

## **EXPLANATORY GUIDE COMMUNITY COUNCIL ELECTIONS 2002**

### **1. PROCEDURE**

**The Community Council** must appoint a Returning *Officer* for the Election which will be held in late October/November. The Returning Officer may be a member of the Community Council who is leaving the Community Council at the election. If not, an independent person may be the Returning Officer. For example, the Chair/Secretary, etc of a neighbouring Community Council

**At least 5 weeks** before the Election is due, the Returning Officer will invite nominations for membership of the Community Council by placing nomination forms in public venues, e.g. libraries, town halls, etc. To inform the public of this, the Returning Officer should place an advert in the local press as well as place posters in public venues. The advert and notices must also specify a closing date for receipt of nominations. The closing date must be at least 2 weeks before the date of the Elections.

**Nomination forms** must be made available at designated places. Details of these designated places should be advertised in the local press in order to inform as many people as possible.

**Nominations** will be made by a proposer and seconder who must be electors for the area or division. The person nominated must agree to the proposal and also sign the nomination form.

**If the number of candidates** does not exceed the number of members to be elected, then those candidates will be declared elected to the Community Council, provided that the number of candidates will be at least half of the available places. If this turns out to be the case, then no formal Election, with ballot papers, etc. will be necessary.

### **2. ELECTION**

**If the number of candidates** for the Community Council exceeds the places available, then an election will have to be held. Once an election date is set, the Returning Officer will advertise in the local press at least 10 days before the election, the time and place the election will be held. Other notices advertising the election should be displayed in the area and sent to local organisations. The polling station (or stations) will be open between the hours of 8.00am and 8.00pm. People who are unable to attend the polling station will be invited in the press advertisement to apply for a postal vote.

### **ELECTORAL REGISTER AND SUPPLEMENTARY LIST**

**Each Community Council** is entitled to receive a copy of the Electoral Register for their area. They must apply in writing to request a copy from the *Head of Electoral Registration, North Stand, Cadzow Avenue, Hamilton.ML3 OLU. Telephone: 01698 476000*