MODEL PROCEDURE FOR THE ELECTION OF CHAIR AND VICE CHAIR OF GOVERNORS

Background

This procedure will be used annually for the election of the Chair of Governors and at any other meeting during the year when the position of Chair of Governors becomes vacant.

This procedure will also be used for the election of Vice-Chair of Governors.

Governors who are paid to work at the school cannot be elected as Chair or Vice-Chair.

The Governing body will agree on the length of term of office of the Chair and Vice-Chair before the election. The minimum term of office is one year, and the maximum period is four years.

There is no automatic appointment if there is only one candidate. The governing body must still vote on the appointment and can vote against the appointment of the candidate.

The vote taken by the governing body with either be a show of hands or a secret vote in writing. The method will be determined by the governing body before the voting takes place.

Procedure

1. The governing body agree the term of office for the Chair of Governors.
2. The governing body determine the method of voting.
3. The Clerk to Governors requests nominations for the position of Chair of Governors. These will be either:-
    - Self-nomination.
    - Nomination by another governor and accepted by the candidate.
    - Nomination (either self-nomination or for another governor) from an absent governor but given to the Clerk to Governor in writing prior to the meeting.

      (a nomination from an absent governor for another governor will only be accepted if the nominated governor is present at the meeting and confirms that he/she is willing to stand)
4. The candidate(s) leave the meeting whilst a vote is taken.
5. If there are no candidates or the governing body vote against the appointment of a particular candidate(s), then the governing body will elect a Chair for the meeting and repeat the election at the next meeting.