# Model notice template

## Call for nominations - Parent member election

An election will be conducted for parent members for the (insert School name) Governing Council at the Annual General Meeting (AGM) to be held on (insert date), at (insert time) and in (insert name of room/location).

The call for parent member nominations is now open. Nomination forms can be obtained from the school’s front office or downloaded at (insert web link).

All nominations forms must be completed correctly, and submitted to the principal, as the returning officer, by (insert time) on (insert date). No late nominations will be accepted.

Following the closing of nominations, a list of the candidates and their personal profiles will be displayed (insert location) at the school.

Our governing council comprises (insert number) of members. However, at present, the terms of office and number of positions available are:

|  |  |  |
| --- | --- | --- |
| **Membership category** | **Term in office** | **Number of vacancies** |
| Parent members | 1 year  2 year | (insert number)  (insert number) |

If there are fewer nominees than vacancies, further nominations may be called for from the floor at the AGM.

If at the time of the vote there are more nominees than vacancies, then a contested election, and a secret ballot, must be conducted at the AGM.

**First meeting of council**

The first meeting of council will be held directly after the closure of the AGM. This meeting is only for newly appointed and continuing council members and will be held for the purpose of electing office holders.

***Please note:***

* *Any questions in relation to this process should be directed to the principal as returning officer.*
* *No campaign literature supporting nominees or groups of nominees should be distributed or posted in or around the school.*
* *No school resources whether human or material should be used to support nominees or groups of nominees.*

(Principal’s name)

**Principal**

(insert Date)