

PROCEDURE FOR THE ELECTION OF PARENTS' REPRESENTATIVE

TERM OF OFFICE

NURSERY SCHOOLS

An elected Parent Governor remains in office for 2 years (unless they resign)

PRIMARY, POST PRIMARY AND SPECIAL SCHOOLS

An elected Parent Governor remains in office for the 4 year term (unless they resign) even if they cease to be a parent of a child attending the school

ELIGIBILITY

Article 6 (1) of the Scheme of Management for Controlled Schools states :

'A person, other than the Principal or a teacher elected in accordance with the relevant provisions of Schedule 4 to the 1986 Order, who is employed for gain solely in the school for the purposes solely of that school' shall not be a member of the Board of Governors of the school'.

1. A letter similar to the attached draft (**Form BG 4**) should be sent to the parents. You should give at least 10 days' notice of the holding of the meeting.
2. You are requested to act as Chairman of the meeting unless you are able to vote. If you are entitled to vote, even if you do not intend to do so, you should ask the Vice Principal or the most senior teacher (in terms of salary) who is not a parent entitled to vote to act as Chairman.
3. Each eligible parent is entitled to nominate candidates, to vote and to stand for election. Nominations do not need to be made in advance. Each parent, regardless of the number of his/her children in the school, is entitled to vote for as many candidates as there are places to be filled. Voting may not be by proxy. Candidates are eligible to vote. Only persons who are eligible to vote may propose and second nominations.
4. The quorum for the meeting is the number of seats for Parents' Representatives.
5. When a parent has been nominated as a candidate he/she should be asked to confirm that they will, if elected, serve. If a person is nominated who is not present at the meeting a reserve candidate, that is the candidate with the most votes after the number are elected, should be recorded on **Form BG 5** in case the elected candidate, when asked to serve, refuses.
6. If the number of nominees is equal to or less than the number of places to be filled then those candidates will be deemed to have been elected without the need for a vote. Where there is more than the required number of nominees then a secret ballot should be held. If tellers are appointed, they may themselves vote but should not be candidates. Candidates should be invited to scrutinise the count. A simple majority will determine the successful candidate.
7. A further ballot should be held only where it is necessary to split two or more candidates who have received the same number of votes. Only the candidates with the same number of votes should be involved in this ballot, any with more votes should have been declared elected, others with fewer votes than the candidates who have tied should be eliminated. If the further ballot also produces a tie, the result may be determined by lot.
8. The attached **Form BG 5** should be returned to this office on the day following the Parents' Meeting.
9. Where the number of parents standing for election as parent members is less than the number of vacancies, the required number of members will be made up by persons appointed by the voting members of the Board of Governors of the school. Where it is reasonable and practicable to do so, voting members have a duty to appoint a person who is a parent of a registered pupil at the school.