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**Report to the Leeds Admission Forum**

**Date: 12 May 2009**

**Subject: ELECTION OF CHAIR AND VICE CHAIR OF ADMISSION FORUM**

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**Electoral Wards Affected:**

**Specific Implications For:**

Ethnic minorities

Women

Disabled people

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**1.0 Purpose of this Report**

1.1 To explain the process for electing the Chair and Vice Chair to the Leeds Admission Forum

**2.0 Guidance**

2.1 The Election of Chair and Vice Chair of the Forum is dealt with in the School Admissions (Local Authority Reports and Admission Forums (England) Regulations 2008. The position of Chair and Vice Chair is due for election each year. Both the Chair and Vice Chair are eligible for re election on ceasing to hold office.

2.2 The Chair and Vice Chair are elected by a majority vote of members present.

2.3 The responsibilities of the Chair include chairing meetings, overseeing the preparation of the record of the meeting and items for consideration by the Forum

2.4 A person ceases to hold office as the Chair or Vice Chair :-

- (i) on ceasing to be a member of the Forum, or
- (ii) if they resign office by written notice given to the Secretary

**3. Process**

3.1 Nominations for Chair and Vice Chair should be given to the Clerk to the Forum,

John Grieve, in advance of the meeting to be held on 12 May 2009.

- 3.2 A member who has nominated someone for either post will be invited to speak to that nomination. A seconder will be requested. The person nominated will have an opportunity to speak in relation to the nomination. A vote will then take place

#### **4. Recommendation**

- 4.1 Members of the Forum are asked to note the contents of this report