

## SCHOOLS FORUM ELECTION PROCESS FOR REPRESENTATIVES

The procedure for this election will be as follows;

### 1 Voting

- (a) Each elector will be entitled to cast one vote.

### 2 Nominations

- (a) Any governor may nominate himself/herself as a candidate for election.
- (b) Nominations must be on the form provided (appended to this letter) and **submitted electronically**. There is no requirement for a countersignature. Candidates may, if they wish, submit with their nomination a personal statement setting out their reasons for seeking election. Nominations and accompanying personal statements will only be accepted if received electronically into the Democracy Mailbox ([democracy@bcc.gov.uk](mailto:democracy@bcc.gov.uk)), County Hall, Aylesbury by **5.00pm on add date prominently marked with the words 'Schools Forum' for the attention of Sharon Griffin**.
- (c) **It is the responsibility of each candidate to ensure that his/her nomination paper is received electronically at County Hall/Democracy Mailbox in accordance with this procedure.**

### 3 Voting

- (a) If one nomination is received the candidate will be automatically elected.
- (b) On **add date**, the Election Administrator will send to each elector electronically either:
  - (i) a ballot paper, setting out all those candidates from whom nominations have been received in accordance with this procedure, together with any accompanying personal statements received from any such candidates,
  - (ii) a statement that one candidate has been automatically elected and any accompanying personal statement received from that candidate.
- (c) The ballot papers will be sent electronically to electors.
- (d) Electors will vote by **placing a clear cross** in the box against the candidate of their choice.
- (e) Ballot papers will only be accepted if delivered electronically to the Democracy Mailbox ([democracy@buckscc.gov.uk](mailto:democracy@buckscc.gov.uk)), Member Services, County Hall, Aylesbury by **add date**
- (f) **It is the responsibility of the elector to ensure that his/her ballot paper is correctly completed and addressed to the Democracy Mailbox ([democracy@bcc.gov.uk](mailto:democracy@bcc.gov.uk)) for the attention of Sharon Griffin.**

### 4 The Count

- (a) The count will take place on **add date** and will not be open to attendance by any candidates, electors or members of the public.
- (b) Following the close of the election, the Election Administrator, accompanied by the Member Services Business Manager, will verify each ballot paper has been completed in accordance with this procedure.
- (c) No votes received after the deadline set out above will be included in the count.

- (d) As soon as practicable after the completion of the Count, the Election Administrator will send each candidate a statement of the number of votes received by each candidate electronically.

## **5 Verification of Ballot Papers**

- (a) Between 11am and 12 noon on **add date**, the Election Administrator will make the ballot papers available for inspection at County Hall.
- (b) At this time any candidate or elector may inspect
  - (i) any nomination paper received, whether valid or not
  - (ii) any accompanying personal statement, whether valid or not
  - (iii) any ballot paper which has been included in the count
  - (iv) any ballot paper which has been rejected from the count as being incorrectly completed
  - (v) the Election Administrator's record of the votes recorded for each candidate

## **6 The Election Administrator**

- (a) the Election Administrator is Sharon Griffin.
- (b) The Election Administrator may enlist the assistance of any other officer of the County Council in the discharge of her functions under this procedure.
- (c) Contact details for the Election Administrator are as follows:
  - (i) by post: Member Services, Room G29, Buckinghamshire County Council, County Offices, Walton Street, Aylesbury, HP20 1UA
  - (ii) By telephone: 01296 383691
  - (iii) by e-mail: [sgriffin@buckscc.gov.uk](mailto:sgriffin@buckscc.gov.uk)

Buckinghamshire County Council Schools' Forum

Election of Junior School Headteacher Representative

Nomination Form

I hereby nominate myself as a candidate for election to the Buckinghamshire Schools Forum as a Junior School Headteacher Representative:

Name	
School	

Signed .....

Date .....

I have enclosed a personal statement:      Yes       No