



COMMUNITY COUNCIL ELECTIONS 2010

NOTES FOR THE GUIDANCE OF CANDIDATES

These notes are produced for the guidance and convenience of prospective candidates at the election of community councillors to be held in September/October 2010 for the period to 6 October 2014. Information on the Register of Electors may be obtained from the Electoral Registration Officer, Tayside Valuation Joint Board at Ravenswood, New Road, Forfar: Telephone 01307 462416.

1. ORGANISATION OF ELECTION

The persons involved in the organisation of these elections are as follows:-

Returning Officer Community Council Elections	Sheona Hunter Head of Law and Administration Corporate Services Department Angus Council Angus House Orchardbank Business Park Forfar, DD8 1AN	Tel: (01307) 476262
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Projects & Elections Officer	Shona Cameron Law and Administration Division Corporate Services Department Angus Council Angus House Orchardbank Business Park Forfar, DD8 1AN	Tel: (01307) 476226
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Clerical Officer	Selena Harris Law and Administration Division Corporate Services Department Angus Council Angus House Orchardbank Business Park Forfar, DD8 1AN	Tel: (01307) 476060
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Senior Community Planning Officer (Community Council Liaison)	Rachel Green Chief Executive's Department Angus Council Angus House Orchardbank Business Park Forfar, DD8 1AX	Tel: (01307) 476128
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If you have any questions about the electoral process please contact Shona Cameron in the first instance. She will be happy to give any advice and assistance required. For any other enquiries relating to Community Councils please contact Rachel Green.

2. NOMINATION OF CANDIDATES

In terms of the Community Council Scheme adopted by the Council on 11 February 2010, a person is qualified to be an elected member of a Community Council if he or she has attained the age of 16 years, resides within the community council area and is named on the Electoral Register for the area for which they are nominated. If you are unsure of which Community Council area you reside in please contact a member of the Election Team.

If you wish to stand for election, a nomination paper must be completed and lodged, with the Returning Officer at Angus House, Orchardbank Business Park, Forfar **not later than 4.00 pm on Monday 27 September 2010.**

Nomination papers are available from the Returning Officer, Angus House, Orchardbank Business Park, Forfar, Community Council secretaries or can be downloaded from the Angus Council website www.angus.gov.uk/elections.

Your attention is drawn to the requirements for completing nomination papers. The nomination paper must:-

- i. state the full name and address of the candidate;
- ii. be signed by the candidate as consenting to the nomination;
- iii. be signed by a proposer and a seconder, both of whom must appear on the current register of electors for the Community Council area for which the candidate is nominated. The name and address of the proposer and seconder should also be included.

In addition to the particulars required, candidates are invited to indicate on the form, how they would like their name to appear on the ballot paper, in the event of an election being contested.

All candidates **must** submit a personal statement of not more than 100 words on the form provided along with their nomination paper in support of their candidacy. A nomination paper will not be considered valid until such time as a personal statement has been received. Candidates are requested to submit their personal statements, preferably with their nomination paper, but in any event no later than **4.00pm on Monday 27 September 2010.**

Copies of all personal statements will be made available to electors in public libraries, ACCESS offices and on the Angus Council website as soon as is permissible.

All material contained in the personal statements will be the sole responsibility of the individual candidate and neither the Returning Officer nor Angus Council will be responsible for the content. It will be the responsibility of the candidate to ensure that their personal statement does not contain any material which is political, obscene, defamatory or otherwise actionable.

The Returning Officer reserves the right to refrain from publishing any personal statement which is in breach of these rules.

Nomination papers have to be checked for accuracy and validity when they are lodged. Occasionally nomination papers cannot be accepted and candidates may be required to amend them. It is therefore in your interests when lodging your nomination paper to ensure that there is adequate time for any such amendment to be made, **as in no circumstances may the Returning Officer accept a nomination paper after 4.00 pm on Monday 27 September 2010.** In order to give you sufficient time for the correction of any errors, it is suggested that you endeavour to lodge your nomination paper at least 24 hours before the last permitted time.

Full details of the candidates nominated will be made available on the Angus Council Website. If you would like your photograph to appear on the website please arrange to e-mail a j.peg image to the Election Team elections@angus.gov.uk .

3. **DISQUALIFICATIONS**

Any individual who is elected to serve Angus Council, or a person appointed to a committee of Angus Council in terms of Section 57 of the 1973 Act or a person who is elected to serve on the Scottish, UK or European parliament shall be ineligible to stand for election or co-option to a Community Council.

4. **TERM OF OFFICE**

The term of office for any individual elected to serve on a Community Council will expire on Monday 6 October 2014.

5. **UNCONTESTED ELECTIONS**

If, after the final date and time for the withdrawal of nominations, (as described in paragraph 6.1) the number of candidates validly nominated equals or exceeds half of the permitted membership but is less than the total maximum membership permitted for an area, that Community Council will be declared to have been established, and the candidates will be declared to have been elected. However, if the number of valid nominations is less than half of the permitted membership to which an area is entitled, that Community Council will not be established.

6. **CONTESTED ELECTIONS**

6.1 **Withdrawal of Nominations**

If, after the final date and time for the submission of nominations (as described in paragraph 2), more valid nominations have been lodged than there are vacancies to be filled, for a Community Council area, the election will be contested, unless a candidate chooses to withdraw their nomination. This may be done by lodging a Notice of Withdrawal signed by the candidate and confirmed by one witness. The Notice of Withdrawal must be lodged with the Returning Officer at Angus House, Orchardbank Business Park, Forfar **not later than 4.00 pm on Monday 4 October 2010**.

If, after the final date and time for the withdrawal of nominations as described above, there are more valid nominations than there are vacancies to be filled for any Community Council area an election will be held.

6.2 **Polling and Counting of Votes**

All contested elections for Community Council Members will be conducted by secret ballot.

The location of polling stations will be confirmed in each contested area after final date for withdrawal of nominations.

The hours of poll will be as follows:-

5.00 pm to 8.00 pm – Monday 25 October 2010
9.00 am to 12 noon – Wednesday 27 October 2010
5.00 pm to 8.00 pm – Friday 29 October 2010
9.00 am to 12 noon – Saturday 30 October 2010

The count will take place on **Monday 1 November 2010**. Confirmation of the start time and venue will be advised to all candidates in contested areas by the Returning Officer.

7. COPIES OF MAPS OF COMMUNITY COUNCIL AREAS

Copies of maps showing Community Council areas have been sent to each Community Council Secretary, and others have been placed in ACCESS Offices and public libraries for your perusal. Maps can also be downloaded from the Angus Council website www.angus.gov.uk/elections.

8. SUMMARY OF DATES

A summary of the key dates referred to in the preceding paragraphs are set out below:-

Monday 6 September 2010	Publication of Notice of Election
Monday 27 September 2010 (no later than 4.00 pm)	Last day for the delivery of Nomination Papers Last day for the delivery of Candidates Statements
Monday 27 September 2010 (no later than 5.00 pm)	Close of Electoral Register for Community Council Elections.
Monday 4 October 2010 (no later than 4.00 pm)	Last day for withdrawal of nominations
By Friday 8 October 2010	Publication of Notices of Poll
Friday 8 October 2010	Publication of Notices of Uncontested Elections
Week commencing Monday 25 October 2010	Polling hours as follows:- Monday 5.00 pm to 8.00 pm Wednesday 9.00 am to 12 noon Friday 5.00 pm to 8.00 pm Saturday 9.00 am to 12 noon
Saturday 30 October 2010 (no later than 12 noon)	Close of Poll
Monday 1 November 2010	Counting of Votes Cast

Sheona C Hunter
Returning Officer (Community Council Elections)