



Bexhill 6th Form College

**REMOVAL  
OF A  
MEMBER**

**POLICY NUMBER: SG5**

Reviewed & Approved by Search Committee: **OCT 2014**

Approved by Corporation: **DECEMBER 2014**

# REMOVAL OF A MEMBER POLICY

## ABSENCE FROM MEETINGS FOR A PERIOD OF LONGER THAN SIX MONTHS

1. The Clerk will be responsible for monitoring the attendance of Members at calendared Corporation and Committee meetings. If a Member has been absent from meetings of which he/she is a member for a period of longer than six months without the Search Committee's agreement, the Clerk will immediately notify the Principal and the Chair of the Corporation.
2. The Clerk will then write on behalf of the Chair to the Member concerned explaining the position regarding his/her attendance and advising that this could result in the Member's removal from office. The Member should be asked to provide, within seven days, written reasons for his/her non-attendance at meetings.
3. The Clerk will then discuss the matter with the Chair and the Principal. The Chair shall decide, in consultation with the Clerk, whether or not the matter should be referred to the Search Committee and, if necessary, shall authorise the Clerk to convene a "Special Meeting". If the Search Committee consider that there may be grounds for the removal of the Member from office, they shall instruct the Clerk to convene a Special Meeting of the Corporation to consider whether the Member should be removed from office.

## INABILITY OR UNFITNESS

1. Any question, regardless of its source, as to whether or not a Member may be unable or unfit to discharge the functions of a Member must be referred to the Clerk.
2. When such a question is brought to the attention of the Clerk he/she shall immediately notify the Chair of the Corporation. If it appears to the Chair that the matter should be pursued, he/she will decide, in consultation with the Clerk, whether or not further investigation is necessary and, if so, how this should be carried out.
3. The Chair will decide, in consultation with the Principal and the Clerk, whether or not the matter should be referred to the Search Committee. If the Search Committee consider that there may be grounds for the removal of the Member from office, they shall instruct the Clerk to convene a Special Meeting of the Corporation (as above) to consider whether the Member should be removed from office.

## MEETINGS REGARDING THE REMOVAL OF A MEMBER

1. Special Meetings at which the removal of a Member is to be considered shall be convened by the Clerk giving at least seven days notice in writing to all parties entitled to attend the meeting. The Member whose removal is being considered ("the Member") should be provided with written notification setting out why the "Special Meeting" is considering taking such action.
2. The Special Meeting shall be attended by Corporation Members, the Clerk, and the Member. The Member has the right to be accompanied by a person of his/her choice advised to the Clerk no later than four days in advance of the meeting. The accompanied person is there as a supporter and not as a representative.
3. The Member shall be entitled to attend all parts of the meeting relating to whether he/she should be removed from office save that he/she shall not be entitled to be present during any discussion or voting that takes place after the hearing of the facts

relevant to their decision. The Chair of the meeting's decision on how the meeting is conducted is final.

4. At the meeting, the reasons why consideration is being given to the removal of the Member shall be explained to the Member and the Member shall have the opportunity to state his/her case in full. Both the Member and the Corporation shall have the right to examine witnesses if appropriate.
5. The Corporation shall decide whether or not the Member should be removed from office. In either case the Clerk shall notify the Member of the decision in writing as soon as practicable after the meeting and, in any event, within fourteen days.
6. A Member removed from office shall have no right of appeal against the decision.

#### **REMOVAL OF A CO-OPTED MEMBER (NON-MEMBER) FROM A COMMITTEE**

1. A person co-opted by the Corporation to serve as a Member of a Committee ("the Member") may be removed from Membership of that Committee if he or she has failed to attend meetings of the Committee for a period of six months or more, or for any other reason, at the sole discretion of the Corporation.
2. In the event that the Corporation is considering the removal of a co-opted Member, the Member shall be provided with written notification setting out why the Corporation is considering taking such action.
3. The co-opted Member shall be notified of the time and place of the Special Meeting at which the co-opted Member's removal is to be considered and the co-opted Member has the right to provide written representations as to why he/she should not be removed from Membership of the relevant Committee or to attend the meeting to state his/her case as to why he/she should not be removed. The co-opted Member shall not be entitled to attend any part of the meeting not relating to his/her removal and shall not be entitled to be present during any discussion or voting by the Corporation that takes place after the hearing of the facts relevant to the decision.
4. The Corporation shall decide whether or not the co-opted Member should be removed from Membership of the Committee and the co-opted Member shall be notified of the decision in writing as soon as practicable after the meeting, and in any event within fourteen days.
5. A co-opted Member removed from Membership of a Committee shall have no right of appeal against the Panel's decision.

**Clerk to the Corporation November 2011.**