

## Chair and Vice Chair Election Procedures

(Maintained and voluntary aided school governing boards)

### Appointment

- In advance of the meeting the clerk should seek nominations for the chair and vice chair from the members of the governing board. The clerk can also take nominations at the start of the meeting if necessary. *Recommendation check the governing board standing orders.*
- The governing board must elect the Chair and Vice Chair of governors at the first meeting of the academic year in which re-election is due. Governing boards agree the length of term of office of chair and vice-chair between one and four years. *Recommendation is for a one-year appointment.*
- The clerk presides over the part of the meeting electing the Chair of governors. Once elected the Chair manages the election of the Vice chair.
- There are no statutory regulations prescribing the election process. Each governing board chooses how to receive nominations and make elections Those standing for election should withdraw from the meeting while the vote is taken. *Recommendation is to offer the option of a secret ballot.*
- Governors paid to work at the school i.e. staff governors and pupils cannot be elected as Chair or Vice Chair of governors.
- The Chair and Vice Chair of governors can resign at any time by writing to the clerk.
- The governing board decides on the Chair and Vice Chair's term of office (one to four years) before the election. If a Chair or Vice Chair's term of office as a governor is less than their term of office as Chair/Vice Chair, then the Chair/Vice Chair's term of office ends when the governor's term of office ends.
- When the office of Chair or Vice Chair becomes vacant, the governing board must elect a Chair/Vice Chair at the next meeting.
- If, however, at that first meeting a number of governors have still to be elected or appointed, then it is *recommended that the appointments are deferred until the full governing board is assembled.* A temporary chair of governors should be appointed until a permanent appointment is made. It is not usual to appoint a temporary vice-chair of governors.

## **Notes:**

- Inform the governors that no person employed at the school i.e., the headteacher, teachers and support staff nor a pupil at the school is eligible to be the Chair of governors or Vice-chair of governors of the governing board.
- The clerk presides over the part of the meeting at which the chair of governors is elected.
- If the votes are tied, the options are to vote again, defer the second vote to the next meeting (then elect someone to chair this meeting) or for the tied candidates to draw lots.
- Declare the Chair of governors duly appointed and invite him/her to take the chair. The Chair of governors then presides over the appointment of the Vice-chair of governors.
- Record the names, addresses and telephone numbers of the Chair of governors and Vice-chair of governors and send the details to the [LA](#), DfE/Get Information about Schools ([GIAS](#)) and Governor Support ([GSS](#)).

## **Absence of chair of governors and vice-chair of governors**

If neither the chair of governors nor the vice-chair of governors can attend a meeting, those present must elect one of their number to chair that meeting. Again, no person employed at the school, i.e., the headteacher, teachers and support staff nor a pupil at the school, is eligible to take the chair.

## **Power of the chair of governors to act in cases of urgency**

Normally, decisions should only be taken at a meeting of the governing board or by a committee or an individual empowered to make that decision. But there may be times when a decision is so urgent that there is no time to call a meeting, in which case the chair of governors or the vice-chair of governors has the power to take decisions on their behalf, e.g. if a delay is likely to be seriously detrimental to the interests of the school, a pupil at the school, their parents, or a person who works at the school. NB. Such decisions should be reported at the next full meeting of the governors and ratified.

[DfE School Governance \(Roles, Procedure, Functions & Removal of Officers\) Regulations 2013](#) Part 3: Election of Chair and Vice chair of governors

September 2020