



## SCHOOLS' FORUM MEETING

---

**Thursday 30<sup>th</sup> June 2022**

### **Election of Chair and Vice Chair 2022-2023**

The Chair of a Schools' Forum plays a key role in setting the tone, pace and overall dynamic of the Schools' Forum. They should provide an environment within which all members are able to contribute fully to discussions and guide the Schools' Forum to making well informed decisions. The Chair and Vice-Chair of Rutland Schools' Forum are elected every year. An existing Chair or Vice-Chair can be re-elected, but an individual's term of office must not exceed 4 years.

The election of the Chair and Vice-Chair for Rutland Schools' Forum will take place at the Schools' Forum meeting to be held on 15th September 2022. Further details, including the nomination papers, will be sent to members at the start of the autumn term.

To be elected, the person nominated must receive the majority of votes cast at the meeting. Where there are an equal number of votes cast for each candidate 'lots' will be drawn to determine the winner.

All members, schools and non-schools (but not observers) are eligible for election to these positions, but two head teachers, two governors or two non-school members should not hold the positions of Chair and Vice-Chair simultaneously, unless agreed by the Forum.

The Chair and Vice-Chair must not be from the same membership category unless agreed by the Forum.

#### **SUBSTITUTES**

Please note, at the Schools' Forum meeting in September we will also be formally appointing one named substitute member from the same group as the member (or in the case of primary and secondary head teachers – two named substitute members) who may attend on their behalf if they are unable to do so. Substitutes who have been properly named and appointed will have the same rights and responsibilities (including voting rights) as their principal, on whose behalf they are participating in the Forum. If a member of the Forum is unable to attend meetings, any nominated substitute is permitted per member but the substitute must be from the same membership category, for example a substitute for a maintained primary school member, must be from a maintained primary school. In the event a substitute is not named at the September meeting, a substitute may subsequently be nominated to the Clerk to the Forum in writing.