

# Stratford Primary School: Policies

## 000 Appointment of the Presiding Member Policy

Your school board needs someone to preside over every meeting. To keep things fair and unbiased, the Presiding Member can never be the Principal, staff representative, or student representative.

### When do we have to appoint a Presiding Member?

Your Board must appoint a Presiding Member:

- At the first Board meeting of the year (except in a triennial election year).
- At the first meeting after the triennial election
- If there has been a vote of no confidence in the Presiding Member
- If the Presiding Member resigns in writing to the Board (they can resign from the position and still be a board member)
- If the Presiding Member ceases to be a Board member.

If your current Presiding Member is not present at a Board meeting, you must appoint a temporary presiding member. You cannot appoint the Principal, staff representative, or student representative.

### What does a Presiding Member do?

These are the key tasks of a presiding member:

- Consult with the Principal and Board Secretary to set meeting dates and write meeting agendas
- Preside over Board meetings
- Lead the Board to work as a team and ensure the work of the Board is done
- Support Board members' adherence to the code of conduct
- Develop an effective and professional working relationship with the Principal
- Be the public face of the Board.

It's crucial to choose the right person for the role of the Presiding Member. They play a key role in supporting the success of your Board.

### How do we appoint a Presiding Member?

1. When it's time to appoint your Presiding Member, someone needs to run the process. They can be the Board Secretary or any Board member not standing for the role.
2. The person running the process should call for nominations.
3. Board members can nominate each other or themselves.
4. Any person nominated by someone else should indicate whether they accept or decline the nomination.
5. If only one person is nominated, then that person is the new Presiding Member.
6. If more than one person is standing, they should each speak about what they would offer in terms of skills and experience.
7. Each Board member then votes for their preferred candidate, and the person with the most votes is declared the winner.

### How you conduct the vote is up to your Board, but we recommend running a secret ballot.

1. The simplest way to do this is for every Board member to write their vote on a piece of paper and then for one person to tally up all the votes. If all or some of your Board is attending the meeting electronically, get the most tech-savvy member to set up a secret electronic ballot. Some video conferencing software has voting options included.

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2. If there are equal votes for two candidates, there is usually a second vote.
3. If there is still a tie, this can be broken by "lot". The most common way to do this is by tossing a coin, but any method will do.
4. Once the Presiding Member has been appointed, record the process undertaken and the outcome in the Board meeting minutes.

## What do we need to do if the Presiding Member is new?

If your Presiding Member is new to the role, you will need to:

- Update your [Board member register](#) and [appendix 2](#)
- Update your [Presiding Member \(Chair\) role description policy](#)
- Update your [Relationship between the Presiding member and Principal Policy](#)
- Update any other Board policies, delegations, and committees affected by the change
- Advise your community of the new appointment.

If your Presiding Member has not changed, none of the above is required.

Questions your Board could ask:

- Do we know when we need to appoint our Presiding Member?
- Do we understand the role of the Presiding Member?
- Do we know how to run the appointment process?
- Did we minute the process we undertook and the outcome?
- Have we updated our Board member register and appendix 2?
- If the Presiding Member is new to the role, have we updated any board policies, delegations, and committees affected by the change?
- Have we advised our community of the new appointment?
- Has our new Presiding Member contacted NZSTA for support and guidance?

## Legislative compliance:

- [Education \(School Boards\) Regulations 2020](#)
- [Section 11 of the Education \(School Boards\) Regulations 2020](#)