

## **POLICY & PROCEDURES FOR THE ELECTION OF CHAIR AND VICE-CHAIR OF THE GOVERNING BODY**

### **Policy**

The Governing Body shall elect a Chair and Vice-Chair, whose term of office will be for a period of two years. The office of Chair is open only to Foundation Governors.

Incumbents will be eligible for re-election.

The Chair and/or Vice-Chair may resign at any time by giving notice in writing to the Clerk.

Governors who are employed by the school are not eligible for election to either of these offices.

### **Procedures**

Elections will normally take place every two years at the first meeting of the Governing Body in the Autumn term.

Nominations for the office of Chair and Vice-Chair should be submitted in writing to the Clerk, at least ten days prior to the meeting. In the absence of such nominations, eligible governors may be proposed and seconded at the meeting.

The election will be conducted by the current Chair, provided that s/he is not seeking re-election. Otherwise, it will be conducted by the Clerk.

Before a vote is taken, nominated governor(s) shall withdraw from the meeting.

If more than one nominated governor is standing for either office, the vote shall be by secret ballot and decided by a simple majority. In the event of a tied vote, further ballots will be held until a majority decision is reached.