

EXPLANATORY GUIDE COMMUNITY COUNCIL ELECTIONS 2002

The Returning Officer will write to each successful candidate to let them know that he/she has been elected. Within one week of the election, the Returning Officer will convene a meeting of the Community Council.

The Returning Officer must ensure that the first item on the agenda is the election of an Interim Chairperson. The Interim Chairperson will hold office until the election of a Chairperson at the Annual General Meeting. No election of office bearers will take place until after the appointment of any nominated members.

CHECKLIST

Nominations

1. **Appoint Returning Officer.**
2. **5 weeks before election, Returning Officer invites nominations by displaying nomination forms in prominent places, advertising those places and specifying closing date.**
3. **Forms completed by Proposer, Seconder and signed by Nominee.**
4. **Returning Officer checks all forms are completed correctly.**
5. **If half or more places filled, Nominees declared elected.**

Nominations Exceeding Number of Places — Formal Election

1. **Election date set and advertised in local press and prominent places 10 days before election is due.**
2. **Ballot papers and boxes organised.**
3. **Polling station manned 8am to 8pm.**
4. **Electoral Register available.**
5. **Votes counted.**
6. **Highest number of votes — descending order — declared elected to Community Council.**
7. **Returning Officer writes to successful candidates and declares results in press.**
8. **One week after election, Returning Officer convenes meeting.**
9. **Election of Interim Chair.**
10. **Nominated member vacancies advertised and filled.**
11. **AGM — Election of Office Bearers.**