**ELECTION PROCEDURES**

Elections are the key to ensuring appropriate and effective representation is achieved for Community Councils. Elections are therefore to be encouraged and Community Councils should receive appropriate support to administer elections where needed.

This guidance outlines best practice that is recommended to be followed when undertaking Community Council elections, key elements that require to be adhered to are detailed in the Local Authority Community Council Scheme.

Procedure for elections by existing Community Councils

## Voting for candidates for election to a Community Council may take the following form:

* Secret ballot utilising ballot papers and box.
* Show of hands

The notice declaring the intention to conduct an election, and seeking nominations of candidates for election to the Community Council must be publicly advertised at least twenty eight days before the date on which the election, by whatever form, is to take place.

## The notice must contain details of:-

* the name and address of the person responsible for issuing and receiving nomination forms;
* the closing date and time for receiving nomination forms which must be at least fourteen days before the election takes place;
* the closing date and time for receiving application forms for inclusion in the supplementary roll which must be at least fourteen days before the election takes place; and
* the date on which elections will take place and the statement as to how the election will be run

Community Council elections can be completed without a ballot. If the number of nominations received does not exceed the number required to establish the Community Council, then all those nominated will be considered duly elected to the Community Council without the need for a ballot.

There are three types of Community Council election:

* Establishing a Community Council – this begins with receipt of a petition and seeks to establish a Community Council where one has not previously existed.
* Re-establishing an existing Community Council as part of the usual election cycle.

Interim election process to fill vacancies – this is a response to vacancies arising and can be filled at any time.