

ELECTION AND APPOINTMENT REGULATIONS FOR STAFF CORPORATION MEMBERS (STAFF GOVERNORS)

BACKGROUND

These regulations should be considered in the wider context of information about the Corporation which is provided on the College website www.yeovil.ac.uk, other publicly available information and the guidelines in the application pack which the Clerk issues. **These election and appointment regulations relate only to Staff Governors.** If anyone has any queries about the Corporation or its regulations, that person should contact the Clerk.

The Corporation of Yeovil College currently has a determined Membership of 17, including the Principal, 1 Business Support Staff Governor, 1 Teaching Staff Governor, and 2 Student Governors.

Corporation Members may claim valid expenses in accordance with the agreed College scheme, but they cannot receive any remuneration in respect of their services as Members.

ELIGIBILITY

All Governors must fulfil basic eligibility requirements. Persons who within specific time periods have had certain criminal convictions, have been bankrupted or entered into arrangements with creditors, or have previously been removed from office as Governors may not be eligible for appointment. Detailed guidance on these requirements are available from the Clerk.

Corporation Members must act in the best interests of the Corporation and abide by the decision of the majority. No Governor is permitted to speak or vote at meetings as if delegated by the group they represent. All Governors must act independently and not be bound by any mandate from others. Adherence to the Corporation's Code of Conduct is a condition of holding office as Governor.

Where the vacancy to be filled is for the Business Support Staff Governor, only persons holding a current Business Support contract of employment (full or part-time) with the College are eligible for nomination, election or participation in the voting process.

Where the vacancy to be filled is for the Teaching Staff Governor, only persons holding a current Teaching contract of employment (full or part-time) with the College are eligible for nomination, election or participation in the voting process.

Staff with fixed-term contracts of more than one year remaining at the anticipated election date and staff within their probationary periods are eligible in the relevant category.

In addition to the above rules, the following persons are not eligible in respect of either Staff Governor roles:

- Senior Post Holders (including the Principal)
- The Clerk to the Corporation
- Agency or temporary staff

The period of office of a Staff Governor is decided by the Corporation and can be for any period up to a maximum of 4 years, subject to the Member continuing to fulfil the eligibility criteria (including continuing as a member of staff in the respective category). Governors have the right to resign from office at any time.

NOTES

Voting shall be by secret ballot. The method of election shall be by simple majority.

Data on candidates will be held only in accordance with the College's Data Protection Policy and Human Resources procedures which comply with the Data Protection Act 1999.

As this is a staff representative role rather than a delegated position, it would be inappropriate for any

College recognised trade union or group of staff to canvas or publicise openly their support for candidates in any way. However, this note in no way restricts the right of trade union representatives to communicate with their members via the usual channels.

The Corporation is continuously seeking to improve the quality and clarity of its documentation and practices.

THE PROCESS

The Corporation is committed to an election process which is open, honest and fair in all respects. All candidates will be treated impartially within this process. Inadvertent non-compliance shall not affect the validity of this process provided the action is ratified by the Chair of the Corporation.

1.	<p>INITIATING THE PROCESS</p> <p>When either category of staff vacancy has been identified within the Corporation, the Chair of the Corporation shall instruct (verbally or in writing) the Clerk to the Corporation to:</p> <ul style="list-style-type: none"> ▪ initiate and supervise the election process ▪ act as Returning Officer.
2.	<p>TARGET TIMETABLE</p> <p>An election shall take place on such date as the Clerk shall determine in order to meet the needs of the Corporation. A target timetable of the process shall be established, setting out:</p> <ol style="list-style-type: none"> 1. Date of notification to all potentially eligible participants 2. Closing date for submission of nominations 3. Time period for the Clerk and candidates to discuss the role 4. Closing date for submission of candidates' statements 5. Date of notification of voting arrangements along with publication of candidates' statements 6. Voting period 7. Date of vote counting 8. Publication of election result 9. Date of Corporation meeting to formally appoint staff governor <p>For effectiveness and efficiency, this target timetable may be subsequently altered to accommodate practicalities.</p>
3.	<p>COMMUNICATION</p> <p>The Clerk or the Clerk's nominee shall issue notification to all potentially eligible participants through any or all of the following which the Clerk considers appropriate at that time in respect of that particular vacancy:</p> <ul style="list-style-type: none"> ▪ Email ▪ Paper communication ▪ Bulletins ▪ Presentations at meetings
4.	<p>NOMINATION REQUIREMENTS</p> <p>Candidates may self-nominate, but all proposed nominations must have a seconder. Nominations must be received in writing (email is acceptable) by the Clerk.</p>
5.	<p>UNOPPOSED ELECTION</p> <p>If there is only one nominee in relation to a single vacancy, that candidate shall be duly elected unopposed and the Clerk shall issue a whole staff email and advise the Corporation to that effect.</p>
6.	<p>SEVERAL NOMINEES – VOTING PROCESS</p> <p>If there is more than one nominee, eligible voters shall be asked to vote through any of the following methods which the Clerk considers appropriate at that time in respect of that particular vacancy:</p> <ul style="list-style-type: none"> ▪ An electronic ballot ▪ A paper ballot ▪ A postal ballot <p><u>Whichever method or combination of methods is chosen for the voting process, voters shall only ever be entitled to a single vote in an election. Any voter found attempting to</u></p>

	<p>register more than one vote may be completely disqualified from the process.</p> <p>The voting period and arrangements shall be clearly communicated. Any votes received after the voting period has closed will not be valid.</p> <p>Any eligible person who has difficulty in registering his or her vote, should contact the Clerk.</p>
7.	<p>SEVERAL NOMINEES – STATEMENTS & CAMPAIGN RULES</p> <p>Where a vote shall take place, candidates are not expected to campaign but shall be invited to prepare a brief statement (maximum 150 words) about themselves. These statements will be made available by the Clerk before ballot papers are issued and/or when electronic voting is opened.</p> <p>The Clerk reserves the right to refuse any unsuitable material. Any candidate found to campaign or comment negatively against other candidates rather than standing on his or her own merits may be disqualified from standing for election.</p>
8.	<p>VOTING/BALLOT INSTRUCTIONS</p> <p>Where a paper ballot shall take place, staff wishing to vote must provide their ID card to obtain a ballot paper and sign their name on the staff list. Votes shall be indicated by placing an X on the ballot paper beside the name of their chosen candidate. Staff should then place their ballot paper in the box provided. Only voting forms contained in the ballot boxes shall be valid.</p> <p>Where electronic or postal ballots shall take place, precise instructions shall be issued at the time to ensure validity and fairness.</p>
9.	<p>COUNTING OF VOTES</p> <p>The following persons shall be present during the counting of the votes:</p> <ul style="list-style-type: none"> ▪ The Clerk or the Clerk’s nominee ▪ A Governor ▪ The candidates if they so wish
10.	<p>DETERMINING THE ELECTION RESULT</p> <p>Except in the case of an unopposed election, elections shall generally be conducted on a First Past the Post system (i.e. the person with the largest number of votes shall be declared elected), with the following provisos:</p> <ul style="list-style-type: none"> ▪ In the first instance, in the event of a tie between 2 or more candidates among several, a further ballot shall be held for those candidates who tied. After a second ballot, in the event of a tie between 2 or more candidates, the candidates who tied shall draw lots to decide the winner. ▪ In the first instance, in the event of a tie between 2 candidates where there were only 2 candidates, a second ballot shall not take place. The 2 candidates who tied shall draw lots to decide the winner.
11.	<p>ANNOUNCING THE RESULTS</p> <p>The Clerk shall be responsible for announcing the results of the election as soon as practicable.</p>
12.	<p>FORMAL APPOINTMENT</p> <p>The elected person shall be invited to attend the next meeting of the Corporation. At that meeting the Corporation shall confirm the appointment and the period of office to be served. The Corporation cannot refuse to appoint elected Staff Members unless there are eligibility issues.</p>
13.	<p>DISPUTES</p> <p>The Clerk shall resolve any disputes or matters requiring clarification. In the event that any person is dissatisfied with the Clerk’s decision on any matter, a written appeal may be made to the Chair of the Corporation whose decision shall be final.</p>