

Election Process for Chair & Vice Chair of Governors

Terms will be between one and four years. The suggested procedure below will apply any time there is a vacancy for chair or vice chair and annually at the beginning of the autumn term. Please note that under the Regulations it is for the governing body to determine the chair's and vice-chair's terms of office.

Under regulations [School Governance (Procedures) (England) Regulations 2003] governing bodies can determine for themselves what arrangements and procedures to use in arranging chair and vice chair elections. The eligibility criteria for the roles as being any full Governor can stand with the exception of any governors who are employed to work at the school, (either under a contract of employment or a contract of services) they are not eligible to stand for election.

Of course, by virtue that Associate Members are not Governors neither can they too.

The governing body needs to decide on the process at the outset of their first meeting of the autumn term. It may just be a case of confirming the current arrangements, but it is an opportunity to change them if the governing body wishes to do so. Therefore, the governors must agree how they want to elect the chair and vice chair and for how long, as a first item on the agenda before actually electing them.

The clerk must act as chair during the election of chair (but does not have a casting vote) and must ensure that the meeting is quorate to carry out the election process. The clerk should remind governors of the criteria for eligibility. Those standing for election should withdraw from the meeting when a vote is taken. In case there is more than one nomination for each role, the clerk should remember to take some slips of paper to the meeting for organising the secret ballot if required.

If there is only one nomination a vote must still take place. The nominated governor must leave the room. The vote must then be held but it does not have to be a secret ballot. It can be an open vote i.e., show of hands.

If there is more than one nomination and following a secret ballot there is a tie governors should vote again and if it remains a tie, the candidates must draw lots.

Finally, announce who has been duly elected chair of the governing body. The newly elected chair then takes over for the election of vice-chair.