

## **Guidance 11 - FILLING OF INTERIM VACANCIES**

- Community Councillors are democratically elected and as such the process of appointment has to be transparent. This guidance details the process which should be followed to comply with the Council's Scheme for the Establishment of Community Councils and to demonstrate an open and democratic process.
- All Community Councils should maintain an up-to-date record of membership and vacancies occurring, for whatever reason, should be reported to their Area Manager to allow for updating of records. Community Councils are encouraged to fill vacancies as soon as possible through the co-option process available to them.
- If the vacancies cannot be filled via co-option, the Community Council has already allocated all of its co-option places or it is in a position where it requires new members as a matter of urgency to ensure its ongoing sustainability, an interim election can be arranged through the Area Office.
- The Area Office will discuss with the Community Council the timings for the election process and will provide the Community Council with appropriate nomination forms and publicity materials. Nomination forms will be available from the Council in hard copy and from its website and can be made available locally from suitable public premises e.g. public library or from secretary/chairperson.
- The Area Office will check and validate all forms.
- If the same or fewer valid nominations than vacancies are received the candidates will be elected unopposed and the Area Office will contact the candidates direct to inform them that they are now Community Councillors. They will also provide them with contact details for the Community Council Secretary so that the Secretary can provide Community Council agenda papers etc. The Community Council should welcome the new Community Councillors at its next meeting.
- If more valid nominations than vacancies are received a ballot election will be arranged and undertaken by the Area Office. The results of the ballot will be announced as soon as possible thereafter. The Area Office will write to all candidates to advise them of the outcome of the ballot and provide the successful candidates with contact details for the Community Council Secretary so that the Secretary can provide details for Community Council agenda papers etc. The Community Council should welcome the new Community Councillors at its next meeting.
- Note - if elected in an interim election the community councillors term will run until the next Full Election.