

# Town and Community Council Elections



## Guide to Election Procedures

*Updated – March 2018*

## Introduction to Election Procedures

These notes are to advise candidates who wish to stand as Town or Community Councillors, of the practice relating to Town/Community Council Elections. It is for general guidance only and is not intended as a comprehensive statement of the law.

The Returning Officer appointed by the Vale of Glamorgan Council, Debbie Marles, is responsible for the conduct of, and arrangements for, Town and Community Council elections.

However, the Town and Community Council and its Clerk have an important role to play, especially in giving advice to prospective candidates prior to:

- four yearly ordinary elections
- preliminary arrangements for the filling of casual vacancies
- by-elections.

Information about every vacancy – including Notice of Election, Statement of Persons Nominated, Notice of Poll and Declaration of Results – will be published on the Vale of Glamorgan Council's website:

[http://www.valeofglamorgan.gov.uk/en/our\\_council/Council-Structure/Elections/By-elections-and-Casual-Vacancies.aspx](http://www.valeofglamorgan.gov.uk/en/our_council/Council-Structure/Elections/By-elections-and-Casual-Vacancies.aspx)

Further guidance can also be obtained from the Electoral Commission – [www.electoralcommission.org.uk](http://www.electoralcommission.org.uk) or Tel. 0333 103 1929.

These notes should be an adequate reference if you are involved with Town/Community Council elections. However, if you need any more information, please contact:

Electoral Registration Department  
Vale of Glamorgan Council  
Civic Offices  
Holton Road  
Barry  
Vale of Glamorgan  
CF63 4RU  
**Tel: 01446 709748**  
**Email: [electoralregistration@valeofglamorgan.gov.uk](mailto:electoralregistration@valeofglamorgan.gov.uk)**

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## A. ORDINARY TOWN/COMMUNITY COUNCIL ELECTIONS

### 1. Term of Office

Town/Community Councillors hold office for a period of four years (or if elected part way through the cycle, for the remainder of that period only) and retire on the fourth day after the ordinary day of election. The newly elected Councillors take office (provided they have made declarations of acceptance of office) on the day on which their predecessors retire (Local Government Act, 1972, Section 16(3)). The Chair of a Town/Community Council continues in office until their successor becomes entitled to act as such.

### 2. Combination of Elections

The Representation of the People Act 1983, Section 36; allows for the ordinary elections of County Councillors to be combined with the ordinary elections of Town/Community Councillors, if they are held on the same day. If a Parliamentary General Election is called for the same day as the scheduled ordinary elections of County and Town/Community Councillors, the law provides for the Parliamentary and County polls to be combined and the Town/Community polling day to be postponed for three weeks.

### 3. The Election Timetable

The ERO will provide Town/Community Clerks with a timetable for each election or by-election. Saturdays, Sundays, Christmas Eve, Christmas Day, Good Friday or a Bank Holiday are disregarded when the timetable is being calculated before polling day. They are however, included in the calculation of proceedings following polling day. For example, the last day for the delivery of candidates' returns of election expenses, which is calculated as 28 calendar days after the day of election.

### 4. Absent Voting

New postal vote applications or applications to change a postal vote to a proxy vote (or vice-versa), or to have a postal ballot paper sent to a different address, or to cancel a postal must be made to the Electoral Registration Office at Vale of Glamorgan Council, Civic Offices, Holton Road, Barry, CF63 4RU by **5 pm on the eleventh day before Polling Day**. New or amended proxy applications must be made by **5pm on the sixth day before Polling Day**.

### 5. Nomination Procedures

It is important that nomination papers are completed correctly. Whilst it is often the case that the Town/Community Clerk will arrange to distribute and oversee the completion of nomination papers, it is the responsibility of each Candidate and not the Clerk, to ensure that their papers are submitted to the Returning Officer before the deadline specified within the statutory election timetable. Any papers which are incomplete, incorrect or received after the close of nominations cannot be accepted as valid.

The following information can be used as a guide:

### **About Yourself:**

Each candidate must be nominated on a separate **nomination paper** in the prescribed form, the notes to which should be read carefully, which will be included in the nomination pack.

The nomination paper must give:

- the **full name** (surname first) and **home address** of the candidate,
- give his or her **description** (if desired), which must not exceed six words in length. A candidate may not use a description which is likely to lead voters to associate him or her with a Political Party unless that description is authorised by a Certificate signed by or on behalf of the Party's Registered Nominating Officer, which must also be received by the Returning Officer no later than the latest time for the delivery of nomination papers. If a candidate wishes to use a party's emblem to appear against his or her name on the ballot paper, this must also be requested before the closing time for delivery of nominations.

### **Signing Nominations:**

The nomination paper must be signed by a:

(i) Proposer and

(ii) Secunder

The Proposer and Secunder must be local government electors of the Community, or if the Community is divided into wards, the Community ward, and their electoral numbers must be given on the nomination paper. They cannot sign more nomination papers than the number of vacancies to be filled. Whilst the Electoral Team can provide electoral numbers, they cannot formally validate a nomination paper immediately, as another candidate may have already submitted a paper bearing a similar Proposer/Secunder.

It is good practice for the Town/Community Council Clerk not to sign nomination papers or advocate the election of any particular candidate. Strict impartiality will avoid any possible accusation of bias.

### **Qualifications for Candidature:**

To be elected a member as of a Town/Community Council, a person must be 18 years of age or over at the date of his or her nomination, and a Commonwealth citizen, a citizen of the Republic of Ireland, or a citizen of another Member State of the European Community, and either:

- (i) on that day he/she is and thereafter he/she continues to be a local government elector for the area of the Community; or
- (ii) he/she has during the whole of the twelve months preceding that day occupied as owner or tenant any land or other premises in the Community; or

- (iii) his/her principal or only place of work during that twelve months has been in that area; or
- (iv) he / she has during the whole of those twelve months resided either in the Community or within 4.8 kilometres (3 miles) of it.

Candidates are advised to complete as many of the relevant qualifications which apply on the form.

There are certain disqualifications for election, of which the main (see S.80 of the Local Government Act 1972) are:

- i. holding a paid office under the authority;
- ii. is the subject of a bankruptcy restrictions order or interim order;
- iii. having been sentenced to a term of imprisonment (whether suspended or not) of not less than three months, without the option of a fine during the five years preceding the election; and
- iv. being disqualified under any enactment relating to corrupt or illegal practices.

### **Consent to Nomination:**

The nomination is **NOT** valid unless the candidate's **consent to nomination**, given in writing on or within one month before the last day for delivery of nomination papers, is delivered at the place and within the time appointed for the delivery of nomination papers. The consent must contain a statement declaring that, with reference to the day of nomination the candidate is, and on the day of election will be, qualified to be elected (giving particulars of his or her qualification) and must be attested by a witness. Any person may act as a witness to the candidate's signature. The consent to nomination must also include the candidate's date of birth.

### **Campaigning and Expenditure:**

Election campaigning can be carried out as soon as a person declares himself/herself to be a candidate. All election publicity must carry an imprint with details of the **full name and full postal address of the printer and promoter** of the material. There is no longer a requirement to include the details of a publisher. The name and address, of any person on whose behalf the material is being published, must also be included if this person is not the promoter.

Candidates are subject to limits on what they spend during the regulated period in advance of an election. The limit for the local government elections is £740, plus 6p per local government elector in the ward. A record (and receipts) for any expenses incurred should be kept, as towards the end of the election process, each candidate must, by law, complete and return their Election Expenses. **No reimbursement of expenses can be made by The Vale of Glamorgan Council to candidates** – the expense record is available for public inspection.

## **6. Statement of Persons Nominated**

Not later than 4pm on the eighteenth day before election day, the Returning Officer is required to publish a **statement of persons who stand nominated** and of the reasons why any other persons nominated no longer stand nominated. A copy of this statement will be sent to the Town/Community Clerk for display locally. A copy of the

notice will also be published on The Vale of Glamorgan Council's website and in reception at the Civic Offices.

## 7. Withdrawal of Candidature

A candidate may withdraw his or her candidature if, not later than 4pm on the nineteenth day before the Election Day, he or she delivers at the place fixed for the delivery of nomination papers a **notice of withdrawal** signed by him or her, and attested by one witness.

**It is only at the expiry of this deadline that we will know whether or not there will be a poll.**

## 8. Appointment of Polling, Postal and Counting Agents

A candidate may appoint polling agents to detect personation at a polling station, postal agents to observe the opening of postal votes and counting agents to observe at the count.

### **Polling Agents**

You can appoint any number of polling agents to attend each polling station, but only one polling agent for each candidate can be present in a polling station at any time. A polling agent can be appointed to attend multiple polling stations. The number of agents who may be appointed to any particular polling station is limited to four unless a greater number is agreed by the Returning Officer.

### **Postal Agents**

You and a person appointed by you to attend in your place are entitled to attend the opening of returned postal votes. At postal opening sessions, the Returning Officer and her team will decide whether or not the date of birth and signature provided by electors on their postal voting statements match their original records. Ballot papers are opened upside down and are secured until the date and time of the count.

### **Counting Agents**

You are entitled to observe the count and will also receive a guest entry card to invite one other person to attend with you. You may also appoint counting agents to attend on your behalf. Counting agents can observe the process to make sure it is accurate and can draw attention to doubtful ballot papers.

To appoint Polling, Postal or Counting Agents please complete the relevant forms in the nomination pack provided and return to the Electoral Registration Department by the deadline (Polling and Counting Agents – fifth working day before the poll). Some restrictions may apply to the number of Postal or Counting Agents.

All agents attending a polling station, postal opening session or the count must read the secrecy requirements provided and have a legal duty to maintain secrecy.

### **Tellers**

*A polling agent is **not** the same as a 'teller' (a candidate's helper who takes the numbers of electors leaving the polling station), who has no official standing and is **not** allowed to enter the polling station except to vote.*

## 9. Uncontested Elections

If the number of people remaining validly nominated after any withdrawals does not exceed the number of Councillors to be elected, such people will be declared to be elected as soon as possible after the latest time for the delivery of withdrawals. The Returning Officer will give notice of their names to the Town/Community Clerk and to the public.

However, people elected in these circumstances do not take office until four days after the day of election (see paragraph A.1) except in the case of a by-election where an unopposed candidate will take office immediately after they have been declared to be elected.

If there are not enough candidates to fill all the vacancies, the Representation of the People Act 1985, Section 21 allows the elected members, provided there is a quorum (i.e. – one third of the whole number of members with a minimum of three) to co-opt members to fill the remaining vacancies. Please refer to Section B 5 for advice on co-option.

If the Town/Community Council fails to exercise the power to co-opt within seven weeks (35 days computed as under paragraph A.3) or if there is no quorum, The Vale of Glamorgan Council may order a fresh election to properly constitute the Town/Community Council.

## 10. Contested Elections – Declaration of Result

When the result of the poll is known, the Returning Officer or the appointed Deputy will:

- i. declare to be elected the candidate(s) to whom more votes have been given than to the other candidates, up to the number of Councillors to be elected.
- ii. give notice of the name of each candidate elected to the Town/Community Clerk.
- iii. give public notice of the name of each candidate and of the total number of votes given for each (whether elected or not) together with the number of rejected ballot papers.

## 11. Election Expenses and Supplied Registers

At the end of the election period, even if no poll has taken place, each Candidate (whether successful or not) **MUST** submit a Statement of Election Expenses/Declaration to show the expenses (if any) incurred as part of their election campaign. These documents are available for public inspection and failure to return one (even if it is a 'Nil Return') is a reported electoral offence.

## 12. Declaration of Acceptance of Office

A person elected to the office of a Town/Community Councillor shall:

- i. in the case of the Chair, at the meeting at which they are elected; or
- ii. in the case of a Councillor, before or at the first meeting of the Community Council after their election; or

- iii. in either case if the Council at that meeting allows, before or at a later meeting fixed by the Council.

make in the presence of a member of the Council or of the proper officer of the Council a ***Declaration of Acceptance of Office*** (see Appendix 1).

Failure to do so will mean their office will become vacant (Local Government Act 1972, Section 83). The person making the declaration is now required to observe the Code of Conduct adopted by the Town/Community Council.

### 13. Annual Meeting

A Town/Community Council must hold an annual meeting each year on any day in May they choose.

**Except** in the year when ordinary elections are held for all Councillors, when the annual meeting must be held on, or within fourteen days after, the day the new Councillors take office (i.e. the fourth day after the day of the election (usually a Monday)).

### 14. Electoral and non-electoral offences

You should be aware of the different offences and seek legal advice where necessary. Please contact the Returning Officer if you believe an election related crime has been committed. If appropriate this may be referred to the Police.

Electoral offences include:

- Bribery
- Treating
- Undue influence
- Personation
- False statements
- False registration
- False applications
- Breach of secrecy
- Campaign material
- Racial hatred

## B. FILLING OF CASUAL VACANCIES

Casual Vacancies will be filled either by election or co-option. Below is a step-by-step guide to help Town/Community Clerks:

### 1. The Vacancy

Firstly, the Town/Community Council must inform the ERO of the vacancy, providing the name, reason and date. The ERO will produce a Casual Vacancy Notice which should be displayed in places that are as conspicuous as possible within the Community. The Vale of Glamorgan Council will also display the Casual Vacancy notice in the Civic Offices and on the Vale of Glamorgan website (see Appendix 2).

### 2. Filling the Vacancy by Election

During the 14 days of the Notice being displayed, ten electors from within the Community or Ward of the Town/Community can call for an election to be held. To do this they will need to make their request in writing to the Returning Officer, Vale of Glamorgan Council, Civic Offices, Holton Road, Barry, CF63 4RU. A sample election request form is in Appendix 3.

In the event of this happening, the Town/Community Clerk will be notified immediately. The Returning Officer will decide on the date of the election, which must fall within 60 working days (computed in accordance with Appendix 2) from the date of the Notice.

In the case of a Casual Vacancy occurring within six months before the day on which that Councillor would regularly have retired, an election is not held. The Town/Community Council may co-opt a person to fill the vacancy and any vacancy not so filled shall be filled at the next ordinary election.

### 3. Official Poll Cards

Where the poll, at a Town/Community election is not combined with another type of election, the Returning Officer will issue poll cards for that election.

An estimate of the cost of production and postage of poll cards will be supplied on request.

Where a Town/Community election is combined with a Vale of Glamorgan Council election, the poll cards will be issued for the County election but refer to the Town/Community election taking place on the same day.

## 4. Filling the Vacancy by Co-option

If an election is not requested, the Town/Community Clerk will be notified that the Town/Community Council must co-opt a member to fill the vacancy as soon as practicable. Where a Town/Community Council intends filling a vacancy by co-option, they must give public notice of the co-option opportunity, as required under S.116, Local Government (Wales) Measure 2011. This should be done by displaying a notice, similar to the notice in Appendix 4. The name and address of the person co-opted should be sent to the Returning Officer.

If the number of casual vacancies leaves the Town/Community Council without a quorum, The Vale of Glamorgan Council will order an election to be held and in the meantime may by order appoint people to fill all or any of the vacancies until other Councillors are elected and take up office.

## 5. Co-Option - Best Practice

- (i) The casual vacancy (ies) MUST be advertised by way of public notice within the community; consideration should also be given to advertising the vacancy(ies) in the local press.
- (ii) Set a date by which prospective candidates must write into the Chairman or Clerk to the Town/Community Council expressing their interests in these casual vacancies.
- (iii) Notice of the Election (co-option) should be given in the agenda for the meeting of the Town/Community Council.
- (iv) When the item is reached, the Chairman should call for nominations, which should be duly proposed and seconded.
- (v) Candidates can be either interviewed or their letter of interest read out to a Town/Community Council meeting.
- (vi) The prospective candidates must fulfil the same criteria requirements as those for qualifications for candidature for an election.
- (vii) When all the nominations have been received a vote should be taken. It is usual for the candidates' names to be put in alphabetical order. (Voting in council on casual vacancies is recommended).
- (viii) A successful candidate should have received an absolute majority vote of those present and voting.
- (ix) It follows that if there are more than two candidates for one vacancy and not one of them at the first count receives a majority over the aggregate votes given to the rest, steps should be taken to strike off the candidate with the least number of votes and the remainder should then be put to the vote again; this process should, if necessary, be repeated until an absolute majority is obtained.
- (x) If there is more than one vacancy and the number of candidates equals the number of vacancies, all the vacancies may be filled by a single composite

resolution, but if the number of candidates exceeds the number of vacancies, each vacancy should be filled by a separate vote or series of votes.

- (xi) After the vote has been taken, the Chairman should declare the candidate who received the highest number of votes duly elected.
- (xii) The person elected must make a declaration of acceptance of office before, or at, the first meeting of the Town/Community Council following his/her election in the presence of a member of the Town/Community Council or the Proper Officer of the Town/Community Council.

**Note:** There is nothing preventing Councillors from approaching persons to offer themselves for co-option or even advertising for co-optee applicants. Applications might also be invited to provide a written “application” or invited to speak to the council prior to any voting. If such arrangements are to be applied, they should be carefully drafted and provided to applicants. It is imperative that all applicants are treated alike in order that the arrangements are seen as fair. Applicants under such arrangements should be discouraged from any personal lobbying.

## 6. Insufficient Nominations

Where an election has been requested to fill a casual vacancy and there are insufficient nominations, a further election will have to be arranged and held within 35 computed days (Representation of the People Act 1983, Section 39(1)) of the date of the original election.

## 7. Term of Office

A person elected or co-opted to fill a Casual Vacancy holds office until the person in whose place they are elected or appointed would regularly have retired.

C. Appendices

Appendix 1

..... **Town/Community Council**

**Datganiad Derbyn Swydd / Declaration of Acceptance of Office**

Yr wyf i ..... a etholwyd yn  
\*Aelod/Cadeirydd o Gyngor Tref/ Cymuned ....., yn  
datgan fy mod yn cymryd y swydd honno, ac y byddaf yn cyflawni  
dyletswyddau'r swydd yn briodol ac yn ffyddlon hyd eithaf fy marn a'm  
gallu.

Yr wyf yn ymrwymo i barchu'r cod ymddygiad y disgwylir i aelodau  
Gyngor Tref/ Cymuned ..... gydymffurfio ag ef ac y gellir  
ei adolygu o bryd i'w gilydd.

Llofnod/ Signed: .....

\* Dilewch fel bo'n briodol/ Delete as appropriate

Cafodd y datganiad hwn ei wneud a'i lofnodi o'm blaen / This declaration was made and signed before me

Llofnod/ Signed: .....

Printiwch eich Enw/Print Name .....

Aelod neu Swyddog Priodol o'r Cyngor Tref/ Cymuned/ Member or Proper Officer of the Town/Community Council

I .....having been elected to the office of  
\*Member/Chairman of ..... Town/Community Council  
declare that I take that office upon myself, and will duly and faithfully  
fulfil the duties of it according to the best of my judgement and ability.

I undertake to observe the code as to the conduct which is expected  
of members of ..... Town/Community Council and  
which may be revised from time to time.

Dyddiad/Date: .....

# **PUBLIC NOTICE**

## **XXXXXXXXXX COMMUNITY COUNCIL (XXXX WARD)**

**NOTICE IS HEREBY GIVEN that a Casual Vacancy exists for the above named Council and if no election is requested as below the Community Council will fill the vacancy by way of co-option.**

**An election will be held if TEN local government electors for the xxxxxxxxxx Ward give notice, in writing, of a request for such an election to the Returning Officer, The Vale of Glamorgan Council, Civic Offices, Holton Road, Barry CF63 4RU, not later than 12 o'clock midnight on xxxxxxxxxxxxxx.**

**Dated this xxxx Day of xxxxxxxxxxxxxx  
CLERK TO THE COUNCIL**

**XXXXXXX  
Clerk to the Council  
XXXXXXX  
XXXXXXX**

# **HYSBYSIAD CYHOEDDUS**

## **CYNGOR CYMUNED xxxxxxxxx**

**HYSBYSIR TRWY HYN fod Sedd Wag Achlysurol ar y Cyngor a enwyd uchod, ac oni ofynnir am etholiad yn unol â'r drefn ganlynol, y bydd y Cyngor Cymuned yn llenwi'r sedd honno trwy gyfethol aelod.**

**Cynhelir etholiad os bydd DEG o etholwyr llywodraeth leol ar gyfer Ward Etholiadol xxxxxxxxxxxxx yn rhoi rhybudd ysgrifenedig i Swyddog Etholiad Cyngor Bro Morgannwg yn Swyddfeydd Dinesig, Heol Holton, y Barri, CF63 4RU, ddim hwyrach na 12 o'r gloch, sef hanner nos, ar ddydd xxxxxxxxxxxxxxxxx.**

**Dyddiedig xxxxxxxxx  
CLERC Y CYNGOR**

**xxxxxxxxxxxxx  
Clerc y Cyngor  
Xxxxxxxx  
Xxxxxxxx  
xxxxxxx**

Appendix 3

## REQUEST FOR AN ELECTION

We are ten Local Government electors for the

Town/Community of .....

..... WARD

We request that an election be held to fill the casual vacancy in the office of Town/Community Councillor caused by

.....

as published in the notice dated .....

	Print Name	Signature	Address	Office Use
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Dated .....

## Appendix 4

### HYSBYSIAD O GYFETHOL

Adran 116 Mesur Llywodraeth Leol (Cymru) 2011

### NOTICE OF CO-OPTION

Section 116 Local Government (Wales) Measure 2011

Cymuned	COMMUNITY NAME	Community	
Ward (os yn berthnasol)	WARD NAME	Ward (if applicable)	
<p>RHODDIR HYSBYSIAD TRWY HYN fod _____ sedd(i) gwag am swydd Cyngorydd yn y Gymuned/Ward uchod, a bod y Cyngor Cymuned yn bwriadu cyfethol.</p> <p>Ceisir datganiadau o ddiddordeb gan aelodau o'r cyhoedd sy'n cyflawni'r meini prawf canlynol ac sydd â diddordeb mewn cynrychioli eu cymuned ar y Cyngor Cymuned dywededig. Rhaid bod yn ddinesydd Prydain, y Gymanwlad, Iwerddon neu'r Undeb Ewropeaidd ac yn 18 oed neu'n hŷn, ac yn cyflawni o leiaf un o'r meini prawf canlynol:*</p> <ul style="list-style-type: none"> <li>• wedi'ch cofrestru fel etholwr llywodraeth leol ar gyfer yr ardal a enwir uchod; neu</li> <li>• yn ystod y cyfan o'r 12 mis diwethaf, wedi bod yn berchennog neu'n denant tir neu safle arall yn y gymuned a enwir uchod; neu</li> <li>• wedi bod â'ch prif neu'ch unig weithle yn ystod y 12 mis diwethaf yn y gymuned a enwir uchod; neu</li> <li>• rydych wedi byw yn y Gymuned, neu o fewn 4.8 cilometr ohoni yn ystod y cyfan o'r 12 mis diwethaf.</li> </ul> <p>*Mae rhai pobl benodol wedi'u hanghymhwysio rhag ymgeisio, yn eu plith swyddogion cyflogedig y Cyngor, unrhyw un sy'n destun gorchmynion cyfyngu methdalwyr a'r rheiny sy'n destun dedfrydau o garchar yn ddiweddar. Mae'r cyfrifoldeb yn eistedd gyda'r ymgeisydd i sicrhau eu bod yn gymwysedig i ymgeisio.</p>		<p>NOTICE IS HEREBY GIVEN that _____ vacancy(ies) has/have occurred in the office of Councillor for the above mentioned Community/Ward, and the Community Council intends to co-opt.</p> <p>Expressions of interest are being sought from members of the public who meet the following qualifications and are interested in representing their community on the aforementioned Community Council. You must be a British, Commonwealth, Irish or a European Union citizen and be 18 years of age or over; and meet at least one of the following criteria:*</p> <ul style="list-style-type: none"> <li>• registered as a local government elector for the area named above; or</li> <li>• during the whole of the last 12 months occupied as owner or tenant land or other premises in the community named above; or</li> <li>• your principal or only place of work during the last 12 months has been in the community named above; or</li> <li>• you have during the whole of the last 12 months resided in the Community or with 4.8 kilometres of it.</li> </ul> <p>*Certain people are disqualified from standing, and these include paid officers of the community council, anyone subject to bankruptcy restriction orders and those subject to recent sentences of imprisonment. It is the responsibility of the candidate to ensure that they are qualified to stand.</p>	

Llofnodwyd \_\_\_\_\_ Signed  
**Clerc y Cyngor / Clerk to the Council**

Dyddiwyd \_\_\_\_\_ Dated

Os ydych yn dymuno cael eich ystyried i gael eich cyfethol ar gyfer y sedd(i) gwag, neu'n dymuno cael rhagor o wybodaeth ynghylch rôl Cyngorwyr Cymuned, cysylltwch â'r Swyddog Priodol, Clerc y Cyngor Cymuned ar/yn \_\_\_\_\_  
 If you wish to be considered for co-option for the vacant seats(s) or want more information regarding the role of a Community Councillor please contact the Proper Officer, Clerk to the Council Community on/at \_\_\_\_\_  
 by \_\_\_\_\_

## Appendix 5

### **Timetable - xxxxxx (xxxxxxx ward) By-election** Thursday xxxxxx

		<u>DAY</u>	<u>Date</u>
Notice of Election	-25		
Delivery of nomination papers begins – during office hours	-24		
Last day for delivery of nomination papers – 4pm	-19		
Last day for withdrawal of candidate – 4pm	-19		
Publish statement of persons nominated – 4pm	-18		
Last day for new registration	-12		
Last day of requests to change or cancel existing absent votes. Last day to amend existing proxy votes – 5pm	-11		
Last day for new postal applications			
Earliest possible issue of absent votes	-10		
Publish notice of poll and situation of polling station	-6		
Last issue of proxy votes – 5pm	-6		
Last day to appoint counting / polling agents	-5		
First day to issue replacements for lost postal ballot papers	-4		
Emergency Proxy – 5pm	0		
Amendment to correct clerical error – 9pm	0		
Last day to make alteration to correct a clerical error or to implement a court (registration appeal) decision	0		
Deadline for return of election expenses (calendar days)	28		