

RULES AND CONDUCT FOR THE ELECTION OF PARENT GOVERNORS

1. The Chief Executive Officer of The Cranmer Education Trust shall be responsible for the overseeing of the Elections.
2. The Headteacher of the school should be the Returning Officer for the Elections.

3. **Nominations**

All parents of registered pupils at the school should be given the opportunity to make nominations for parent governors from a date to be determined by the Chief Executive Officer with a closing date for nominations.

All nominees must be parents of registered pupils at the school and must be proposed by one person and seconded by another person both of whom should be entitled to vote at the election. The candidates must signify in writing acceptance of the nomination. Candidates should be given the opportunity to supply a short personal statement with their nomination for circulation to other parents.

4. **Elections**

In cases where the number of candidates equals or is less than the number of vacancies by the closing date for nomination, the candidate(s) will be elected unopposed.

5. **Ballot**

When there are more candidates than vacancies, a ballot will be held in accordance with the following rules:

(a) all parents of registered pupils at the school on the date the ballot forms are distributed will be entitled to one vote.

(b) in the event of an election, ballot forms will be distributed on a date to be determined by the Chief Executive Officer and returned on a date to be determined.

(c) ballot papers will be returned to a specified central point in the school over the period determined by the Chief Executive Officer. Parents must also be afforded the opportunity to vote by post or if they prefer, to return the ballot paper to school by pupil post.

(d) the ballot paper will include the names of the candidates and may include a short personal statement supplied by the candidates.

(e) the counting of votes will be conducted by the Returning Officer. No parent of a pupil at the school will be involved in the counting of votes although candidates or their nominated representatives shall be entitled to be present at the counting of votes.

(f) it is advisable that a scrutineer is present when the votes are counted e.g., Trust Executive Assistant.

(g) the Headteacher will inform the Chief Executive Officer of the result and the votes cast and these details will also be displayed on the school's website.

(h) in the event of any disagreement about the validity of a vote cast, the Chief Executive Officer will be asked to make a ruling and this ruling will be final.

(i) the Chief Executive Officer will have the overall responsibility for ensuring that the elections have been arranged in accordance with these arrangements.

(j) the candidate(s) receiving the highest number of votes will be elected; and in the event of a tie in the number of votes cast, the candidate elected will be decided by drawing 'lots'.