



[Name of Board]

Standing Order for the Election of Chair and Vice Chair

This model document may be amended for use in:

- LA maintained schools
- multi academy trusts in line with their Articles of Association
- management committees

Guiding Principles

- The board *must* elect a chair and a vice chair. (The School Governance (Roles, Procedures and Allowances) Regulations 2013 – para 7.1)
- When the office of chair or vice chair becomes vacant, the board must elect a new chair or vice chair at their next meeting.
- If both chair and vice chair positions become vacant, the board *must* hold an extraordinary meeting, as convened by the governance professional, to elect a chair.
- There are no regulations covering the process of election with the exception of the need for the candidate(s) to withdraw from the meeting when a vote is taken in advance.
- Boards are free to, and should, agree an election process. Best practice is for written nominations in advance with supporting statement to include the skills present to undertake the role.
- Governors who are paid to work at the school, for instance the headteacher and staff governors cannot be elected as chair or vice chair.
- Governors should discuss and agree if co-chairs or co-vice chairs (not recommended to have both co-chairs and co vice chairs due to the fragmenting of the roles) are acceptable.
- The process must be fair, open and transparent.

Factors* the board should consider in agreeing their election process are:

- How long the chair and vice chair will serve (You may wish to consider different terms of office; best practice is one year).
- Whether a governor can be re-elected and whether there should be a limit to the number of terms a governor could serve in the position of chair or vice chair (*Recommendation, no more than six years in the role of chair*). You may like to consider succession planning, individual governor and board development, workloads and the involvement of all governors.
- Whether the governor has the relevant skillset and experience of governance to undertake the role or willingness to undertake training for the role.
- Whether a governor can stand for office if they are unable to be present at the meeting.
- How nominations will be made (in writing in advance of the meeting via the agenda or verbally at the meeting, with or without a supporting written or verbal statement).
- Whether a candidate will **self-nominate or be proposed** (and seconded if wished) by governors.

- Whether there will be a **secret ballot or show of hands** (and whether this would vary depending on the circumstances i.e., in all cases or only where there is more than one candidate).
- How the board would **treat a tie in votes** (would candidates have the opportunity to speak to the board about why they want to be the chair or vice chair followed by another vote, would it be by another method)

***Recorded decisions in the minutes for each of the points above to ensure a clear process is agreed**

The Role of the Chair of the Board

- To ensure the business of the board is conducted properly in accordance with legal delegation requirements.
- To ensure that meetings are run effectively, act as a role model, focusing on the priorities and making best use of the time available, and to ensure that all members have an equal opportunity to participate in discussion and decision-making.
- To establish and foster an effective relationship with the headteacher based on openness, trust and mutual respect for each other's roles.
- To establish and foster a good relationship with the governance professional/clerk based on professional respect for each role.

Good Practice Example

- The board resolves that the following process will apply to the election of chair (and vice chair) of the board (provide a brief outline of the role):
- The chair and vice chair will serve for a period of between one and three years (one is usual)
- The appointment will need to specify and be minuted as to a calendar year or until the first meeting of the next academic year.
- The governance professional will take the chair to conduct the election of the chair and the newly elected chair will conduct the election for the vice chair using the same procedure.

Either

- a) The governance professional will invite governors to self-nominate by a closing date no later than two weeks before the date of the meeting at which the election is to be held.**

or

- b) Governors will be asked to propose nominations to the governance professional by a closing date no later than two weeks before the date of the first board meeting of the academic year. The governance professional will provide a form for this purpose, which will allow for nominations to be seconded before submission (if required).**
- The governance professional/clerk will include the names of all candidates for election on the agenda for the meeting at which the election is to be held and send it to governors at least seven days in advance of the meeting.
 - The candidates will be asked to leave the room, having outlined the skills they have for the role, whilst the election takes place and the outcome discussed.

- Governors will discuss the skillset of nominees for the role prior to taking a vote by secret ballot conducted and counted by the governance professional.
- Candidates will be allowed to vote (including for themselves) before leaving the room.
- In the event of a tie, each candidate will be given the opportunity to address the board before a further vote is taken. (If a candidate cannot attend the meeting, a supporting statement may be requested in advance of the meeting).
- If no advance nominations have been received for the office of chair, the governance professional may seek nominations at the meeting.

If no chair is duly elected, the vice chair must be appointed to chair for the remainder of the meeting and act as chair until the next meeting. The board must follow its statutory requirement to elect a chair at its next meeting. If no chair is duly elected at its next meeting, concerns will be raised on the capacity of leadership and governance under schools causing concern guidance.

Following the election of the chair, the new chair will conduct the election of a vice chair using the same procedure.

Agreed by the board: dd/mm/yyyy

Review date: dd/mm/yyyy

Co/chair of governor's name:	Term of chair office	Elected date: dd/mm/yyyy
Co/vice chair of governor's name:	Term of office	Elected date: dd/mm/yyyy