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Quality Assurance Policies & Procedures

APPOINTMENT OF BOARD CHAIRMAN, VICE CHAIRMAN AND COMMITTEE CHAIRMEN

- 1 **The following procedure is valid for both the chairman and vice chairman:**
 - 1.1 The chairman shall be elected for a four year period and shall not be the Principal or a staff or student member.
 - 1.2 A new chairman (who may be the outgoing chairman) shall be elected at the meeting immediately prior to the date of retirement of the outgoing chairman to take effect from the date of retirement of the latter.
 - 1.3 At the meeting before the one at which the chairman is to be elected the Clerk to the Governors shall remind members that an election will be taking place and shall invite members to submit nominations to him/her in writing. Members may nominate themselves and need not be seconded.
 - 1.4 If there are three or more nominations then a secret ballot will take place. If a majority is in favour of one candidate then that candidate will be appointed. If not then the person having the least number of votes will be disregarded and a fresh vote taken and so on until there is a majority in favour of one person.

- 2 **Appointment of Committee Chairmen**
 - 2.1 Committee chairmen shall be appointed by the board for a period which coincides with their term of office on the board.
 - 2.2 At that time the board will appoint a new chairman which may be the outgoing chairman if he/she is re-elected to the board.