

Procedures for Election of Chair and Vice-Chair.

Governing bodies must now decide their own procedures under which they intend to seek nominations and hold elections for the position of Chair and Vice Chair.

As the election of Chair and Vice chair may be the first item on the agenda of the 2005 Autumn term meeting Governing Bodies may wish to confirm or review their current arrangements at the Summer term meeting in preparation for the new school year.

The following matters will need to be considered:

- How long will the term of office be for – 1, 2 3 or 4 years?
- On what date will the term of office cease – first meeting held in the autumn term?
- How will Governors proceed if there is a resignation or retirement?
- How are nominations to be made – written nominations in advance, verbal nominations at the meeting, can self-nominations take place?
- If the position is contested, will it be a secret ballot or an open show of hands?

Governors need to review their procedures and agree their arrangements, which must be recorded in the minutes.

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