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# **Staff Representative for Board of Governors Election Process 2024-25**



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## **1. Purpose and Scope**

The purpose of this policy is to outline the procedures for the election of a staff representative to the Board of Governors at Elizabeth School London (ESL). This representative will ensure that staff members have a voice in the governance of the institution. This policy applies to all permanent staff members employed at ESL.

## **2. Eligibility**

Candidates must be a permanent staff member of ESL and must have been employed by the institution for a minimum of one year. Candidates must not have any pending disciplinary actions or investigations.

All permanent staff members of ESL are eligible to vote. To clarify, temporary or contract staff are not eligible to vote.

Members of Senior Leadership Team are not eligible to become Staff Representative on the Board of Governors. If an existing Staff Representative becomes a member of Senior Leadership Team then a new Representative will have to be elected through emergency election.

## **3. Nomination Process**

The Secretary to the Board of Governors will issue a call for nominations from the Senior Leadership Team for each of the respective functional areas at least 60 days before the election date. The call for nominations will be communicated via email.

Nominations must be submitted in writing to the Secretary to the Board of Governors. Each nomination must be supported by at least two eligible voters; the SLT member will propose, whilst a second permanent staff member of ESL will second the proposal. Nominees must include a brief statement (maximum 500 words) outlining their qualifications and vision.

The deadline for the submission of nominations will be 30 days before the election date.

## **4. Election Process**

The Secretary to the Board of Governors will announce the list of eligible candidates and the election date at least 20 days before the election.

Voting will be conducted via a secure online voting system. Each eligible voter will receive a unique voting link and instructions on how to cast their vote. The voting period will be open for 7 days.

The election will be supervised by an independent election committee composed of three senior staff members who are not candidates or supporters of any candidate.

## **5. Results**

Votes will be counted immediately after the close of the voting period by the independent election committee. The candidate with the highest number of votes will be declared the winner.

The election results will be announced within 24 hours of the vote counting. Results will be communicated via email, the institution's intranet, and staff notice boards.

In the event of a tie, a runoff election will be held between the tied candidates within 14 days of the initial vote.

## **6. Term of Office**

The elected staff representative will serve a term of one year and may serve a maximum of two consecutive terms.

## **7. Vacancies**

If the staff representative position becomes vacant before the end of the term, a special election will be held to fill the vacancy. The elected representative in a special election will serve for the remainder of the original term.

## **8. Code of Conduct**

The staff representative is expected to adhere to ESL's code of conduct and maintain confidentiality on sensitive matters discussed at the Board of Governors meetings. Any breach of conduct may result in removal from the position following an investigation.

## **9. Review of Policy**

This policy will be reviewed every three years by the Board of Governors to ensure its effectiveness and relevance.

This policy ensures a fair, transparent, and inclusive process for electing a staff representative to the Board of Governors, ensuring that staff voices are adequately represented in the governance of Elizabeth School London.

## **10. Links to the document**

- [ESL Governance Framework \(BoG Terms of Reference\)](#)
- [Role profile for Staff Representative on BoG](#)