A Plain English Guide to Political Terms
This plain English guide focuses on political terms as part of our ongoing campaign on literacy and political participation.

Literacy difficulties can be a barrier to accessing, understanding and using information. As a result, adults with literacy difficulties may be excluded from:

- voting in elections and referendums;
- getting involved in political parties or local lobby groups; and
- understanding government and how it works for them.

This guide aims to help the public become more familiar with some of the most common political terms. We also hope it will remove some of the barriers that may currently prevent people from getting involved in political activity – whether that means voting, lobbying their local representative or joining a political party.
The guide and the campaign also aim to encourage state organisations and political parties to be more aware of the issues faced by the 1 in 6 adults with literacy difficulties in Ireland (OECD 2012) and to develop effective and sensitive responses to support them to become more politically active.

A list of the main political parties is included on page 61.

We aim to update this guide regularly to make sure that it stays relevant. Please email any suggestions to us at info@nala.ie.
Aa

Act
A law that has been passed by the Government (or legislature) and approved by the President
See also Bill and Legislature.

Activist
A person who takes up a social or political cause and campaigns for it – for example, affordable housing or migrant rights

Ad hoc committee
A committee that is formed to carry out a particular task and then breaks up when the task is over

Aegis
A form of protection or support from a more powerful organisation. For example, a state agency would have the support of a Government department. They would work under the ‘aegis’ of that department

Agenda
A list of things to be done

Agriculture, Food and the Marine, Department of
The Government department responsible for supporting and regulating agriculture and food industries

Amendment
A minor change to a law or contract

Anarchy
A society with political and social disorder caused by lack of government control and a disregard of the law by citizens
**Anthem**

An uplifting song of praise; called a national anthem when it is about a country.

**Antisocial behaviour (sometimes anti-social)**

Acting in a violent or threatening way that alarms or distresses people and makes them feel unsafe.

**Áras an Uachtaráin**

Official residence of the President of Ireland.
See also President of Ireland.

**Ard Fheis**

An Irish term for the official gathering or conference of a political party each year. The conference discusses the party’s policies and structure, and votes on any changes that are proposed.

**Arts, Heritage and the Gaeltacht, Department of**

The Government department responsible for developing the arts and protecting the cultural and built heritage of the country. This Department also promotes the development of Gaeltacht areas and supports Irish as the principal language of Gaeltacht regions.

**Assembly**

A group of people gathered together for a special purpose, sometimes as a law-making body, as in the Northern Ireland Assembly.

**Attorney General (AG)**

The main legal advisor to the Irish Government, who is appointed by the President on the Taoiseach’s nomination.
Backbench
The seats occupied in Dáil Éireann by any member of the Irish Government who is not a minister or junior minister
See also Dáil Éireann, Minister and Junior Minister.

Bailout
Financial support given to a company or country facing financial ruin

Balanced budget
A government’s annual budget in which income (for example from taxes) is equal to spending

Balance of power
Power held by a small party or group of independent representatives when a major political party needs their support to form a government
See also Coalition government.

Ballot
A way of voting in secret, usually using a ballot paper and ballot box
See also Ballot paper and Ballot box.

Ballot box
A container for storing completed ballot papers during an election or referendum. The boxes are only opened when votes are ready to be counted

Ballot box ‘stuffing’
An illegal action that involves voting many times to affect the result of an election
Ballot paper
A slip of paper, usually with representatives’ names and photos, that registered voters use to mark their preferences in an election. A referendum ballot paper will have the wording of the proposed change to the Constitution for the people to vote for or against.

Bandwagon effect
The tendency for a popular candidate or proposal to gather even more support simply because they appear to be winning; also called the ‘snowball effect’.

Bias
Favouring one argument or person over others, usually unfairly; prejudice.

Bi-cameral legislature
A law-making body, known in Ireland as the Oireachtas, that is divided into a lower and an upper house. The Dáil is the lower house; the Seanad is the upper house.

See also Dáil Éireann, Legislature, Oireachtas and Seanad Éireann.

‘Big Brother’
A type of state, envisaged by George Orwell in his novel Nineteen Eighty Four, in which the government tracks each person’s movements and knows everything about all citizens.

Bill (law)
A draft of a new law or change to a current law that has yet to be passed by the Oireachtas.

See also Act and Oireachtas.
**Bill, Private Member’s**

A proposal for a new law that comes from an individual TD or Senator

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**Bi-partisanship**

Co-operation on an issue or issues by two people or groups. In politics, it is where opposing parties agree on particular issues

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**Broadcast moratorium**

A broadcast moratorium is a period of time – usually most of the day before an election or referendum and the day of voting itself – where radio and TV broadcasters must not include any information in their programming that might influence voters. The moratorium is imposed by the Broadcast Authority of Ireland

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**‘Brown envelope’**

A term referring to the practice of politicians receiving illegal payments (in brown envelopes) in exchange for political favours

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**Branch**

A local division of a political party that draws members from a local area

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**Budget deficit**

When government revenue is less than government spending

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**Bunreacht na hÉireann**

Irish Constitution - see Constitution of Ireland
Cabinet
The group of Government Ministers and the Taoiseach, which decides policy and is responsible for all the Government departments.

Campaign
Organised actions by individuals and political parties to influence voters’ decision-making – for example, public meetings, media coverage and so on.

Campaign spending limits
Limits on the amount of money that political candidates can spend on an election campaign.

Candidate
Someone who stands for election to a representative office.

Canvassing
Trying to win votes by contacting voters directly, for example by going door to door.

Capitalism
An economic and political system in which private individuals and corporations control trade and industry.

Cathaoirleach
The Irish word for chairperson.

Caucus
A group or a meeting of people, especially members of a political party, with power to decide on policy.

Cause
A goal or aim of a group of people, normally for social or political change.
Ceann Comhairle
The chairperson of Dáil Éireann who chairs its proceedings (meetings) and makes sure that all members of the Dáil are treated fairly
See also Dáil Eireann.

Census
An official count of a country’s population. In Ireland, the census is carried out by the Central Statistics Office (CSO) every five years

Centre
The middle point of the political range, from ‘far left’ (communism) to ‘far right’ (fascism)
See also Conservative, Fascism, Left-wing, Right-wing and Socialism.

Centrist
A person with moderate political opinions and policies

Checks and balances
A term describing the actions of the three branches of government – the legislature, executive, and judiciary - to monitor (check) each other’s work and limit each other’s powers (balance) so no branch becomes too powerful
See also Executive, Legislature, Judiciary and Separation of powers.

Chief Justice
The head of the Supreme Court
See Supreme Court.

Chief State Solicitor’s Office
The office that represents the State, the Attorney General, Government departments and certain State agencies in legal cases
Children and Youth Affairs, Department of

The Government department responsible for the development of policies and services for children and young people

Citizen

A legally recognised member of a city, state or nation who enjoys its legal, social and political rights

Citizenship (Irish)

A legal status granted by the State to those who are entitled to it, either by birth, descent or ‘naturalisation’. Naturalisation is when a foreign national is granted Irish citizenship by meeting certain conditions

Citizenship rights

Rights that are enjoyed by a citizen, such as the right to vote and to live permanently in a particular country

See also Citizenship (Irish)

City councils

Local authorities responsible for services such as housing, planning, roads, water supply and recreation facilities in Dublin Cork and Galway

City and County Councils

Local authorities responsible for services such as housing, planning, roads, water supply and recreation facilities in both a city and a county

Chief Executive (formerly city or county managers)

The person who manages the local authority of a region

Civic participation or engagement

When people use the freedoms of democracy to do things such as sign a petition, contact their local councillor, vote, stand for election and become informed on issues
Civil and political rights
Freedoms and entitlements given by a nation to its people, including the right to a fair trial, the right to privacy, the right to marry, the right to take part in public life and the right to freedom of movement

Civil liberty
The freedom to act, assemble, think or speak as you wish, regulated only as much as is needed for the good of other people

Civil service
The body of Government workers and officials who advise ministers and carry out the day-to-day work of Government departments

Coalition
A collection of two or more groups or parties who unite, usually to form a government or opposition

Coalition government
A government made up of more than one political party because no single party got enough votes to form a government on its own
See also Balance of power.

Code of conduct for office holders
Rules for TDs and Senators to make sure they behave ethically, fairly and responsibly and act in the best interests of the public

Committee on Procedures and Privileges
A committee in Dáil Éireann and in Seanad Éireann that works to make sure that members of each house do not act in a way that abuses the power that comes with their position
Communications, Energy and Natural Resources, Department of

The Government department responsible for regulating and overseeing the broadcasting, telecommunications and energy sectors. It also regulates and protects marine and natural resources, such as minerals and oil.

Communism

An economic and political system put into place after the Bolshevik revolution in Russia in 1917 in which people share the ownership of all goods and property; also, a system, such as in the former Soviet Union, where the government controls every aspect of a citizen’s life and denies political freedoms.

Consensus

Agreement that is generally acceptable.

Conservation

Using natural resources carefully (for example minerals, gas water or plants) and maintaining places of environmental or cultural importance to make sure they are available to future generations.

Conservative

A person or political party who wishes to keep things the way they are, supports traditional values and opposes government interference; known as ‘right’, ‘right wing’ or ‘right of centre’ in politics.

See also Right-wing.

Communist

A person who supports communism.

Constituency

A specific region where the political representatives are elected by the voters living there.
**Constituency boundary**
The border between one constituency and another

**Constitution**
A set of governing principles used by an organisation, including a country or a state; or the document setting out those principles

See also Constitution of Ireland.

**Constitution of Ireland**
Known in Irish as Bunreacht na hÉireann, the document in force since 29 December 1937 that outlines the values and structures of the State and the rights of its citizens. The Constitution can only be changed by the agreement of the people. This is known as a Constitutional Referendum

See Referendum

**Convention**
An agreement between nations or sides, for example the European Convention on Human Rights; also, a formal meeting of members or representatives of groups such as political parties, professional associations or industry groups

**Council of State**
The group of current and past Taoisigh (Prime Ministers), Presidents, Chief Justices, the Ceann Comhairle, the Cathaoirleach of the Seanad and the Attorney General, which advises the President of Ireland. The Council must be consulted before the President calls a meeting of Dáil Éireann and Seanad Éireann, or signs new bills into law
Councillor
A person elected to a local authority such as a county or city council. To represent the people living in that area.

County council
A type of local authority covering a county that is responsible for services including housing, planning, roads, water supply and recreation facilities.

County Registrar
An official attached to the Irish Circuit Court whose role includes making sure that the counting of votes at an election or referendum is carried out properly.

See also Returning Officer.

Dd

Dáil Committee
A committee of members of the Dáil which considers matters relating to how TDs and certain public bodies carry out their functions.

Dáil Éireann
Known as ‘the Dáil’ for short, the lower house of the Oireachtas, in which members carry out a number of functions, such as debating and voting on issues and passing bills.

See also Oireachtas, Seanad Éireann and TD.

‘Dark horse’ candidate
An almost unknown contestant in an election who achieves unexpected support.
Data Protection Commissioner
An independent person appointed by the Government to make sure that people can keep their right to privacy when information about them is held on computers or on paper. The Commissioner deals with complaints from anyone who feels their rights have been infringed.

Defamation
Saying or writing something false about a living person that is proven to damage their reputation in the eyes of right-minded people.

See also Libel and Slander.

Defence, Department of
The Government department responsible for managing, training, organising and equipping the defence forces and co-ordinating and overseeing emergency planning in response to threats.

Deficit
When the Government is spending more money than it is taking in.

See also Surplus (economic).

Delegate
A person who attends a political or other conference and who has been given the power to represent others and make decisions for them at that conference.

Democracy
A society that favours equal rights, fair trials and freedom of speech, and in which people govern themselves (direct democracy) or are governed by elected officials (representative democracy).

Democratic rights
Rights to political and social equality for all citizens.
Demonstration
In political terms, a public show of protest against or sympathy with a particular cause

Deputy
In Ireland, the short name for someone elected to Dáil Éireann to represent their constituency

See also Constituency and TD (Teachta Dála).

Despot
A ruler who exercises total power, especially in a cruel or harsh way

Devolution
Where the central government of a state passes a law to transfer certain powers to local, regional or national authorities while still keeping the central government’s overall authority

Dictator
A ruler who has total power over a country or state, regardless of the laws of the state or the views of any opposing parties

Dictatorship
A state in which one person or group has total power to govern

Diplomat
A person appointed to represent Ireland in other countries and to manage our relations with those countries

Director of Consumer Affairs
An independent person appointed by Government who is responsible for defending, enforcing and providing advice and information on consumer rights
‘Dirty politics’
Unethical and illegal methods to gain political advantage
See also Mudslinging.

Dissolution
An action by the President of Ireland (with the support of the Taoiseach) to end the current term of the Dáil so a general election can be held.

Ee

Economic and social rights
Rights that help people develop and enjoy an adequate standard of living, such as the right to work, the right to education and the right to free time, as outlined in the Covenant on Economic and Social Rights adopted by the United Nations 1966.

Economic policy
A Government plan on how to manage money and taxes.

Education and Skills, Department of
The Government department responsible for providing public education and training and devising policy to meet ongoing and future needs.

Election
Choosing a person or a government by voting.
**Election day**
The day when people cast their vote

**Election expenses**
Amounts that political parties and independent candidates spend on advertising, canvassing and opposing other candidates during election campaigns. Since 1997, election expenses must be accounted for and fall within certain limits. The limits differ depending on the size of the constituency.

**Elector**
A person who votes or has the right to vote

**Electoral Register (also known as Register of Electors)**
A list of those who have the right to vote in referendums and elections in Ireland. The register is organised by electoral area and is put together by local authorities (city and county councils)

**Electorate**
All those who have a right to vote in an election

**Electronic voting**
Using electronic equipment and computers to vote and count votes

**Environment, Community and Local Government, Department of**
The Government department responsible for protecting the environment. It oversees the local authorities and has responsibility for community and rural development. It also has functions relating to housing and managing elections

**Empowerment**
Making it possible for people to understand and exercise their rights and responsibilities as citizens
Executive

The Executive is the branch that ensures the law is put into practice. The power to run the State is divided in three – legislative power (make law), executive power (enforce law) and judicial power (apply the law)

See also Legislature and Judiciary.

Exit poll

A survey of some voters leaving a polling station asking them who (or what) they voted for to give an early indication of voting trends and help predict results

Finance, Department of

The Government department responsible for the economic and financial management of the State

Fiscal

Relating to financial matters, particularly government revenue such as taxes

Floating voter

A person who is undecided about how to vote in an election or referendum; a voter who doesn’t always vote for the same political party

Foreign Affairs and Trade, Department of

The Government department responsible for promoting and protecting Ireland’s political and economic interests abroad. It is also responsible for foreign trade and development
Franchise
In political terms, a citizen’s right to vote at elections
See also Suffrage.

Free market
An economic system where prices are set not by government but by competition between businesses
See also Capitalism.

Freedom of Information Act
A law giving a person the right to access certain information held by public bodies and Government departments, and to have any incomplete or false personal information corrected. A person is also entitled to get reasons for any public body’s decisions that affect them

Freedom of speech
A right to speak freely on social and political matters without censorship or fear of forced silence

Front bench
Members of the Dáil who are ministers or spokespeople.
See also Junior minister, Minister, Shadow minister.

Front runner
A candidate who is likely to win an election or be nominated by their party to take part in an election
**Gaisce**

An award given by the President to young people between the ages of 15 and 25 for participating in several activities for a certain period. There are three awards; bronze, silver and gold.

*See President’s Award.*

**Gender gap**

The difference between men and women in types and levels of employment, earnings and educational qualifications among other areas.

**General election**

A national election for all seats in the Dáil and Seanad. The Dáil election must be held within 30 days of the dissolution of the old Dáil; the Seanad election must be held within 90 days of the dissolution.

*See also Dissolution, Dáil Éireann and Seanad Éireann.*

**Gerrymander**

Deliberately dividing a constituency in a way that gives an advantage to one political party or to particular voters.

**Government**

A system, involving a group of senior ministers, that runs a state and puts the laws into effect.

*See also Executive.*
**Government Chief Whip**
The person responsible for organising and co-ordinating Government business in Dáil Éireann.

**Government department**
A group of civil servants, headed by a minister, which is responsible for a specific area of work within a government – for example health or the environment.

**Government revenue**
Income that a government gets from taxes, duties, levies and so on.

**Grass roots**
Ordinary people regarded as the main supporters of an organisation or political party.

**Grassroots movement**
The action of groups of like-minded people who lobby for change on a particular issue, usually through door-to-door canvassing, letter writing, local meetings and so on.

**Green Paper**
A document that sets out ideas about a proposed new law and invites comments from individuals and interested groups.

See also White Paper.
**Hh**

**Head of state**
The chief public representative of a country – for example, the President in Ireland and the Queen in the United Kingdom.

**Health, Department of**
The Government department responsible for managing, regulating and developing the health services. It is also responsible for protecting and promoting public health.

**House of parliament**
A gathering of representatives to debate issues and make laws, for example Dáil Éireann or Seanad Éireann.

See also Bi-cameral, Dáil Éireann, Legislature, Oireachtas and Seanad Éireann.

**Hustings**
Public meetings in the run up to an election where candidates outline their policies as part of their election campaign.
**Ideology**
A way of thinking based on a set of connected ideas and beliefs, usually about a political system.

**Implement**
To make something happen; to carry out a plan.

**Inaugural**
First.

**Incumbent**
A person who currently holds a post or office.

**Independence**
Freedom from the influence or rule of another person, group or country.

**Independent**
A TD, Senator or Councillor who does not belong to a political party.

**Indicator**
A sign that something is happening; used by public bodies and other organisations to show the progress of a country in meeting a range of economic, social and environmental goals.

**Influence**
The power to change the behaviour of someone or something.

**Interculturalism**
A way of thinking that favours different cultures mixing with each other and learning about each other’s music, art, literature, customs and so on to help prevent misunderstandings and fight racism.

**Interest Group**
A group of people organised to take action about a cause or interest.
Jobs, Enterprise and Innovation, Department of

The Government department responsible for the promotion and development of enterprise, employment, the protection of workers and the regulation of businesses.

Joint Oireachtas Committee

A committee made up of members of both the Dáil and Seanad to discuss and vote on particular matters.

See also Dáil Committee and Seanad Committee.

Judicial review

The power of judges to review laws and official Government Acts to see if they are in keeping with the Constitution or basic rules of justice. If they are not, the judicial review can overturn them.

See also Checks and balances, Constitution of Ireland, Legislature and Separation of powers.

Judiciary

The judiciary is the collective term for the judges of a country’s courts. The role of the judiciary is to interpret laws and uphold justice by applying the law through the courts.

See also Executive and Legislature.

Junior Minister

A member of government appointed by the Taoiseach to assist the senior minister of a Government department; officially called Minister of State.
Justice and Equality, Department of
The Government department responsible for protecting the security of the State, implementing Government policy on crime, advising criminal justice institutions (prisons, courts, Gardaí and Probation and Welfare Services) and developing and implementing policies on immigration and asylum

Labour Court
A place that hears employment disputes when all other ways of resolving them have failed.

Labour movement
A broad group of workers that includes trade unions and the Labour Party

Lame duck
An elected representative, usually a leader, who is coming close to the end of their term of office, and who is regarded as being less powerful due to the limited time they have left to serve. The term applies particularly to those who cannot or do not want to be re-elected

Landslide victory
An overwhelming majority of votes for one candidate or party in an election
**Law Reform Commission**
An independent body set up by Government to review laws and advise the Government on necessary reforms, often after seeking the views of interest groups and the public.

**Leader of the opposition**
The leader and main spokesperson of the largest political party that is not in government.

**Leas Cathaoirleach**
The Irish for vice chairperson, the person who chairs local authority or Seanad Éireann meetings when the Cathaoirleach is not present.

See also Cathaoirleach.

**Leas Ceann Comhairle**
The person who chairs Dáil Éireann meetings when the Ceann Comhairle is not present.

**Left, the**
Organisations or political parties that favour social justice and freedom and aim to share a country’s wealth between all people equally and focus on workers’ rights.

See also Centre and Right.

**Left-wing**
The section of a political system or party that favours social justice over the free market.

See also Free market and Right wing.

‘Leftie’
A slang term for a person who believes in the values of liberalism and socialism (usually meant as a criticism).

See also Liberal and Socialism.

**Legal rights**
Rights of all individuals in a society as outlined in the laws of the State.
Legislation
A law, or a set of laws or the act of making laws

Legislature
The branch of government that makes laws, known in Ireland as the Oireachtas
See also Executive, Judiciary, Oireachtas and Separation of powers.

Legislative power
The power to make and change laws

Legislative process
A series of actions that result in a law being made

Libel
A published (in print or on the internet) or broadcast statement about a person that is proven to be false and damaging to their reputation
See also Defamation and Slander.

Liberalism
A broad political ideology that generally favours individual freedom, open government and the free market, but which supports the input of government to protect the economy and vulnerable citizens
See also Ideology and Free market.

Libertarian
A person who supports individual personal and property rights and minimal government involvement in people’s lives
See also Liberalism.

Liberty
Freedom from control by a person or group

Lobby
An organised attempt by individuals or groups to influence decision makers – for example, by writing letters, making proposals or meeting decision makers
**Lobby group**
A group that tries to get support for a particular cause to change laws or certain actions
See also Register of Lobbying and Lobbyist.

**Lobbyist**
A person who lobbies
See also Register of Lobbying.

**Local authority**
A form of government at a local level, consisting of elected officials and full-time staff, which is responsible for providing a range of public services for that local area – for example libraries and swimming pools

**Local authority meetings**
Regular gatherings of elected members which are open to the public and the media. The meetings decide on the direction and work of the local authority

**Local Community Development Committees**
Local Community Development Committees (LCDCs) replaced County Development Boards under the Local Government Reform Act 2014

**Local elections**
Elections held in Ireland every five years, usually in May or June, to elect councillors to represent their communities in local authorities around the country

**Local government**
A term describing the system of county and city councils whose members are elected by the people
See also Local authority, Councillor and County council.
**Majority**
The difference between the largest number of votes for or against something and the number of remaining votes

**Majority party**
The political party that wins more seats in an election than other political parties

**Mandate**
The authority to represent people’s interests and take action on their behalf

**Manifesto**
A document stating a political party’s values, goals and intended actions

See also Platform.

**Marginal seat**
A seat held by a political party by a very narrow margin and, so, at risk of being lost

**Matching funds**
The amount of money that a group must raise if it seeks a grant, for example from the Government that requires the applicant to match the amount of the grant sought

**Mayor**
An elected or appointed head of a city or town

**Member**
A person who belongs to an organisation or body

**Member of the European Parliament (MEP)**
An elected politician who represents a region of their own country in the European Parliament
Military rule
A system of government where army officers form the government

Minister
A member of the Irish Government who runs and manages a department and may propose new or amended laws

Ministerial
Relating to a minister

Monarch
A king or queen

Monarchy
A system of government in which a king or queen is the head of state

Motion of ‘no confidence’
A vote on the performance of a leader or a government, usually proposed by the opposition, that, if passed, may require the person to resign or the government to stand down and request a general election
See also Dissolution and Opposition.

Mudslinging
The practice of saying negative things about an opponent during a political campaign; also known as ‘dirty politics’
See also Dirty politics.
Multi-culturalism
An ideology or way of thinking that favours the presence of many cultures in society, each with equal rights
See also Ideology and Inter-culturalism.

Municipal districts
Municipal districts replaced town authorities under the Local Government Reform Act 2014. There are 95 municipal districts countrywide

Nn

Nanny state
Where government policy is considered to be over-protective, or the Government is regarded as interfering unduly with personal choice

Nation
A group of people, often united by language or culture, who think of themselves as a community and have, or want to have, their own government

National
Belonging to or relating to a nation

National debt
The total amount of money owed by a government

Nationalise
Bringing an industry under the control or ownership of a government
**Nationalism**

A belief that a large group of people are or should be a nation with its own government and a policy of promoting and supporting the interests of the nation over other nations or the common interests of all nations.

**NDP - National Development Plan**

A Government plan to improve the economy and living standards by investing money in education and training, regional development, social services, roads and so on.

**Nominee**

A person who is nominated, or proposed by others, as a candidate for public office.

**Non-party candidate**

An independent candidate, one who is not a member of a political party.

**NRA - National Roads Authority**

The Government body responsible for planning, improving and managing the road network in Ireland.

**NTMA - National Treasury Management Agency**

The Government body responsible for managing the Government’s assets and national debt as well as certain funds such as the National Pensions Fund and the Dormant Accounts Fund.

**Non-partisan**

Not supporting or controlled by a political party.
Oireachtas
The national parliament of Ireland, which consists of the President, Dáil Éireann (the lower house) and Seanad Éireann (the Senate or upper house), and whose powers and functions are outlined by the Constitution.

See also Dáil Éireann, Legislature, President, Seanad Éireann and Separation of powers.

Ombudsman
A public official who is responsible for investigating complaints against public bodies, for example government departments, local authorities, the Health Services Executive and publicly funded third-level institutions. In addition to this Ombudsman, there are five other ombudsmen in Ireland to deal exclusively with complaints brought by: children, people receiving occupational pensions, members of the Defence Forces, members of An Garda Síochána, and people with complaints about financial services.

One-person rule
A system of government in which one person holds all power over a country or state.

See also Despot and Dictator.
Opposition
The non-government party or group of parties in the Dáil that disagree with Government policies and actions

‘Opt out’
An exemption granted to a member state of the European Union (EU) not to be governed by certain EU decisions

OPW - Office of Public Works
The Government agency responsible for restoring and preserving state buildings, buying and fitting office accommodation for Government departments, building and maintaining Garda stations and prisons and managing flood relief and drainage programmes

Pp

PPPs - Public-Private Partnerships
Partnerships between public bodies and private businesses to fund, develop and sometimes operate services for the public – for example, roads, hospitals and transport services such as the Luas

Pacifism
A belief that violence, especially war, must be avoided when resolving disputes

Parliament
An assembly of elected representatives that forms the legislature of a state or a nation and may have both an upper and a lower house

See also Dáil Éireann, Oireachtas, Legislature and Seanad Éireann.
**Parliamentarian**
An elected member of the upper or lower houses of parliament

**Parliamentary**
Relating to the parliament

**Parliamentary questions (PQs)**
Questions that TDs ask the Government – orally or in writing – about any issue for which the Government is responsible. PQs are recorded in the Official Report of Parliamentary Debates in Dáil Éireann and on the website of the Houses of the Oireachtas

**Parliamentary privileges**
Certain rights granted to TDs and Senators in Ireland that are not enjoyed by the general public. For example, the right not to be sued for defamation because of anything they say in a speech in the Dáil or Seanad

See also Defamation.

**Parliamentary wing (of a political party)**
The people from a political party who have been elected to parliament

**Partisan**
A person who strongly supports a political party or cause

**Party discipline**
The control used by a political party, in particular its leader, to encourage its members in parliament to vote in the same way

**Party policy**
The rules, values and approaches that a political party obeys and follows

**Party political**
Relating to the business or interests of a political party
Personation
Voter fraud where a person pretends to be someone else so that they can vote more than once, or vote where they are not registered to do so.

Petition
A document, usually containing signatures from many people, that is presented to a person or group in power by those asking for action on a matter.

See also Lobby, Lobbyist, Lobby group.

Philanthropy
The action, usually by wealthy people, of funding or giving other forms of practical support to organisations, without wanting anything in return, based on the desire to do good for society.

Philosophy
A general view or a set of beliefs or attitudes that guides behaviour.
See also Ideology.

Platform
A political party’s written statement of its principles and policies on a number of topics, which is published during an election campaign.
See also Manifesto.

Plebiscite
A vote by all voters on a topic or question – for example, in a referendum; or a vote by members of a party to decide on a candidate.

Pledge
A solemn promise to do something, usually made when somebody takes a high-level official role.
Policy
A statement of a person’s or group’s intended action on a matter

Political
Relating to how decisions are made within groups, for example political parties
See also Politics.

Political agenda
A set of issues that are dealt with in politics at a particular time

Political freedom
A person’s right to express their political beliefs freely and to vote as they want
See also Political rights.

Political ideology
A range of beliefs on which the aims and activities of a political party are based

Political literacy
An awareness of political values, attitudes, arguments and institutions that allows a person to make an informed decision of how they vote and take action on issues

Political participation
Voting in a referendum or election and, or, taking part in political activities

Political parties
A list of all political parties registered in Ireland appears separately on page 61 of this booklet

Political rights
Rights that allow a person to take part in political life, including the right to vote, hold particular political views, join a political party and influence public life
See also Political freedom.
**Political spectrum**
The range of political thoughts, policies and approaches from the right to the left

See also Centre, Left-wing and Right-wing.

**Political values**
Beliefs and rules that are important to a political party or person, such as equality, liberty and tolerance of diversity

**Politician**
A person who is active in politics and holds a political office to which they have been elected

**Politics**
Activities associated with gaining power and governing a country

**Poll**
Asking and recording the opinion of people, for example in a survey or at an election

See also Exit poll and Straw poll.

**Poll clerk**
The poll clerk assists the presiding officer on polling day

See also Presiding Office

**Polling card**
A card sent to a person’s address before an election or referendum stating where the person can cast their vote. The date in question and the opening and closing times of the polling station will also be stated.

**Polling station**
A place where people vote
Postal vote
Members of the Garda Síochána, the Defence Forces and Irish diplomats living abroad vote by post in elections and referendums. Other people may be eligible for a postal vote – for example, students living away from home; those with jobs that prevent them going to a polling station; those with a disability or illness, and so on. If you are registered as a postal voter, you cannot vote at a polling station.

Populist
A person whose public views reflect the interests and concerns of the average person.

Precedent
Something that has been done before and is a guide to what should be done again. For example, a decision in a legal case that is followed when similar cases come before the courts.

Preferential voting
A voting system in which people vote for candidates in order of preference, putting 1 on the ballot paper beside their favourite candidate, 2 for their second favourite, 3 for their third favourite and so on.

President of Ireland
Irish head of state who is elected to serve a seven-year term (at most two terms). The President forms part of the Oireachtas, represents the people of Ireland when carrying out official engagements at home and abroad and has powers and functions that are set down in the Constitution.

See also Candidate, Proportional representation and Single Transferable Vote.
**Presidential Commission**
A group that carries out the functions of the President of Ireland if the President dies, resigns, permanently loses their health, fails to perform their functions or are out of the country or removed from office.

**President’s Award (Gaisce)**
An award programme for people aged 15 to 25 years to reward them for setting and achieving demanding challenges for themselves in the four categories of community involvement, personal skill, physical recreation and adventure activity.
See also Gaisce.

**Presiding Officer**
The presiding officer is the person in charge of the polling station on the day of voting. They issue the stamped ballot papers to voters when they are satisfied as to the voter’s identity. The presiding officer may order the arrest of any person suspected of committing an electoral offence, such as pretending to be another person in order to cast a fraudulent vote.
See also Personation.

**Press gallery**
An area or space in a house of parliament set aside for reporters from newspapers, radio and television (the media).

**Prime Minister**
The head of the national government.
See also Taoiseach.
Private Member’s Bill
See Bill, Private Member’s.

Proclamation
A public announcement, for example the 1916 Proclamation – a public announcement of independence from British rule

Progressive
Favouring change and reform; welcoming new ideas and improvements

Propaganda
Ideas or information, not always true, used to promote or damage, an institution, an individual or a political cause

Proportional representation (PR)
An election system in which the number of seats won by a party is broadly in proportion to the share of the vote the party candidates received
See also Candidate, Constituency, Preferential voting, Quota, Seat and Single Transferable Vote.

Protest
A public statement or demonstration against a situation or the actions of others
See also Demonstration.

Protest vote
A vote for a candidate, not out of support for them, but to show disapproval of another political party and its candidate
**Public**
A term to describe as a whole the people of a community, state or nation, or a matter that is open to them or concerns them

**Public Expenditure and Reform, Department of**
The Government department responsible for advising the Government on the overall management and control of the public sector

**Public funds**
Money generated from taxes and other sources that is spent by a government

**Public gallery**
An area in a house of parliament, for example Dáil Éireann, that is set aside for the public

**Public interest**
The common wellbeing of a society, often considered when debating policies and interpreting and implementing laws

**Public policy**
A body of laws, regulations and government action on matters concerning the public

**Public sector**
The part of a country’s economy that involves representing the public and providing and managing services for them – for example through schools, state bodies or hospitals

**Public servant**
A person who works with the civil service, a local authority or other state body
Public services
Services such as education, healthcare, roads and so on, that are wholly or partly funded through taxes

Private sector
The part of a country’s economy that is involved in making profit, for example corporations, firms and banks

Qq

Question election results
The right of a registered voter (or someone entitled to be registered) to question the results of a Dáil election in their constituency. They must present a petition to the High Court no more than 28 days after the declaration of the result by the Returning Officer.

See also Returning Officer.

Quota
The number of votes that a candidate needs to win a seat under the proportional representation (PR) system

See also Proportional representation and Single Transferable Vote.
Radical
Something very different from the usual or traditional, or a person who favours major political or social change

Radical reform
Major and dramatic changes, usually to an organisation and its activities

Reading (of a bill)
A formal stage in the passage of a bill, which involves considering what the bill covers and anything that should be removed or included

Rebellion
Open, organised and often armed opposition to a country’s government or ruler

Referendum
A referendum is a vote by the people on a single political question. There are two kinds of referendums – ordinary and constitutional. All the referendums held in Ireland to date have been constitutional – that is, the people vote for or against a proposed change to the Constitution. The Government cannot pass laws that would change the Constitution without getting the consent of the people through a constitutional referendum.

See also, Constitution of Ireland.

Referendum Commission
A group established before each referendum to tell the public what the referendum is about and to give the arguments for and against the proposal on which people will vote.
Reformer
Someone who seeks to bring about change, especially political change.

Regional Assemblies
Regional Assemblies replaced Regional Authorities. They are public bodies that handle EU Structural Funds and co-ordinate how public services are delivered in the region they cover. There are three assemblies covering all local authority areas: the Northern and Western Regional Assembly; Southern Regional Assembly; and Eastern and Midland Regional Assembly.

Register of Lobbying
An online listing showing who is lobbying, what the subject and aim of the lobbying is, who might benefit from the lobbying, and which public officials or politicians are being lobbied. The public can access the register on www.lobbying.ie
See also Lobby, Lobby Group, Lobbyist

Register of Political Parties
A list of legally registered political parties, which is entered on a ballot paper at elections

Regulation
A law made by an Act or sometimes a Government minister

Representative
A person who acts on behalf of others or someone elected to a law-making body
**Representative democracy**
A system of government where voters elect representatives to make decisions for them

**Republic**
A state that is ruled by elected representatives rather than by a monarch
See also Monarchy.

**Republican**
A person or group that campaigns for a republic in their country instead of a monarch

**Republicanism**
A political philosophy in favour of setting up a republic over any other political system
See also Philosophy and Republic.

**Resolution**
A plan to do something or encourage others to do it

**Responsible government**
A system in which a government answers for its actions to elected representatives of the people

**Returning Officer**
A person who supervises the counting of votes during an election or referendum, and who certifies and officially announces the results
See also County Registrar.

**Revenue**
Money coming in; usually associated with the money a government collects from the people through taxes and other sources

**Revolution**
A complete overthrow of a government or political system
**Right, the**
A term used to describe political parties and other groups who support traditional values, the free market and who oppose government interference

See also Conservative, Free market and Left, the.

**Right-wing**
A section of a political party, organisation or a system that tends to be conservative

See also Conservative, Free market and Left-wing.

**Rights**
Claims that society recognises as fair, such as legal rights, political rights, social rights and human rights

See also Civil rights and Political rights.

**Rule of law**
A system in which the law applies to and must be obeyed by everyone, including a head of state or a government

**Ruling party**
The political party that controls the government

**Running mate**
A person who runs for election in the same constituency as another candidate from the same party and is expected to get fewer votes; often used to describe the vice-presidential candidate in the United States during national elections
**Single Transferable Vote - STV**

A system of voting where several seats are available in a constituency. A person votes for their preferred candidate, and any unused votes for that candidate (for example, if they already have enough to be elected) are transferred to other candidates in the constituency until all seats are filled.

See also Constituency, Preferential voting, Proportional representation, Quota and Seat.

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**Safe seat**

A seat in a constituency that is likely to go to a particular candidate because of the amount of support given to the candidate or the political party they represent.

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**Seanad Éireann**

Known as ‘the Seanad’ for short, it is the upper house of the Irish parliament (Oireachtas), which currently has 60 members, known as Senators, who debate issues, revise laws passed in Dáil Éireann and sometimes begin the process of introducing new laws.

See also Dáil Éireann, Legislature and Oireachtas.

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**Seat**

A place in an elected political assembly, such as a parliament or county council.

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**Select Committee**

A committee in the Oireachtas, which consists of members of the Dáil or the Seanad, that is usually set up to review the work of a Government department.

See also Joint Oireachtas Committee.
**Self-government**

Also known as self-rule, the political independence of a country, people or region

**Senator**

A member of the Senate, or Seanad Éireann in Ireland

**Separation of powers**

A system in which each of the three branches of government - legislature, executive and judiciary - have separate functions and powers and the right to check the activities of the other branches to make sure that none of them becomes too powerful

See also Checks and balances, Executive, Legislature and Judiciary.

**Shadow minister**

A term to describe each member of the opposition that ‘shadows’, or follows closely, the area of responsibility of a minister in a government

**Slander**

Something spoken about a person (for example at a public meeting) that is proven to be false and damaging to their reputation

See also Defamation and Libel.

**Social and civil services**

The range of services available to the public, for example social welfare, education, health services, family supports and services that help people assert their rights on consumer issues, employment, equality and refugee status, among others

**Social Protection, Department of**

The Government department responsible for devising and managing social welfare payments and benefits, and providing employment supports. It also manages the Rural Social Scheme and manages the payment of redundancy and insolvency payments
Social capital
A general term for the networks and common values in a community that allow its members to co-operate and support each other.

Social partnership
A system in which the Government, employers, voluntary and community organisations and trade unions work out a plan that covers wages, industrial action, housing, transport, education and other issues that affect the country’s social and economic development.

Social welfare
State support for people when they are unemployed, ill, retired, widowed or caring full-time for others through payments or other benefits each week or month; known in other countries as social security.

Socialism
A system and form of political thinking that favours distributing wealth and assets equally so that all people, either directly or through their governments, have a say in how the wealth and assets are used.
See also Communism, Left-wing and Liberalism.

Socialist
A person who believes in and promotes the values of socialism.

Society
A large gathering of many communities under generally accepted rules and values.

Solidarity
Recognising the rights of others and joining with others to defend those rights.
Sound bite
A brief, quotable remark repeated on radio and TV news programmes to reflect the position of a political candidate or other spokesperson on a topic.

Special Committee
An Oireachtas committee set up only as needed so it can review a particular bill.

See also Dáil Éireann, Oireachtas and Seanad Éireann.

Special voter
An example of a special voter is a person living in a hospital or nursing home, where they can vote in the hospital or nursing home if they are registered as a special voter. First-time applicants for special voter registration will be asked for a medical certificate.

Spin
Public relations (PR) activity, for example press releases or interviews, or a way of presenting information that aims to enhance the public image of a person or group, such as a politician or their party, at the expense of a political opponent or the opposition party.

Spoiled vote
A vote that is not included when counting all votes in an election because the voter has filled in their ballot paper incorrectly or has written their name on it.

State
A territory controlled by a government or ruler with the aid of institutions such as the police, armed forces, the civil service and the courts.

See also Territory.
**Statute law**
A law passed by parliament, as opposed to common law, which is set by decisions made in court
See also Civil law system and Common law system.

**Statutory**
Something that is decided, set up or controlled by statute law

**Straw poll**
An unofficial vote or survey to get an idea of the general opinion among a group on a given issue
See also Exit poll and Poll.

**Submission**
A set of suggestions or arguments spoken or in writing to a decision-making authority such as a Government department, a committee or a court

**Suffrage**
The right to vote
See also Franchise.

**Supreme Court**
The highest court in Ireland, which hears appeals of decisions from the High Court

**Surplus (votes)**
The amount of votes that exceed the quota needed for a candidate to be elected
See also Proportional representation, Quota and Single Transferable Vote.

**Surplus (economic)**
A situation in which the Government is taking in more money than it is spending
See also Deficit.
Swing voter
A person who votes, but whose support can switch from one political party to another, depending on the issue at stake
See also Floating voter

Tactical voting
Voting that does not express a voter’s true preferences but may get a more favourable result. For example, helping to elect a candidate with wide public support instead of voting for a favourite candidate who may have little real chance of winning

Tt

Tallyman
A person who attends the counting of votes and, by watching the process, carries out an unofficial count of the ballot papers as the official count progresses

Tánaiste
Irish Deputy Prime Minister, who takes the place of the Taoiseach if the Taoiseach dies, permanently loses health, is temporarily absent or if a successor has not yet been appointed. In a coalition government, the office is usually held by the leader of the smaller party
See also Taoiseach and Coalition government.
**Taoiseach**
The head of the Irish Government, nominated by the Dáil, who speaks for the Government on major policy issues, chairs Cabinet meetings and has powers to reorganise the Cabinet

*See also Prime Minister and Cabinet.*

**Taoiseach, Department of the**
The Government department responsible for supporting and advising the Taoiseach and Government in carrying out their duties

**Taxation**
Money charged on incomes, property, goods and services that must be paid to a government

**TD - Teachta Dála**
One of 166 members of Dáil Éireann who represents their constituency, takes part in debates and question time, votes on bills, runs an office in their constituency and usually also provides a clinic - a service where the public can meet the TD at certain times during the week to discuss local issues

*See also Dáil Éireann, Oireachtas and Seanad Éireann.*

**Term limit**
The maximum number of times that a person may hold a particular political office

**Territory**
The land and waters under the control of a state or ruler
**Terrorism**
A co-ordinated movement involving planned acts of terror, for example bombings or poisonings, to frighten people into doing something they don’t want to do.

**Think tank**
A non-profit institute, corporation or group set up to research a range of topics and make recommendations to a government on public policy.

See also Public policy.

**Third way**
Political thinking that borrows from the right and the left but is different to both.

See also Left, Centre and Right.

**Ticket**
The list of candidates nominated by a political party in an election.

**Transport, Tourism and Sport, Department of**
The Government department responsible for the national road and rail networks and associated areas such as public transport, driver testing and road safety. It is also responsible for the aviation industry. Additionally, this Department is responsible for the growth of sustainable tourism, and promotes sport at local, regional and national levels.

**Treaty**
A formal agreement between states on trade, peace or other issues.
**Tribunal of inquiry**

A body set up by the Oireachtas and headed by a judge to investigate matters of urgent public importance, such as corrupt practices by public representatives or poor management of public services. The tribunal communicates its findings and recommendations to the Oireachtas.

**Troika**

Troika means ‘group of three’ and was the term used to describe the alliance of the European Commission, the International Monetary Fund and the European Central Bank during the economic downturn.

**Tyranny**

Uncontrolled exercise of power, often by an oppressive or severe government or ruler.

See also Despot and Dictator.

**Tyrant**

An absolute ruler who uses their power unjustly or oppressively.

See also Despot and Dictator.
**Uu**

**Unionism**
A political philosophy that favours union between Northern Ireland and Britain under the British government

**Upper house**
In Ireland, the upper house is Seanad Éireann
See also Bi-cameral, Legislature and Seanad Éireann.

**Vv**

**Values**
Beliefs and rules on which a person or organisation bases their behaviour

**Veto**
Blocking or rejecting a proposed law or change to the constitution; sometimes exercised by the President of Ireland if they refuse to sign into law a bill passed by the Dáil and the Seanad
See also Council of State, Legislature, President of Ireland and Oireachtas.

**Vote**
A formal expression of a choice, such as putting one’s hand up or marking a ballot paper
See also Ballot paper and Election.
**Voter turnout**

The number or percentage of all voters who cast a vote in a given election.

**Voter**

A person who is entitled to vote and exercises their right to do so. A voter must be a citizen of Ireland over 18 years whose names appear on the Register of Electors.

See also Register of Electors.

**Ww**

**War chest**

A fund for running a political campaign, consisting of money given to a candidate by other people and through various fundraising events.

**Welfare**

The wellbeing of all; also the money provided by the government to those who cannot earn it themselves.

See also Social welfare.

**Whip**

The manager of a political party who is responsible for organising members of their party to take part in debates and vote in a way that the party’s leader desires.

See also Chief Whip.
**Whistleblower**

An employee or a former employee of a business or public body who reports wrongdoing to another person who can take corrective action themselves or can embarrass others into doing so. Examples of wrongdoing would be fraud, underpaying staff, breaking safety regulations, and so on.

**Winner-Take-All**

A simple system of voting, in which the person with the most votes wins or ‘takes all’, in contrast to the system of proportional representation and the Single Transferable Vote. This system is sometimes called ‘First past the post’.

See also Proportional representation and Single Transferable Vote.

**White paper**

A document that outlines a government’s proposals on particular issues and sometimes forms the basis of later laws. A white paper is usually drafted after people have given feedback on the green paper.

See also Green paper.
Registered Political Parties in Ireland

The following parties are listed as registered parties on the Register of Political Parties as at October 2015

**Anti-Austerity Alliance – People before Profit**
No party website at time of publication

**Catholic Democrats (The National Party)**
www.catholicdemocrats.ie

**Communist Party of Ireland**
www.communistpartyofireland.ie

**Direct Democracy Ireland**
www.directdemocracyireland.ie

**Éirígí**
www.eirigi.org

**Fianna Fáil**
www.fiannafail.ie

**Fine Gael**
www.finegael.ie

**Fís Nua (Irish for ‘New Vision’)**
www.fisnua.com

**Green Party**
www.greenparty.ie

**Independents 4 Change**
No party website at time of publication
Irish Democratic Party
www.irishdemocraticparty.ie

Kerry Independent Alliance
No party website at time of publication

Renua Ireland
www.renuaireland.com

Sinn Féin
www.sinnfein.ie

Social Democrats
www.socialdemocrats.ie

Socialist Party
www.socialistparty.ie

The Labour Party
www.labour.ie

The Workers’ Party
www.workersparty.ie

United Left
No party website at time of publication

United People (UP)
www.unitedpeople.ie

Workers and Unemployed Action
wuag.wordpress.com
How do I vote?

First you need to register in order to be able to vote in an election or referendum in Ireland.

When you register, your name is added to the Register of Electors. The Register of Electors is a list of the names and addresses of all voters. You can check if you are registered to vote by going to www.checktheregister.ie.

You can also ask to see the Register of Electors at your local post office, Garda station, library or county council offices.

About a week before an election or referendum you will receive a polling card by post, giving details of where and when you need to go to vote. You will vote at your nearest polling station. Polling station simply means the place where you vote.

On the day of the election or referendum, bring your polling card and some photo identification with your name and show them to the officials at your polling station.

Valid forms of identification (with both name and photo) are:
- Passport
- Driving Licence
- Bus pass
- College or work ID

For an Election, you are then handed a ballot paper, which displays the names of the candidates in alphabetical order.

You then go to the booth and fill in your ballot paper, it is important to write 1 beside the name of your first choice, 2 beside the name of your second choice, 3 beside your third choice and so on as far as you wish to go.

For a Referendum, you will be handed a ballot paper which asks you a question to vote YES or NO. Put a large X in the box next to your choice.

Fold your ballot paper and place it in the sealed box – the ballot box.

Check www.vote.ie to find out more information about voting in Ireland.
Be more effective - use plain English in your business

Do you want to make your documents quick and easy to read? Do you want to save money and cut down on mistakes?

Then contact NALA’s Plain English Editing and Training Service.

For more information on our range of plain English services, visit www.simplyput.ie or call (01) 412 7900.
What is NALA?

The National Adult Literacy Agency (NALA) is an independent membership organisation, concerned with developing policy, advocacy, research and offering advisory services in adult literacy work in Ireland. NALA was established in 1980 and has campaigned since then for the recognition of, and response to, the adult literacy issue in Ireland.

National Adult Literacy Agency
Sandford Lodge
Sandford Close
Ranelagh
Dublin 6

Telephone (01) 412 7900
Fax (01) 497 6038
Email info@nala.ie

NALA website:
www.nala.ie

Plain English website:
www.simplyput.ie

Freephone support line:
1800 20 20 65