

Dorset Schools' Forum

Nomination and Voting Procedure for the election of Chair and Vice Chair

1. The Dorset Schools' Forum Constitution and Working Practice states that the Chair and Vice Chair of the Schools' Forum will be elected at the last meeting of the academic year, taking up office with effect from the first meeting of the following academic year.
2. Furthermore, the Chair and Vice Chair must be members of the Schools' Forum, and the same person may be re-elected on successive occasions at the discretion of Forum members. In making such a decision forum should consider succession planning
3. Nominations may be made in favour of any Forum member by all members of the Forum equally, and each nomination should have the support of 2 members of the Forum.
4. The Clerk will ascertain whether nominees are willing to accept nominations and will inform them of all other members who have been nominated before they decide whether to accept the nomination as this may affect their decision.
5. Nominations should be sent to Tom Easterbrook, Clerk to the Schools' Forum, People - Children Directorate by email to tom.easterbrook@dorsetcouncil.gov.uk by the close of business on **Friday, 26th June 2026**.
6. Nominations may be made on the attached form or sent by email if the email originates from one member, is forwarded to another member to confirm the nomination, and then forwarded by this second member to the Clerk (tom.easterbrook@dorsetcouncil.gov.uk).
7. If only one nomination is received for one or other position and accepted by the nominee; that person will be appointed Chair or Vice Chair.
8. If no nominations are received or accepted prior to the closing date, nominations will be accepted at the meeting held on the 3rd July 2026.
9. If more than one nomination is received and accepted for either position, an election will be held by a show of hands at the meeting held on the 3rd July 2026.

Any queries in relation to the nomination and voting procedures should be directed to Tom Easterbrook, Clerk to the Dorset Schools' Forum on 01305 224567 or by email to tom.easterbrook@dorsetcouncil.gov.uk.

Nomination for position of Chair or Vice Chair of Dorset Schools' Forum

We,

(Name 1)..... Signature.....

(Name 2)..... Signature

Nominate (name)

as Chair / Vice Chair* of the Dorset Schools' Forum for the period September 2024 to August 2025 (*delete whichever does not apply).

Core duties and responsibilities of Chair and Vice Chair when deputising:

- Chairing meetings of the Dorset Schools' Forum including playing a key role in setting the tone, pace and overall dynamic of meetings; providing an environment within which all members can contribute fully to discussions; and guiding the Forum to making well informed decisions.
- Making the casting vote in the event of a tie.
- Leading at Forum pre-meetings with senior officers of the Local Authority to agree agenda items in accordance with agreed timelines. The Chair ensures that the substance of agenda items is clear and that all the issues are clearly understood, including what decisions and/or actions need to be taken in respect of Forum business.
- Being an executive member of the Strategic Alliance for Children & Young People.
- Attending relevant consultative or management groups, along with national and regional conferences relevant to the work of schools' forums;
- Presenting Forum views on specific issues to officers and elected members of the Local Authority, including suggestions for improvements in the way business is conducted, deferral of items until further information is available to enable a decision to be made, and requests for training;
- Dealing with correspondence and technical queries with the support of the Forum Clerk and the People – Children Directorate School Funding Team.

Please return this form to Tom Easterbrook, Clerk to the Schools' Forum, People - Children Directorate by email to tom.easterbrook@dorsetcouncil.gov.uk. **by the close of business on Friday, 27th June 2025 at the latest.**