/Returning Officer Certificate. What should the School Steward do?**

**A** All ballot material must be returned in the large envelope provided. If the School Steward/Returning Officer Certificate is omitted, the School Steward should immediately contact ASTI Head Office by phone 01-6040160 or email ***ballot@asti.ie***. The integrity of the voting process is dependent on the School Steward/Returning Officer Certificate.