



Castle Trust Procedure for the Annual Election of the Chair and Vice Chair of the Trust Board

The Trust's Articles of Association require that a Chair and Vice Chair of the Board are elected each academic year. This procedure incorporates the requirements of the Articles and recommendations from the National Governance Association. Legal requirements are highlighted in bold.

1. **The board will elect a chair and vice-chair** from its number every academic year or where the current Chair or Vice Chair resigns.
2. The clerk to the board shall give governors at least three weeks' notice prior to the meeting requesting written nominations. These should be submitted to the clerk at least one week before the election. Candidates may submit up to 250 words in support of their nomination. Nominations on the day will only be accepted where no written nominations have been received prior to the meeting. Directors who are employed by the Trust cannot stand for election. Directors may self-nominate, but if you are nominating another director please seek their approval prior to submitting the nomination.
3. The out-going chair will chair the election of the new chair and **will ensure the meeting is quorate**. Each nominated director will be invited to speak to the board body setting out their reasons for standing. Candidates will be limited to three minutes. All candidates must leave the room while a discussion and vote takes place. This will be the case even if there is a single nomination.
4. A vote by secret ballot will be held, even if there is only one nomination.
5. The clerk will count the votes and announce who has been elected as chair. The successful candidate will be invited to take the chair and will oversee the election of the vice-chair.
6. In the event of a tie, the board will re-run the ballot. If it remains a tie, the tied candidates will draw lots.
7. The board may reject all nominees for chair if they choose. If no candidate has the support of the majority of the board, another candidate will be sought from the floor. If this candidate does not receive majority support, the vice-chair will take on the role of acting chair until the next board meeting, at which the election procedure will be repeated.

The procedure was adopted by the Board at its meeting on: 6/7/17


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Chair of the Board