

### **Time-line for elections**

- a. Request nominations from SAPH, SASH, AASSH for maintained schools' positions on Schools' Forum and with a clear closing date.
- b. It is proposed that nominations are sought no later than 14<sup>th</sup> July 2014 with a closing date for nominations to be 24<sup>th</sup> July 2014.
- c. Once the closing date for nominations has passed, it is possible that some of the nominees will not need an election if the nominations do not exceed the seats.
- d. There will be one nominee per school.
- e. There will be one vote per school within the borough.
- f. It will then be necessary to distribute ballot papers for those seats requiring an election (i.e. nominations exceed vacancies). This process is timed to ensure a minimum of 6 weeks between distributing the ballot papers and the closing date. Ballot papers to reach schools by 5<sup>th</sup> September 2014 with a closing date of 12<sup>th</sup> September 2014. This will allow the new members to attend their first meeting on the 7<sup>th</sup> October 2014.
- g. Once the results of any elections are known these need to be publicised. This can be achieved by individually emailing all candidates with copied to the relevant group (SAPH, SASH and AASSH). This should be done within 5 working days of the ballot closing.