

Procedure: Election of Parent Governors

Nomination Process: A vacancy for a parent governor exists when an existing parent governor resigns, comes to the end of a term of office or is disqualified. The vacancy should be filled as soon as possible.

1. Invitations for nomination to become a Parent Governor, including detailed timings of the election, will be forwarded to all those with parental authority by hand, post or e-mail (as appropriate to your preferred communication means held by the school) at least two weeks in advance of the election.
 2. Prospective candidates must submit their completed application to the Returning Officer by the closing date specified.
 3. Prospective candidates are invited to support their nomination with a short candidate profile, strictly limited to no more than 250 words. No further canvassing electronically or otherwise should be undertaken by candidates or their supporters.
 4. As soon as possible after the closing date, nominations will need to be counted by the returning officer, with another person present acting as a witness.
 5. If you receive enough nominations to fill the current vacancies, then the nominee will be duly elected subject to safer recruitment clearance; TGM will need to be notified of the result so that she can inform the person and advise on next steps.
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Ballot Process: If you receive more nominations than vacancies, then a ballot will need to take place. If a ballot is required, please contact TGM as they will be able to support you with this.

6. Ballot papers will need to be forwarded to all those with parental authority by hand, post or e-mail (as appropriate to your preferred communication means held by the school) at least two weeks in advance of the ballot.
7. Electronic polling tech can be used, however if you use a paper polling method, polling will take place under the double envelope system whereby, the voter's name is on the outer envelope, which is checked off against a voting list before being discarded, leaving the ballot paper in the sealed inner envelope until the count.
8. Polling slips will be e-mailed or posted as appropriate to all those with parental responsibility once nominations have closed and ballot papers have been printed. Each person with parental responsibility has one vote per vacancy only, irrespective of the number of children they have attending the respective School.
9. Instructions on how to vote in accordance with the double envelope system will need to be included in the above communication to parents.
10. If you use an electronic polling method, then you will need provide electronic voters with a unique code to ensure the system provides for a single vote for each eligible voter. NB: when using an electronic method you will still need to ensure that parents have access to a paper voting mechanism if that is their preference.
11. All votes must be received by the Returning Officer by post or by hand no later than midday on Election Day; any late arrivals will be discounted. All received votes will be held in a secure ballot box until the count.
12. The count will be conducted by the returning officer in the presence of at least one independent observer. All those standing for election will also be invited to attend the count.
13. The returning officer will also announce the results of the election by e-mail, school notice-board and school website on completion of the count. In the event of a tie the returning officer will draw lots to determine the outcome.