

PROCEDURE FOR ELECTION AND NOMINATION OF STAFF GOVERNORS

The Clerk is responsible for the conduct of elections and nominations for staff governors.

The Corporation has determined that two staff governor will be elected either from support staff or academic staff. When there is a vacancy for a staff governor the Clerk will ensure that all stages of the procedure can be completed within accepted college term times and not during normal holiday periods. When a vacancy for a staff governor arises the following procedure will be used:

1. **DAY 1** – The Clerk will send to all staff employed by Stockton Sixth Form College (full time, part time, permanent and temporary) the following information through appropriate communication methods:
 - Eligibility to be a governor,
 - Nomination form (including provision of a brief typed personal statement),
 - Opportunity to contact the Clerk about the role of a governor and the election procedure.
2. The nomination form will require a candidate to have a proposer and seconder who must be employees of Stockton Sixth Form College.
3. **DAY 15** – Closing date for receipt of nominations and personal statements at a time determined by the Clerk. If there are 2 or more nominations for a vacancy an election will be held.
4. **DAY 18** – The Clerk will send to each member of staff employed at the college on day 1, the following information through appropriate communication methods:
 - A ballot paper listing the candidates seeking election
 - Copies of all typed personal statements received from candidates
 - Instructions on voting and the deadline for return of ballot papers.
5. To minimise fraud appropriate safeguards will be taken to ensure that each member of staff has a single vote.
6. **DAY 26** – Closure of ballots at a time to be determined by the Clerk.
 - The count will take place immediately after the deadline for closure of ballots
 - The procedure adopted will ensure the count is secure and accurate
 - The winner of the election will be the candidate with the highest number of votes.
7. Queries about the validity of nomination forms, ballot papers, spoilt ballots etc. will be determined by the Clerk whose decision is final.
8. The winner of the election will be deemed to have been nominated by the staff of the college for the vacancy of staff governor on the Corporation. Appointment of staff governors is the responsibility of the Corporation.
9. The Clerk will be responsible to the Search & Governance Committee for the conduct of elections.