



2021 Elections to the Council of the Chartered College of Teaching

**Guidance on complaints during the election of
Vice President and members of the Council**



Submitting an election complaint

Any member of the Chartered College of Teaching who wishes to complain about an issue relating to the elections (including the conduct of candidates) must do so in writing to the Returning Officer at: returningofficer@chartered.college. Complaints may not be made anonymously but will be handled confidentially where possible; effective investigation may not be possible without revealing the identity of the complainant.

To be considered as an election complaint, a complaint must be submitted within 24 hours of the alleged incident having occurred, or come to light, and no later than one hour before voting closes.

Complaints received after this time will have no bearing on the outcome of the election.

Handling of election complaints

On receipt of an election complaint, the Returning Officer (or delegated authority) will consider the evidence provided and may seek to gather additional evidence to reach a decision on how to proceed.

The Chartered College will provide a written response to the complainant within five working days of receipt of the complaint.

The response will provide details of the evidence considered when reaching a decision, and information about any actions already taken or to be taken in the future to address any issues raised in the complaint.

The Returning Officer may find that there is no action to be taken. Where there is evidence of misconduct by a candidate for election, the Returning Officer may take action.

Where a conduct investigation is initiated against a candidate or member, the complainant will be informed of this, but will not be entitled to receive detailed information about any action taken against the other member.

Review of the complaint

Where a complainant is dissatisfied with the response they have received to their complaint, they may request a review of the handling of the complaint. To request a review, the complainant must send a written statement explaining why they feel their complaint has been improperly handled, or what new information has come to light, to:

returningofficer@chartered.college.

Any such request must be submitted within 24 hours of issue of the original response to the complaint.

The Returning Officer will provide a written response to the complainant within five working days of receipt of the complaint. The Returning Officer's decision is final.