

Guideline for the Appointment of the Deputy Chair and Assistant Deputy Chair of the Council of Governors

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The Council will appoint the Deputy Chair and Assistant Deputy Chair in line with the following election process. The process will be managed by the Membership Office who will ensure a timely, successful and transparent process.

1. When there is a vacancy for either Deputy Chair or Assistant Deputy Chair ('the role'), Governors wishing to nominate themselves are asked to complete a form of no more than 300 words *in total*, answering the following questions:
 - a. Why do you want to be the (Assistant) Deputy Chair of the Council of Governors? [delete brackets as appropriate]
 - b. What relevant skills, qualifications or experience do you bring to this role?
2. Two separate forms will be required if applying for both roles
3. Membership Office staff will carry out a word count and ask the nominee to resubmit if the word count exceeds the limit.
4. Governors will be asked to forward their nominations in writing or by email to the Membership Office by a stated date. All nominations will be acknowledged. Nominations need to be received no less than ten working days before the Council meeting at which candidates are asked to give presentations. Any nominations received after that date will be invalid.
5. If there is insufficient time before the next Council meeting, they will be received in time for the following Council Meeting. Nominations will be open for no less than three weeks.
6. If there is a single nomination received within the correct timescale, that nominee will be submitted for formal ratification at the next Council of Governors Meeting following the nomination deadline. In the event the sole candidate withdraws before the ratification, the election will be re-run.
7. If there is more than one candidate for the role, the following election process will be used:
 - a. A list of Governor nominations will be circulated to all Governor nominees who have the opportunity of withdrawing their nomination with 48 hours of receipt.
 - b. The completed nomination forms will be sent to all Governors with the papers for the Council Meeting following the nominations deadline.
 - c. At that Council meeting, all candidates are required to address the Council meeting for two minutes each unless they are unable to attend that meeting with good reason. The other candidates will be required to withdraw from the room during these presentations.
 - d. The Chair will then open the floor to questions from the Council to the candidates. Timings for questions will be confirmed on the day.

- e. At the start of the Council meeting, each Governor will be given the required ballot form(s) (Deputy Chair and/or Assistant Deputy Chair) in a Freepost envelope. The ballot papers will be marked individually; however, the Membership Office will not know which Governor has received which ballot paper to maintain the secrecy of the ballot.
 - f. Governors who are not recorded as having received ballot papers at the meeting will be sent the ballot papers and a Freepost envelope the following day by First Class post.
 - g. Each Governor has one vote if there are two candidates for the role; if there is more than one candidate the Single Transferable Vote system will be used.
 - h. The Governors can vote and return their papers
 - i. in the sealed envelope to the Membership Office staff at the Council meeting,
 - ii. send it to the Membership Office using the Freepost envelope by a fixed deadline,
 - iii. manually hand them to the Membership Office at Trust HQ, or
 - iv. email it as a scanned PDF file to the Membership Office.
 - v. Any votes received after the deadline will be invalid and will not be counted.
 - i. All Ballot Paper received in envelopes will remain unopened until the count. Ballot paper envelopes received in the post will be marked with the date of their arrival.
8. All Governors will be entitled to vote for both the Lead Governor and Deputy Lead Governor. The valid votes received will be counted on the next working day following the deadline by the Membership Office staff; the count will be overseen by the Trust Secretary to provide independent scrutiny;
9. The results will be advised to the Trust Chair, the successful candidates and the unsuccessful candidates and then the wider Council in line with the election timetable. Governors are welcome to attend the count by prior arrangement.
10. The ballot papers will be retained in the Membership Office until the day following the ratification by the Council and will during this time be available to any Governor who wishes to see them. After that date they will be confidentially disposed of.
11. In the event of a tie for the role, the successful candidate will be decided by the drawing of lots. However, the Chair may decide, based on the current needs of the Council, to suggest sharing the role to candidates, if both candidates agree. If sharing the role is not feasible, the successful candidate will be decided by drawing of lots.
12. The outcome of the ballot (or of the drawing of lots) will be ratified by the Council at their next meeting. The candidates can withdraw their nomination until that ratification vote; after the vote, it will be classed as a resignation.

13. If the Council, for good and valid reasons, does not ratify either the sole candidate or the outcome of the ballot, the election will be re-run.
14. Until the formal ratification, the successful candidate shall be known as Deputy Chair-Elect (Assistant Deputy Chair-Elect) but will be able to carry out the functions of duties of their role, subject to final ratification by the Council.
15. In the event of a leave of absence of the Deputy Chair, the Assistant Deputy Chair will assume their duties by mutual agreement and with the agreement of the Trust Chair. Should the Assistant Deputy Chair be unable or unwilling to deputise, the Council in discussion with the Chair can consider options to manage the leave of absence
16. In the event of a leave of absence of the Assistant Deputy Chair, the Council in discussion with the Chair can consider options to manage the leave of absence.
17. The appointment as Deputy Chair and Assistant Deputy Chair ends with their current term of office.

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