

## **Election Procedure for Tarka Learning Partnership Parent Representative**

1. When a serving parent representative is reaching the end of his/her term of office, the clerk to representatives will inform the Academy/School Community Board and head teacher. A timetable for an election is agreed that minimises delay and avoids school holidays.
2. The returning officer (The Clerk) will send a letter to all parents notifying them that "an election for a parent representative is required and inviting nominations on an enclosed nomination form". The invitation and nomination form will also be placed on the school website and parents will be alerted to the election via parent mail/letter. The returning officer will also enclose a sheet setting out the circumstances in which someone is not allowed to serve as a representative. The nomination form will indicate the closing date for nominations, which will be not less than ten school days from the date of issue. Candidates will be invited to complete the Application Form and provide the names of two Referees. The references will need to be checked.
3. The Academy/School Community Board may carry out a skills audit of representatives and on occasion may ask for parents with particular skills/experience to put their name forwards for election. This does not preclude any other member of the parent body from standing for election.
4. Parents may self-nominate, but if a parent wishes to nominate another parent they should seek their approval before submitting the nomination.
5. Where the number of candidates nominated is the equal to or fewer than the number of vacancies, then all those nominated will be elected unopposed. If not enough parents stand for election to fill all the vacancies, the governing body will appoint parent representatives to the vacancy or vacancies in accordance with the articles of association.
6. If there are more nominations than vacancies, a ballot will be conducted. Letters, ballot papers and return envelopes will be sent to all parents. The letters will set out that: -
7. all parents of registered pupils are entitled to vote. Depending on the number of vacancies parents may be asked to vote for more

than one candidate. Each parent can submit one ballot form, regardless of the number of children they have attending the school

- the closing date and time for receipt of ballot papers, which will be not less than five school days
  - if applicable, the candidates' personal statements will be enclosed and/or will also be available to view on the school website
8. A ballot box will be provided in the school (reception), and parents will also be given the option to vote by post or to have the ballot paper returned to the school by their child. No arrangements will be made for proxy voting.
  9. Returned envelopes must be locked away unopened until the closing date.
  10. At the closing date for return of ballot papers, the returning officer will count the votes in front of at least two witnesses. Candidates and representatives will be invited to witness this, but there is no requirement for either to attend. The returning officer is responsible for determining whether a "spoiled" ballot should be included. The outcome of the vote will be decided by the simple majority vote system.
  11. In the event of a tie there should be a recount. If this does not produce a clear result, the returning officer should, in the presence of the witnesses, draw lots.
  12. The returning officer will inform all the candidates individually about the result of the ballot.  
  
The clerk to the representatives will then confirm the appointment with the successful candidate, stating the period of appointment for the category of representative determined by the board of representatives and set out in the articles of association.
  13. Other parents will be notified of the result via school newsletter and/or website.
  14. The ballot papers will be retained securely for six months in case the election result is challenged.
  15. Follow up references by sending the job description and reference request.
  16. Representatives will then discuss the suitability of a candidate and make a recommendation to the Board for approval. Once approval has been received the new parent will be invited to the next Academy/School Community Board meeting.

17. Follow schools own induction procedures for new Representatives.