

## **Schools Board Nomination and Election Guidelines**

### **1. Reference**

- 1.1 This document shall be read in conjunction with the Terms of Reference of the Mount Hawthorn Primary Schools Board (“the Board”), the *School Education Act 1999* (“the Act”) and the *School Education Regulations 2000* (“the Regulations”).
- 1.2 In the event of any inconsistency, the relevant provisions of the Act and/or Regulations shall apply.

### **2. Board membership**

- 2.1 The Mount Hawthorn Primary Schools Board is a Council under the Act and serves the Mount Hawthorn Primary School (“MHPS”) and the Mount Hawthorn Education Support Centre (“MHESC”). The Board consists of the principals of the MHPS and the MHESC, and parent, staff and community representatives.
- 2.2 Nominations for membership of the Board must be made in accordance with these Guidelines.
- 2.3 The term of office for all Board members is two years (with a once-off variation in 2018; see clause 8 below), commencing on the first day of Term 2 in the year of appointment to the Board.

### **3. Nominations and elections**

- 3.1 During Term 1 each year, the Principals shall invite nominations from eligible persons to fill vacancies (if any) on the Board in the Parent, Staff and Community representative categories.
- 3.2 The call for nominations will be communicated to parents of students at MHPS and MHESC, staff at MHPS and MHESC and the community at least seven days prior to and upon nominations opening, as determined by the Principals.
- 3.3 Nominations from interested persons will be accepted during the nomination period, being a period of at least seven days as determined by the Principals.
- 3.4 Nominations shall be made using the nomination form published by the Board for that purpose.
- 3.5 Nominations made on behalf of another person will not be accepted.
- 3.6 Where the number of nominations received, in either the Parent representative or Staff representative categories, is greater than the number of vacancies in those categories, the Principals shall conduct an election for the relevant category.
- 3.7 The Principals may appoint a person or persons to assist with the conduct of any election.

### **4. Membership categories and eligibility**

#### **4.1 Parent representatives**

- 4.1.1 Parent members of the Board are elected by the parents of students at MHPS and MHESC.
- 4.1.2 Each parent of a student at MHPS or MHESC whose name and address has been provided to the relevant school (or if neither parent’s name nor address has been so provided, each person who is responsible for that student) is entitled to vote in this category.

#### **4.2 Staff representatives**

- 4.2.1 The Principals of MHPS and MHESC respectively are, by virtue of that appointment, members of the Board.
- 4.2.2 Staff members of the Board are elected from the staff of either of MHPS and MHESC.
- 4.2.3 A person employed at either or both MHPS and MHESC and whose usual place of work is at MHPS or MHESC is eligible to vote in this category.

- 4.2.4 A person employed at either or both MHPS and MHESC who is also a parent or community members may only be a member of the Board in the Staff representative category.

#### *4.3 Community representatives*

- 4.3.1 Community members of the Board are appointed by the Board from the list of nominations received in this category.
- 4.3.2 Subject to clause 4.3.3, where the number of nominations received is greater than one, the Board shall decide which nominee to appoint by way of a vote in a Board meeting.
- 4.3.3 Where the Board determines that none of the nominations received in this category are from suitably qualified persons, it may decide not to make an appointment in this category.

#### *4.4 Co-opted members*

- 4.4.1 Co-opted members are appointed by the Board.
- 4.4.2 The Board can appoint a person having such skills, experience, or qualifications as would enable the person to make a contribution to the Board's functions.
- 4.4.3 Co-opted members are appointed for a specified time period determined by the length of the contribution required (no more than one year and often less). This appointment can be renewed as necessary.
- 4.4.4 A co-opted member is not entitled to a vote, and is not a full member of the Board (i.e. they are appointed in addition to the 15 full Board members).
- 4.4.5 There will not be an election to appoint co-opted members. The Council may appoint suitably qualified persons by a vote in a Board meeting.

### **5. Mount Hawthorn Primary Schools Parents and Citizens Association (P&C)**

- 5.1 The P&C may nominate one of its members for membership of the Board in either the Parent or Community representative categories (as relevant to the nominee).
- 5.2 The provisions relating to Parent representatives and Community representatives apply as relevant to any nomination made in either category by the P&C.
- 5.3 A P&C member nominee is not the P&C representative on the Board but a representative of either the Parents or the Community category.
- 5.4 Where the P&C does not make any nominations for membership of the Board, then with the consent of the P&C, the Board may co-opt a member of the P&C to the Board for the purpose of promoting effective communication between the Board and the P&C.

### **6. Casual vacancies**

- 6.1 A casual vacancy occurs on the Board where a Board member ceases to be a Board member (for whatever reason) before the expiry of their term.
- 6.2 These Guidelines apply (with any necessary modifications) to any appointment process to fill a casual vacancy.
- 6.3 A person elected to fill a casual vacancy holds office for the balance of the term of the vacated position.

### **7. Elections**

- 7.1 A person may not vote in respect of more than one category of Board membership.
- 7.2 The announcement of an election and its key dates shall be communicated by the Principals in the normal manner of communication for the school.
- 7.3 The Principals shall make ballot papers available within four days of the close of nominations.
- 7.4 The order of nominees on the ballot paper is to be determined by the Principals by the drawing of lots.

- 7.5 The manner of distribution and collection of ballot papers shall be determined by the Principals taking into account principles of efficiency and convenience. Where electronic voting is used, hard copy ballot papers shall also be made available.
- 7.6 Votes shall be received for a period of not less than seven days as determined by the Principals. Receipt of votes submitted will be acknowledged.
- 7.7 The First Past the Post voting system will be used to rank nominees, with ballot papers to be dealt with as follows:
- 7.7.1 if only one position is to be filled at the election, an elector is to mark the ballot paper by placing a cross or tick in the box opposite the name of the nominee whom the elector wishes to elect;
  - 7.7.2 if two or more positions are to be filled at the election, an elector is to mark the ballot paper by placing a cross or tick in the box opposite the name of each candidate whom the elector wishes to elect, but is not to place ticks in more boxes than the number of vacancies to be filled.
- 7.8 Votes are to be counted as soon as practicable after the voting period closes. In the unlikely event of a tie for a position, the successful nominee(s) will be drawn from a hat.
- 7.9 The result of any election shall be announced by the Principals as soon as practicable after the votes have been counted and after the requirement for a National Police History Check has been met.

## **8. 2018 election specifics**

- 8.1 Currently all Board members (excluding the Principals) are due for re-election in 2018. As a one-off measure to prioritise continuity of decision making:
- 8.1.1 if Board elections are not required in 2018, then four Parent representatives and three Staff representatives will be assigned two year terms by random draw at the first Board meeting. The remainder of positions in these two categories will receive one year terms.
  - 8.1.2 if Board elections are required in 2018, then four Parent representatives and three Staff representatives will be assigned two year terms in accordance with the number of votes received. The remainder of positions in these two categories will receive one year terms. That is, the longer term of office will be assigned to nominees with the highest number of votes.
- 8.2 After Term 1 2018, Board nominations will be conducted annually, removing the need for the process outlined in clause 8.