



Policies & Procedures

Student Governor Election

Version	1.
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Date of approval:	
Date for Review:	
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Student Governor Election Policy and Procedure

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Alternative Formats:

If you require this document in an alternative format, please use the following contact information:
welcome@coastland.ac.uk

Introduction

The Student Governor election policy and process outlines how the student(s) preferred for appointment as Student Governor(s) are identified by the Corporation.

The final appointment shall be made by the Corporation in accordance with the Instrument and Articles of Government, following confirmation that the successful candidate satisfies all eligibility requirements and is not disqualified from serving as a Governor.

Purpose

To establish a fair, transparent and inclusive process for identifying candidates for appointment as Student Governor(s)

Scope

This policy applies to:

- All enrolled students eligible to vote
- Students seeking nomination
- The Director of Governance
- The Corporation

Election Principles

The Corporation recognises the value of ensuring that the student experience at both the Weymouth Campus and the Kingston Maurward Campus is reflected in governance discussions. Where there are two Student Governor vacancies, the College will seek, wherever is reasonably practicable, to secure representation from both campuses whilst maintaining a fair and democratic election process.

The College will also ensure that:

- All eligible students have an opportunity to participate
- Candidates are treated equally
- Voting remains confidential
- Reasonable adjustments are available for students with disabilities
- Election materials are accessible

Vacancy and Election Notice

The Director of Governance to the Corporation will:

- Confirm the number of student governor vacancies
- Publish an election notice to all students
- Open nominations for a minimum of 10 working days
- Provide information on the role, responsibilities and expected time commitment

Eligibility

A candidate must:

- Be a currently enrolled student of the College
- Remain enrolled throughout their proposed term of office
- Not to be disqualified from governance under the College's Instrument and Articles of Government
- Identify their principal campus of study when submitting their nomination. For election purposes, a student's principal campus shall be the campus at which the majority of their programme is delivered.

Eligible voters are all currently enrolled students

Nominations

To stand for election, a student must:

- Complete a nomination form
- Provide a short candidate statement (maximum 250 words)
- Obtain support from two other students

Completed nominations must be submitted by the published deadline.

Validation of Candidates

The Director of Governance shall verify:

- Current enrolment status
- Age eligibility
- Student status expected during term of office
- Absence of disqualifying circumstances
- Compliance with nomination requirements
- Publish the final list of candidates and election statements

The Director of Governance may request additional information where required.

Campaigning

Candidates may:

- Promote their candidacy through approved College channels
- Attend candidate forums or hustings organised by the College

Candidates must not:

- Harass or intimidate students
- Use discriminatory language
- Damage property
- Misrepresent College positions
- Interfere with another candidate's campaign

- Use College mailing lists except where authorised

Breaches

The Director of Governance may:

- Issue warnings
- Remove campaign material
- Disqualify a candidate in serious cases

Voting

- Voting will normally be conducted electronically
- Voting will remain open for at least 5 working days
- Voting shall be secret and independently administered by the Director of Governance or a nominated officer not standing in the election

For One Vacancy (either Weymouth Campus or Kingston Maurward Campus):

- Candidate with the most votes wins

For Two Vacancies

- Students may vote for up to two candidates
- The candidate receiving the highest number of votes from each campus shall normally be recommended for appointment
- If no eligible candidate stands from one campus, the remaining vacancy shall be filled by the highest polling candidate irrespective of campus

Counting and Declaration

- Votes will be counted after the voting period closes
- Candidates receiving the highest number of votes will be declared elected
- In the event of a tie, the result will be determined by lot conducted by the Director of Governance

The results will be published to students as soon as practicable

Appointment by Corporation

Following the election:

- The Director of Governance will present the election result to the Corporation or relevant committee
- The Corporation will formally appoint the successful candidate(s) as student governor(s) in accordance with the Instrument and Articles of Government.
- Appointment is subject to satisfactory completion of eligibility and fit-for-office checks

Uncontested Elections

Where valid nominations do not exceed the number of vacancies

- No ballot shall be required
- Eligible candidates shall be deemed elected unopposed
- The Corporation shall be asked to appoint them subject to satisfactory eligibility checks
- Where nominations are received from only one campus, the Corporation may appoint the eligible candidate(s) from that campus and may leave any remaining vacancy unfilled, undertake further recruitment activity or conduct a further election to seek representation from the other campus

Casual Vacancies

Where a student governor resigns or ceases to be eligible:

- The Corporation may appoint the runner-up from the most recent election, provided the election took place within the previous 12 months; or
- Conduct a by-election
- Suspend recruitment and leave the vacancy unfilled until the next scheduled election where permitted by the Instrument and Articles of Government.
- When filling a casual vacancy, the Corporation shall have regard to the desirability of maintaining representation from both campuses where reasonably practicable

Records

The Director of Governance will retain:

- Election notices
- Nomination forms
- Voting records (anonymised where appropriate)
- Results declaration
- Corporation appointment record and minutes

Records will be retained in accordance with the College's records management arrangements

Accessibility

The College will make reasonable adjustments to ensure disabled students can:

- Stand for election
- Campaign
- Access election materials
- Vote

Alternative formats shall be available upon request

Candidate Withdrawal

A candidate may withdraw their nomination by written notice before the close of voting.

Where a candidate withdraws after ballot publication, votes already cast shall remain valid and the Director of Governance shall determine whether a revised ballot is required.

Eligibility Criteria for Student Governor Candidates

A person may stand for election and be appointed as a Student Governor if they:

1. **Are a currently enrolled student of the College** on a programme of study leading to a qualification or recognised learning outcome
2. **Will remain enrolled for a reasonable period of the proposed term of office**, normally at least one academic year from the date of appointment
3. **Are at least 16 years of age** at the date of election
4. **Are able to undertake the duties of a governor**, including attending meetings, participating in training and acting in the best interests of the College as whole
5. **Are not disqualified from holding office** under the College's Instrument and Articles of Government, charity law or any other applicable legislation

A person is normally **not eligible** to stand if they:

- Are employed by the College
- Have been declared bankrupt and are subject to bankruptcy restrictions
- Have been disqualified from acting as a company director or charity trustee
- Have been convicted of a serious criminal offence which would disqualify them from governance roles under applicable legislation
- Are subject to any disqualification provisions contained within the College's Instrument and Articles of Government

Eligibility Criteria for Voters

A person may vote in the election if they:

- Are enrolled as a current student of the College on the day voting opens
- Have not withdrawn or completed their studies before the close of voting
- Cast only one vote

Additional Verification Prior to Appointment

Before formal appointment by the Corporation, the successful candidate must:

- Confirm their willingness to serve as a governor and comply with the College's governance framework
- Complete a declaration of eligibility and interests confirming they are eligible to serve as a Governor, are not disqualified under any applicable legal or constitutional provision
- Comply with any identity and fit-and-proper-person checks required by the College
- Participate in governor induction and mandatory training

Prior to appointment, the successful candidate must complete:

1. **Declaration of Eligibility**

A signed declaration confirming that the candidate:

- Is a current student of the College
- Is willing to act in the best interests of the Corporation as a whole
- Is not disqualified from serving as a governor, charity trustee or company director
- Will comply with the College's Code of Conduct and governance framework

2. Declaration of Interests

The candidate must disclose:

- Employment or business interests
- Governorships, trusteeships or directorships
- Close family relationships with College employees, governors or significant contractors
- Any other interests that could give rise to an actual or perceived conflict of interest

3. Disqualification Confirmation

The candidate must confirm that they are not:

- Subject to a disqualification order preventing them from acting as a company director
- Disqualified from acting as a charity trustee under applicable charity legislation
- Subject to any disqualification specified in the College's Instrument and Articles of Government

4. Identity Verification

The Director of Governance shall verify the identity of the successful candidate using:

- A College student ID card; and
- One additional form of identification where required

Election Complaints and Appeals

Election Complaints

Any student wishing to raise concerns about:

- Candidate conduct
- Campaign activity
- Voting arrangements
- Election administration

Must submit a complaint within five working days of the alleged incident.

Election Complaints

Appeals regarding the conduct of the election must be submitted to the Chair of Corporation within 5 working days of the declaration of results

The Chair's decision shall be final

Without this section there is no formal mechanism for handling disputes



Appendix 1: Student Governor Role Description

Role Title: Student Governor

Accountable to: The Corporation through the Chair

Term of Office:

Normally up to one year, renewable subject to the College's Instrument and Articles of Government and continued student status

Location: College campuses and Corporation meetings (including virtual meetings where applicable)

Purpose:

Student Governors play an important role in helping shape the future of the College. They bring the student perspective into discussions and decisions, whilst acting in the best interests of the College as a whole.

A Student Governor is not a representative in the same way as a course representative or student union officer. While they listen to and understand student views, they are also a full member of the Corporation, sharing responsibility for ensuring the College is successful, financially sustainable and delivers a high-quality student experience.

This role provides an excellent opportunity to develop leadership, communication, teamwork and decision-making skills while gaining experience of strategic governance.

Corporation Responsibilities

As a Corporation Member you will:

- Contribute to strategic decision-making
- Challenge and scrutinise performance constructively
- Monitor educational quality
- Help ensure financial sustainability
- Promote effective governance

At present the role focuses more heavily on student voice than governance responsibilities.

The role in practice

As a Student Governor, you will:

Contribute to Governance

- Support the College's vision, values and strategic objectives
- Consider the needs of all students, not just a particular group or course
- Comply with the Corporation's Code of Conduct
- Attend at least 80% of scheduled Corporation meetings unless exceptional circumstances apply
- **Maintain confidentiality** – Student Governors will receive confidential information and must not disclose information obtained through their role except where authorised

Support Continuous Improvement

- Participate in governor visits and engagement activities where appropriate

- Complete induction and governance training
- Reflect on feedback and seek opportunities for personal development

What You Will Gain

As a Student Governor you can develop:

- Leadership and influencing skills
- Public speaking and confidence
- Critical thinking and decision-making skills
- Teamwork and collaboration
- Understanding of governance, strategy and leadership
- Experience that strengthens university, apprenticeship and employment applications

Time Commitment

Typically:

- Four to six Corporation meetings each year
- Training and induction sessions
- Occasional committee meetings and governor events
- Preparation time to read meeting papers

Meetings are generally scheduled to minimise disruption to studies

Person Specification

Essential

The successful candidate will:

- Be a current student of the College
- Be aged 16 or over
- Demonstrate a genuine interest in improving the student experience
- Be willing to listen to the views of other students
- Be able to communicate opinions respectfully and confidently
- Be committed to regular attendance at meetings
- Be willing to undertake training and development

Desirable

It would be helpful, but not essential, if you have:

- Experience as a course representative, student ambassador or peer mentor
- Involvement in enrichment, volunteering or student activities
- Experience of speaking on behalf of others
- An interest in leadership, governance or public service

No previous experience is required

Eligibility and Conduct

Conduct

Student Governors are expected to:

- Treat others with dignity and respect
- Demonstrate integrity and honesty
- Be open-minded and willing to consider different viewpoints
- Work collaboratively with governors, students and staff
- Maintain confidentiality
- Champion equality, diversity and inclusion

Eligibility

To be appointed, you must:

- Be a currently enrolled student
- Remain enrolled for a substantial part of your term of office
- Complete a Declaration of Eligibility and Interests
- Not be disqualified from serving as a governor, charity trustee or company director
- Participate in governor induction and mandatory training

Support Available

The College will provide:

- A full induction programme
- Ongoing governor training
- Guidance from the Chair and Director of Governance
- Access to a Mentor from the Corporation Board
- Access to meeting papers and governance resources
- Reasonable adjustments where required

Student Governor Commitment Statement

As a Student Governor, I will listen to students, contribute positively to Corporation discussions, act in the best interests of the College and uphold the values and responsibilities of governance. I will respect confidentiality, prepare for meetings and help ensure that all students have the opportunity to succeed.

Appendix 2: Election Timeline

Week 1:	Election Launch	Day 1 - Director of Governance publishes election notice - Role description, eligibility criteria, nomination form and timetable issues - Nominations open
Week 1 & 2:	Nomination Period	Day 1-10 - Promotion through student email, VLE, student union and social media channels - Information sessions available for interested candidates
Week 3:	Close of Nominations	Day 10 - Nominations close at 5pm Day 11-12 - Director of Governance verifies eligibility of candidates - Candidates submit final election statements Day 13 - List of valid candidates published
Week 4	Campaign Period	Days 14-18 - Candidate campaigning period - Candidate statements published - Optional hustings, forum or Q&A event held
Week 5	Voting Period	Days 19-23 - Electronic voting open for 5 working days - Students may cast 1 vote Day 23 - Voting closes at 5pm
Week 6:	Count and Appointment	Day 24 - Votes counted by the Director of Governance in the presence of a witness Day 25 - Results declared to students Day 26-30 - Successful candidate completes: - Declaration of Eligibility - Declaration of Interests - Identity verification - Acceptance of office
Next Scheduled Corporation Meeting:		- Corporation receives election report - Corporation formally appoints the elected candidate as Student Governor - Appointment recorded in the minutes

Example Annual Timeline with Dates

Stage	Date
Election Notice Issued	01/10/26
Nominations Close	14/10/26
Candidates Announced	15/10/26
Campaign Period	16-21/10/26
Voting Opens	02/11/26
Voting Closes	06/11/26

Results Announced	09/11/26
Eligibility and ID Checks	09/11/26-01/12/26
Corporation Appointment	December Corporation Meeting



Appendix 3: Notice of Vacancy Template

Have your voice heard – Become a Student Governor!

Student Governor Vacancy

We are looking for students who want to make a difference and help shape the future of the College.

As a Student Governor, you will:

- Provide student perspective on key issues
- Help make decisions that affect the College
- Work alongside Governors and senior leaders
- Develop valuable skills in leadership, communication and decision-making

Commitment

- 5 Corporation Meetings per year (est 2.5hours attendance plus reading time per meeting)
- 5 Committee Meetings per year (est 2 hours attendance plus reading time per meeting)
- 3 Visits per year (est 1 hour per visit plus template write up time)
- Online and face to face training and strategy days (est 30 hours per year)

Who can apply?

You can stand for election if you:

- ✓ Are currently enrolled as a student at the College
- ✓ Will remain a student for at least one academic year
- ✓ Are aged 16 or over
- ✓ Are willing to attend meetings and represent students effectively
- ✓ Are not disqualified from serving as a governor

Election Timetable

Stage	Date
Election Notice Issued (Election Notice – QR Code to role description, eligibility criteria and nomination form)	19/10/26 – all students via email
Nominations Close	06/11/26 – 5pm
Admin – Candidates informed and verified by DoG, final statements submitted, campaigning rules shared etc	09/11/26
Candidates Announced – List of names and statements emailed to all students with date voting will open. Candidates can campaign	10/11/26 – all students via email
Campaign Period	11-17/11/26
Voting Opens – Email to all students with list of candidates, statements and link to vote form	18/11/26 – all students via email
Voting Closes	25/11/26 – 5pm
Count – verified by a witness	26/11/26
Results Announced	27/11/26 – all students via email
Eligibility and ID Checks	30/11/26-04/12/26
Corporation Appointment	December Corporation Meeting – 10/12/26

How to Apply

Complete a nomination form and return by:

Deadline: 16/10/2026

Send completed forms to:

Email: Director of Governance, Vicky Smyth – Vicky.Smyth@Coastland.ac.uk or **Location:** Fleet 109

Want to know more?

Contact Vicky Smyth at Vicky.smyth@coastland.ac.uk, visit our governance webpage

[Governance - Coastland College](#) or speak to student services

Make your voice count. Stand for Student Governor today!



Candidate Details

Mobile No:

In no more than 250 words, tell students:

- Candidate Statement:**

[illegible]

To support this nomination, please provide details of two current students.

Signature:

Signature:

Candidate Declaration

I can confirm that:

- I am a currently enrolled student
- I am aged 16 or over
- I have read the Student Governor Role Description
- I am not aware of any reason why I would be disqualified from serving as a governor
- The information provided on this form is accurate

Candidate Signature:

Date:

Appendix 5: Candidate Profile Sheet Template

(To be published to students)

Meet the Candidates

Candidate Name

Course:

Why I'm Standing:



Appendix 6: Student Governor Ballot Paper Template

Student Governor Election Ballot

Vote for ONE/TWO (delete as appropriate) Candidate(s)

Please select ONE/TWO (delete as appropriate) Candidate(s) only:

- Candidate A
- Candidate B
- Candidate C
- Candidate D
- Candidate E

Voting Instructions

- 1) You may only vote once
- 2) You must select one candidate from each campus (amend as appropriate depending on nominated candidates and vacancies available)
- 3) Votes are confidential
- 4) The candidate(s) receiving the highest number of valid votes will be recommended to the Corporation for appointment as Student Governor
- 5) Voting closes at 5pm on 06/11/26

Thank you for taking part in the election. Your vote helps shape the future of the College

Appendix 7: Election Results Notice Template

Student Governor Election Results

Thank you to everyone who stood for election and all students who voted

Election Outcome

Total Votes Cast:

Successful Candidate (s): [Name/s]

The elected candidate will now be recommended to the Corporation for formal appointment as Student Governor(s), subject to completion of the required eligibility checks

Congratulations to our new Student Governor(s) and thank you to all candidates for taking part.

Your voice matters!!

Thank you for helping shape the future of our College

Equality Analysis

Name of Policy:	
Person Responsible:	
Date of Analysis:	

1: Identify aims of the activity

What is the purpose of the policy and who is intended to benefit?

2: Assess likely impact

How might this policy have an impact on staff, visitors or students in terms of disability, age, race, gender, religious belief, trans-identity, sexuality?

☐ Positive Impact
 ☐ No Impact
 ☐ Negative Impact

If you have identified **negative** impacts, you need to revise your activity to ensure that you are not disadvantaging any group on the grounds of disability, age, race, gender, religious belief, trans-identity, sexuality.

If you have identified **positive** impacts or **no impact**, please explain your decision

3: Checklist

1. Which of the following groups have you consulted?

☐ Staff
 ☐ Students
 ☐ Committee
 ☐ Other stakeholders (please specify below)

2. How frequently will you monitor the impact(s) of this activity?

☐ Termly
 ☐ Annually
 ☐ Other (please specify below)