



COMMUNITY COUNCIL ELECTIONS GUIDANCE NOTES FOR CANDIDATES

Nomination Form

To stand as a Community Councillor, you are required to lodge the enclosed Nomination Form with the Returning Officer by the date and time shown at the foot of the form.

Eligibility Criteria:

To be eligible to stand as a candidate in a Community Council Election, you must:-

- Be at least 16 years of age;
- Appear on the electoral roll;
- Be resident in the Community Council area you wish to stand for;
- Not be subject to any legal incapacity (further details available on request).

Support for your Nomination:

Your nomination must be supported by two people, who must sign the Nomination Form. They must:

- live in the relevant Community Council area;
- be registered on the electoral roll;
- and they must **not** subscribe to any other candidate's Nomination Form.

Signatures of candidates and subscribers are required.

Nomination Forms, which do not conform to the above, will be considered invalid.

Candidates and subscribers can check that they are on the electoral roll by contacting Electoral Registration Officer on 01786 892289.

Note to Council employees who intend to submit a nomination form:

If you are employed by Clackmannanshire Council, you will be eligible to stand as a candidate, providing you have not been refused permission or had permission withdrawn.

Personal Statements

It is not a mandatory requirement, but all candidates are invited to consider submitting a Personal Statement in support of their election. In the event of a ballot, these will be made available to voters to help them make informed choices.

The Returning Officer is entitled to refuse to publish any personal statement that is:-

- In excess of 250 words;

- Considered at her sole discretion to be illegible or contain material that is defamatory, obscene or unlawfully discriminatory.

Note: You do not have to provide a personal statement if you do not want to. Please note however that personal statements cannot be submitted after the closing date for nominations.

The Returning Officer shall exercise reasonable care in reproducing and publishing the personal statements, but accepts no responsibility for the accuracy or content of any statement published, or the views expressed therein.

Returning your Form

Please ensure your nomination form has been completed correctly. They can be returned, in person or by post, following the above instructions to the address below, **before 4 pm Thursday 16 September 2021. This deadline is final therefore nomination forms received after it will not be valid.**

If you wish to return the forms in person, please phone 01259 452266 to arrange an appointment. **Application forms will be accepted at Council Headquarters, Kilncraigs, Greenside Street, Alloa from 10 am until 4pm each working day from Wednesday 11 August until Thursday 16 September at 4pm.** Please note that our reception is not open so you must phone to arrange this.

Please note that you cannot submit the form electronically. You can post your completed nomination form, but you should ensure that you allow sufficient time for it to be received by the Returning Officer to meet the deadline.

The Returning Officer
Clackmannanshire Council
Election Office
Kilncraigs
Greenside Street
Alloa
FK10 1EB

Check Your Completed Form

Before returning your nomination form, please check that you and your subscribers have completed all the relevant parts and that you have all signed the form. Incomplete forms will have to be returned and may mean you miss the deadline for submission.

Next Stage

Uncontested Elections

If there are less or an equal number of candidates to vacancies, the candidates nominated shall be declared elected unopposed.

Contested Elections

A ballot will only be held where the number of nominations exceeds the number of vacancies on any Community Council. All nominations will be held until the ballot period. This will involve a postal ballot in your area and will be advertised locally. Ballot

papers containing the names of the candidates will be sent to all electors registered in the area of the Community Council. Any supporting statements that have been received before the close of nominations will accompany the ballot paper.

Count and Declaration

The count in any ballot will be conducted the day following the close of poll. As a candidate you will be given the opportunity to attend.

All candidates will be advised personally of the outcome at each stage in the election process.

General Information

All local Community Councils are required to adhere to requirements as laid down in Clackmannanshire Council's 'Scheme for the Establishment of Community Councils'. You can find the 'scheme' on the community council webpage:
<http://www.clacks.gov.uk/community/communitycouncilsintro/>

Term of Office

The term of every member elected at a regular election shall extend to 4 years.

For all Community Councillors, including those elected at an interim election, the term of office will end at midnight of the day prior to the scheduled polling day at the next regular election.

Use of Personal Data

The Council will publish your name when declaring the results of the election.

Your name, address and email will be provided to the single point of contact so that the Community Council is able to communicate with you.

The Council maintains a database containing Community Councillors' contact details.

For more information on how the council handles personal data, please see the website **www.clacks.gov.uk/regulation/dataprotectionpolicy/**

If you have any queries regarding the election process, please do not hesitate to contact the Returning Officer's staff on Tel: **01259 452266** or e-mail: **elections@clacks.gov.uk** or see our website:
<http://www.clacks.gov.uk/community/communitycouncilsintro/>