

ADOPTED 1997

LOCAL GOVERNMENT ETC. (SCOTLAND) ACT 1994

SCOTTISH BORDERS COUNCIL

SCHEME FOR THE ESTABLISHMENT OF COMMUNITY COUNCILS

1.0 Introduction

- 1.1 The Scottish Borders Council, in accordance with the terms of Section 22 of the Local Government etc. (Scotland) Act 1994 has adopted the following Scheme for the establishment of Community Councils within the Scottish Borders Council area, and has revoked the Schemes made by the former Berwickshire, Ettrick and Lauderdale, Roxburgh and Tweeddale District Councils, with effect from midnight on 31 March 1997.

2.0 Purpose of Community Councils

- 2.1 In addition to any other purpose which a Community Council may pursue, the general purpose of a Community Council shall be to ascertain, co-ordinate and express to the Local Authority for its area, and to public authorities, the views of the community which it represents in relation to matters for which those authorities are responsible, and to take such action in the interests of that community as appears to it to be expedient and practicable.

3.0 Procedure for Establishment of Community Councils

- 3.1 In the event of not less than 20 electors in any one of the areas listed in Schedule 1 to this Scheme, and shown delineated on the maps (numbered 1 - 67) annexed to the principal copy of this Scheme, with the exception of Bowden, for the reasons stated in Clause 3.2 below, making written application for the establishment of a Community Council for that area in accordance with this Scheme, the Scottish Borders Council shall, within six weeks from the date of the petition, invite nominations and thereafter, if necessary, organise an election for the establishment of a Community Council for that area.

- 3.2 Bowden Village Committee having requested that it be accepted by the Scottish Borders Council in its present title and existing form of Constitution to act instead of a Community Council for an area enumerated No. 22 on the Map annexed hereto, comprising Bowden Village and its surrounding district, being part of Bowden Parish, the Scottish Borders Council has determined that no Community Council is necessary for that area for the following reasons, namely:-

- (First) that the Committee, being composed of members duly elected at a public meeting, is truly representative of the community which it serves;
- (Second) that the Committee has exhibited to the Scottish Borders Council sufficient proof of its involvement with and activities on behalf of the community to indicate that the establishment of a Community Council in addition to that Committee is unnecessary;
- (Third) that the Committee holds considerable funds and other property, including Bowden Common Land extending to 26 acres or thereby, in trust for the benefit of the community; and
- (Lastly) that the Committee gains certain advantages from its charitable status not presently enjoyed by Community Councils.

4.0 Composition of Community Councils

4.1 Community Councils shall be composed of :

- (a) the number of Members specified for that Community Council as detailed in Schedule 1 hereto who have been elected in the manner aftermentioned;
- (b) the Scottish Borders Councillor(s) for the area covered by the Community Council or part of it, who shall have ex officio membership of that Community Council during their period of office for the Authority but shall have no entitlement to vote or hold office in the Community Council. No Member of the Scottish Borders Council may simultaneously be a member of a Community Council other than in an ex officio capacity; and
- (c) may include co-opted members in the following circumstances:-
 - (i) Community Councils may co-opt further members with skills or knowledge which the Community Council consider would be of assistance to the Community Council in carrying out its functions. Such co-opted members shall not have voting rights and shall not hold office, and may be under eighteen years of age. Members co-opted for this purpose will serve for such time as may be determined by the Community Council at the time of their co-option or until the Community Council decide that their services are no longer required; and
 - (ii) Community Councils may, where their elected membership does not comprise the maximum number of elected members specified in Schedule 1 but is equal to or exceeds one-half of that number or where casual vacancies arise during a term of office, co-opt persons who would be eligible for election to the Community Council as members in order to make up these numbers, subject to the number of members so co-opted not at any time exceeding one quarter of the maximum number of elected members specified for that Community Council in Schedule 1. Members so co-opted may serve until the next ordinary election to that Community Council, with full voting rights.

5.0 Method of Co-option of Members

5.1 A proposal to co-opt a person or persons to a Community Council under paragraph 4.1 (c)(ii) hereof shall require a Notice of Motion to that effect to be included on the Agenda for the appropriate meeting of the Community Council, and such Notice of Motion shall include the name and address of the person proposed to be co-opted, together with (where appropriate) that person's number on the current Electoral Register, and the names of the proposer and seconder who shall be Members of the Community Council.

6.0 Casual Vacancies

6.1 A casual vacancy shall be deemed to arise in any of the following circumstances:

- (a) on the day when a member ceases to be entered in the Electoral Roll for the area covered by the Community Council;
- (b) on the expiry of a period of six calendar months during which a member of a Community Council has failed to attend a meeting of that Community Council, or of any Committee or other body constituted by such Community Council unless leave of absence has been granted or other reason accepted by that Community Council; or
- (c) upon the receipt by a Community Council of a written notice of resignation from a member.

7.0 Term of Office

7.1 Elected members of a Community Council shall serve for a term of office to be specified in the Constitution of that Community Council, subject to that term of office being for a minimum of one year and a maximum of five years and shall be eligible for re-election.

8.0 Nomination of Candidates

- 8.1 A person seeking election to a Community Council must be aged 18 years or over and appear on the Electoral Roll for that Community Council area at the date of being proposed for membership of the Community Council. Each candidate shall be nominated by a Proposer (who may be the candidate) and a Secunder, both being persons whose names appear at that time in the said Electoral Roll for the respective Community Council's area, or sub-division of that area, where applicable.
- 8.2 No person shall be entitled to nominate more than one candidate.
- 8.3 When instructed to do so by the Scottish Borders Council in the case of initial elections, and by the Community Councils themselves following their establishment, the Returning Officer shall give public notice of an invitation to submit nominations for membership of Community Councils, in such form as the Scottish Borders Council may prescribe, as illustrated in Schedule 2 hereto, within such period as is specified in the notice, being not less than 14 and not more than 28 days of the date of the public notice, allowing 7 days thereafter for withdrawals.
- 8.4 Where the number of valid nominations, after any withdrawals, exceeds the number of Community Council members specified in Schedule 1, a contested election shall be held in accordance with the procedure hereinafter prescribed.
- 8.5 Where the number of valid nominations, after any withdrawals, is equal to, or more than half, the number of Community Council members specified in Schedule 1, the Returning Officer shall give public notice that the candidates validly nominated have been elected to the Community Council.
- 8.6 Where the number of valid nominations, after any withdrawals, is less than half the number of Community Council members specified in Schedule 1, no Community Council will be established and the Returning Officer shall give public notice that no Community Council shall be formed at that time. In such event, no further application for the establishment of a Community Council for that area shall be considered until the expiry of a period of at least six months after the date of the public notice of the invitation to submit nominations. In the event of such an application being received after that period, the Returning Officer shall issue a further invitation to submit nominations and the electoral process shall be repeated. If, after this second invitation, the number of valid nominations is still less than half the number of Community Council members specified in Schedule 1, no further applications for the establishment of a Community Council for that area shall be considered until the expiry of a period of at least twelve months after the date of public notice of that second invitation.
- 8.7 The Returning Officer shall publish whether through a free sheet circulating throughout the Community Council area or in some other manner, not less than seven days prior to the election, details of the election procedure to be employed, including the names and addresses of candidates and the place, dates and times fixed for the conduct of the poll and the count.

9.0 Returning Officer

- 9.1 The Returning Officer for the first election to a Community Council shall be the Director of Central Services of the Scottish Borders Council, or his appointed nominee and, for all elections after the establishment of a Community Council, shall be the person appointed by the Community Council concerned, subject to approval by the Director of Central Services. The Returning Officer for a Community Council election shall not be an elected member of that Community Council or a candidate in that election to that Community Council.

10.0 Voting Arrangements

- 10.1 Persons included in the section(s) of the Electoral Roll for the area applicable to a Community Council and who would be entitled to vote in a Local Government election at the date of the Community Council election shall be entitled to vote in Community Council elections for that area.
- 10.2 Voting in a Community Council election shall take place by way of a secret procedure. The method of election shall be determined by the Returning Officer as:-
 - (a) by ballot box, at a designated polling place or places using a simplified version of the prescribed procedure for Local Authority elections; or

(b) by post.

There shall, however, be no alternative of postal voting in connection with method a) above, nor shall there be any provision for the issue of poll cards or voting by proxy for either method of election.

- 10.3 The ballot papers to be used in Community Council elections shall be laid out in a style approved by the Scottish Borders Council.
- 10.4 Each eligible elector shall have available to him a number of votes equal to the aggregate number of seats being contested at that election, subject to the proviso that where a Community Council area is divided into sub-divisions, each eligible elector shall, unless the Constitution to be adopted by the Community Council determines otherwise, be entitled to vote only for candidates standing for seats within the sub-division in which the eligible elector resides, the number of votes available to each eligible elector in that event being equal to the number of seats being contested within that sub-division; and no elector shall cast more than one vote for any one candidate.
- 10.5 The hours of polling for ballot elections shall be determined for each Community Council area by the Returning Officer, taking account of local circumstances for the first election to a Community Council and during such period or periods between 8 a.m. and 8 p.m. as the Community Council may determine thereafter unless where voting is by post, in which case the period shall be determined by the Returning Officer. The number of vacant seats available shall be filled by the corresponding number of candidates receiving the highest number of votes. In the event of more than one candidate receiving the same number of votes for the last available seat or seats on the Community Council, the successful candidate(s) will be decided by lot.
- 10.6 A returned ballot paper shall contain only such information as is requested to identify the candidates chosen by the elector. Any ballot paper which at the counting of the votes is found to:-
- (a) contain any mark or other writing implying that the number of votes being cast is more than the designated number available to the elector; or
 - (b) contain any mark or other writing implying that more than one vote for any one candidate is being cast; or
 - (c) identify the elector,
- shall be deemed to be a spoilt paper, and shall be disregarded in the count.
- 10.7 The Returning Officer shall appoint and instruct persons to supervise the ballot or open the postal votes as appropriate and to conduct the count.
- 10.8 The Returning Officer, immediately after the counting of votes, shall complete a return to the Scottish Borders Council and to the Community Council concerned, containing the names and addresses of members elected, details of the number of votes cast for each candidate, the number of ballot papers issued and returned, the number of spoilt ballot papers and any other information as to the conduct of the election which may be required by Scottish Borders Council.
- 10.9 The Returning Officer shall, as soon as possible after the election, give public notice of the names and addresses of members elected.

11.0 General Provisions

- 11.1 Within twenty-one days of the election of a Community Council where possible, the Returning Officer shall convene the first public meeting of the Community Council. At this meeting, which shall be chaired, until a Chairperson has been elected, by the Returning Officer or his nominee (who shall normally be an ex officio member, if available) the Community Council shall elect from its eligible members a Chairperson, to be known by such title as the Community Council decide, subject to approval of that title by the Scottish Borders Council, and such other office-bearers as the Community Council shall deem necessary. Thereafter such office-bearers, who shall be eligible for re-election, shall be elected or re-elected at the Annual General Meeting of the Community Council, or otherwise in accordance with the Constitution to be prepared as aftermentioned.

- 11.2 Every Community Council may appoint a Secretary and a Treasurer (which offices may be combined) who shall hold office and may be eligible for re-appointment in accordance with the provisions of the Constitution to be prepared as aftermentioned. The Secretary and Treasurer (but no other office-bearers) may be appointed from outwith the membership of the Community Council and may receive such remuneration as the Community Council may determine from the resources available to them, there being no extra funding available from the Scottish Borders Council for this purpose. Such appointees from outwith the membership shall be entitled to speak only on matters relating to their function as office-bearers and shall have no voting rights.
- 11.3 Following the first meeting after every election, each Community Council will lodge with the Director of Central Services of the Scottish Borders Council a return specifying the full names, designations and addresses of the Community Council's office-bearers and Examiner(s) of their Accounts and subsequently advise him, in writing, of all changes thereof.
- 11.4 Meetings of each Community Council shall be convened at intervals of not more than six months and at least three meetings shall be held annually, one of which shall be the Annual General Meeting. All meetings of the Community Council, shall be open to members of the public. Community Councils shall comply with the principles of the Local Government (Access to Information) Act 1985 and any amending legislation, particularly in regard to the conduct of business in public unless permitted to be taken in private in terms of the Act, and also in regard to allowing sight of agenda papers and Minutes. A summary of its main provisions shall be provided to each Community Council.
- 11.5 Community Council members shall comply with the National Code of Conduct for Local Authority Members, a copy of which shall be issued to each Community Council. Members shall be required, in advance, to declare pecuniary and non-pecuniary interests relating to matters which might be under discussion and after doing so shall take no part in their consideration. Failure to observe this may lead to suspension and repeated failure to observe may lead to expulsion.
- 11.6 Only Community Council Members with full voting rights may vote at Community Council Meetings, including Annual General Meetings, the only exception being votes on the proposed contents of the Constitution and proposed amendments thereto, in which case all persons eligible to vote in local government elections and on the Electoral Roll for the Community Council area and in attendance at the meeting are entitled to vote.
- 11.7 The quorum for each Community Council shall be one-third of the Community Council Membership eligible to vote, subject to a minimum of three.
- 11.8 Every Community Council shall be empowered to convene special meetings as aftermentioned within the defined area of the particular Community Council for the purpose of considering matters of interest and importance, and for the purpose of agreeing or amending their Constitution.
- 11.9 Every Community Council shall, upon receipt of a requisition signed by twenty electors, convene a special meeting, to be held within twenty-one days of receipt of that requisition, or such shorter period as may be specified in the Community Council Constitution, to consider the business which must be specified in the requisition and in the notice calling the meeting.

12.0 Constitutions

- 12.1 Within three months of the date of its first meeting, each Community Council shall draw up and submit to the Scottish Borders Council for approval, a Constitution for the regulation and management of its affairs. Each Constitution shall contain provision for the following:-
- (a) Name of the Community Council;
 - (b) Size, composition, purpose, functions and quorum (as defined in paragraph 11.7 above) of the Community Council and of any Committees appointed by the Community Council;
 - (c) Frequency of holding meetings, of which there shall be at least three in any twelve month period, to be convened at intervals of not more than 6 months, including provision for an Annual General Meeting, which shall be held not later than 60 days after the end of the Community Council's financial year;

- (d) The Agenda for the Annual General Meeting shall include items for receiving the following, namely:-
- (i) a report on the Council's activities for the previous year;
 - (ii) the scrutinised/approved Annual Statement of Accounts; and
 - (iii) proposals for the amendment of that Council's Constitution, where appropriate;
- (e) Rules whereby Community Council members shall be advised of the place, date and time of any meetings of the Community Council, Committees or Sub-Committees by means of written agendas, specifying the business to be conducted and sent either to their normal residence or place of work at least seven days before the due date of such meeting. Public notice shall be given by a copy of the agenda being affixed in a prominent and clearly visible position at the normal place where meetings of that Council are held and/or in such other manner or locations as may be prescribed in the Constitution;
- (f) Rules for the keeping of Minutes which shall also provide that such Minutes shall be circulated to members of the Community Council not later than with the issue of the agenda for the next meeting, and that adequate arrangements shall be made for Minutes of any meeting to be available for inspection by members of the public within the Community Council's area not later than seven clear days prior to the next meeting of the Community Council;
- (g) Method and procedure for the nomination of candidates;
- (h) Term of office of members of the Community Council, recognising the right of the Scottish Borders Council to set a common election date for Community Councils each year as aftermentioned;
- (i) Arrangements governing the election and/or appointment of office bearers;
- (j) Appointment of ex officio (Scottish Borders Council) and co-opted members;
- (k) Procedure for filling of casual vacancies;
- (l) Holding of heritable property;
- (m) Rules or Standing Orders for the conduct of the business of the Community Council;
- (n) Provisions regulating the Finance and Accounts, including a provision specifying the financial year;
- (o) Rules to ensure that each member of the Community Council is given a copy of the scheme at the commencement of membership, together with a copy of the Community Council's Constitution and Rules, or where applicable, Standing Orders;
- (p) Calling of extraordinary public meetings;
- (q) Rules governing alteration to the Constitution, including provision for agreement by the electors of the area at an Annual General Meeting or at a meeting convened for that purpose, prior to submission to the Scottish Borders Council for approval; and
- (r) A dissolution clause.

12.2 The Constitution to be adopted shall not conflict with the terms of this Scheme.

13.0 Financial Provisions

- 13.1 Scottish Borders Council may provide grants for the purpose of assisting and promoting the interests of Community Councils within its area. The amount to be made available to each Community Council and the form of grant shall be at the sole discretion of the Scottish Borders Council and shall be intimated to each Community Council prior to 1st April each year.
- 13.2 At the request of a Community Council, the Scottish Borders Council may make further grants or loans towards the expense of carrying out special projects subject to such terms and conditions as the Scottish Borders Council deem appropriate.
- 13.3 In the event of any Community Council not being established, being in abeyance or becoming disestablished or dissolved, its share of any grant shall be retained by the Scottish Borders Council until such time as the Community Council is formed or re-formed, when a proportion of the grant appropriate to the portion of the Scottish Borders Council's financial year remaining shall be awarded.
- 13.4 Community Councils shall be empowered to raise funds for schemes, projects and other purposes within their stated objects.
- 13.5 All monies received by a Community Council, whether by way of grant, gift or loan shall be applied to maintain its administrative structure and/or to further the objects of such Council.
- 13.6 Each Community Council shall keep an accurate record of its receipts and payments and the Treasurer or other nominated office-bearer shall prepare annually an Abstract of Accounts. The books and Abstract of each Community Council shall be scrutinised by an independent examiner, duly appointed for that purpose, who shall not be a member of that Community Council. A copy of the approved Abstract for each Community Council shall be submitted to the Director of Central Services of the Scottish Borders Council within seven days of the Annual General Meeting.
- 13.7 The Scottish Borders Council may, so far as is reasonably and financially practicable, provide, free of charge, accommodation to Community Councils within premises under the ownership and control of the Scottish Borders Council for the purposes of holding Community Council meetings, or, where such accommodation is not available, contribute towards the hire charges incurred.
- 13.8 In the event of the disestablishment or dissolution of a Community Council for any reason, such property and funds as are vested or under the control of said Community Council at the date of disestablishment or dissolution shall be transferred to and vested in Scottish Borders Council and shall be administered and applied by them in such manner as the Scottish Borders Council in their sole discretion may determine to be for the benefit of all or part of the Community Council area, said discretion including the power of sale.
- 13.9 A Community Council may lease or acquire heritable property, the title to which shall be taken in the names of such office-bearers as may be specified in the Constitution for that purpose, as Trustees for such Community Council and their respective successors in office.

14.0 Common Election Date

- 14.1 The Scottish Borders Council reserve the right, if they in their sole discretion so determine, to establish a common election date in each year for Community Council elections and undertake to give to the Secretary of each Community Council appropriate prior written notice of their intention to exercise this right.

15.0 Mutual Exchange of Information

- 15.1 The Scottish Borders Council shall, as soon as possible after the establishment of Community Councils in the Scottish Borders area, consult each Community Council, with a view to drawing up a Code of Practice for the exchange of information between the Authority and the Community Councils.

- 15.2 The Code will include provision for the supply of information by the Scottish Borders Council to Community Councils on proposals and decisions which may affect the area concerned in order that the views of the Community may be ascertained.
- 15.3 The Scottish Borders Council will send to each Community Council within its area:-
- (a) Agendas of full Council and Committee Meetings, including relevant Area Committee Meetings;
 - (b) Copies of the Minutes of the appropriate Area Committee; and
 - (c) Copies of such consultative documents as the Authority may from time to time decide.
- 15.4 Each Community Council shall submit to the Scottish Borders Council's Director of Central Services copies of the Minutes of its meetings no later than within 21 days after each meeting and copies of the agenda for the subsequent meeting of the Community Council when being issued.

16.0 Permitted Variations

- 16.1 Notwithstanding the foregoing, the Scottish Borders Council may, following receipt of representations from a Community Council, amend the number of elected and co-opted Members of that Community Council in terms of Schedule 1 and paragraph 4.1(c)(ii) respectively either temporarily or for the purposes of the next and subsequent elections of that Community Council, may introduce or vary sub-division areas and may allow variations to nomination procedures in terms of paragraph 8.1 and to the number of votes available to each elector in terms of paragraph 10.4, in both cases to take account of any sub-divisional representation system that the Community Council wish to operate, provided that the Constitution of that Community Council shall be amended accordingly at their next Annual General Meeting.

SCHEDULE 1**COMMUNITY COUNCILS**

Community Council Area		Number of Elected Members	Allocation of Seats on Community Council and Sub-Division of Areas as on Map where appropriate
Berwickshire			
1.	Abbey St. Bathans, Bonkyl and Preston	12	---
2.	Ayton	12	---
3.	Burnmouth	8	---
4.	Chirside	10	---
5.	Cockburnspath	8	---
6.	Coldingham	10	---
7.	Coldstream	20	---
8.	Cranshaws and Longformacus	10	Cranshaws - 3 Seats Longformacus - 7 Seats
9.	Duns	12	---
10.	Edrom, Allanton and Whitsome	9	---
11.	Eyemouth	12	---
12.	Foulden, Mordington and Lamberton	11	Foulden - 5 Seats Mordington - 3 Seats Lamberton - 3 Seats
13.	Gavinton, Fogo and Polwarth	12	Gavinton - 7 Seats Fogo - 4 Seats Polwarth - 1 Seat
14.	Gordon and Westruther	9	Gordon - 5 Seats Westruther - 4 Seats
15.	Grantshouse	8	---
16.	Greenlaw and Hume	12	Greenlaw - 9 Seats Hume - 3 Seats

17.	Leitholm, Eccles and Birgham	9	Leitholm - 4 Seats Eccles - 2 Seats Birgham - 3 Seats
18.	Paxton and Hutton	8	Paxton - 4 Seats Hutton - 4 Seats
19.	Reston and Auchencrow	8	Reston - 6 Seats Auchencrow - 2 Seats
20.	St. Abbs	7	---
21.	Swinton and Ladykirk	9	Swinton - 6 Seats Ladykirk - 3 Seats
Ettrick and Lauderdale			
22.	Bowden Village Committee (No Community Council)	6	
23.	Clovenfords and District	12	
24.	Earlston	12	
25.	Ettrick and Yarrow	12	
26.	Galashiels and Langlee	15	
27.	Heriot	6	
28.	Lauderdale	12	
29.	Lilliesleaf, Ashkirk and Midlem	8	
30.	Maxton and Mertoun	8	
31.	Melrose and District	12	
32.	Newtown St. Boswells	10	
33.	Oxton and Channelkirk	6	
34.	Royal Burgh of Selkirk and District	12	
35.	St. Boswells	10	
36.	Stow and Fountainhall	12	Stow - 10 seats Fountainhall - 2 seats
37.	Tweedbank	10	

Roxburgh			
38.	Ancrum	12	
39.	Burnfoot	12	
40.	Crailing and Eckford	9	
41.	Denholm and District	10	
42.	Ednam, Stichill and Berry Moss	9	
43.	Floors, Makerstoun, Nenthorn and Smailholm	12	
44.	Hawick	18	
45.	Heiton and Roxburgh	12	
46.	Hobkirk	9	
47.	Jedburgh	12	
48.	Jed Valley	12	
49.	Kalewater	12	
50.	Kelso	12	
51.	Lanton	5	
52.	Newcastleton	12	
53.	Oxnam	9	
54.	Southdean	12	
55.	Sprouston	6	
56.	Upper Teviotdale and Borthwick Water	10	
57.	Yetholm	11	

Tweeddale			
58.	Carlops	6	
59.	Eddleston	8	
60.	Innerleithen, Traquair and Glen	12	
61.	Lamancha, Newlands and Kirkurd	14	
62.	Manor, Stobo and Lyne	9	
63.	Royal Burgh of Peebles and District	18	
64.	Skirling	6	
65.	Upper Tweed	10	
66.	Walkerburn	9	
67.	West Linton	9	

**SCOTTISH BORDERS COUNCIL
COMMUNITY COUNCIL ELECTIONS 1997**

-----COMMUNITY COUNCIL
(note 1)

NOMINATION FORM

Please read notes overleaf and then complete Sections 1 and 2 in typescript or BLOCK CAPITALS

SECTION 1 - CANDIDATE

SURNAME (AS IN ELECTORAL REGISTER)	OTHER NAMES (AS IN ELECTORAL REGISTER)	MR/MRS/ MS/ MISS	ELECTORAL NUMBER (NOTE 2)		ADDRESS (AS IN ELECTORAL REGISTER)
			Letter or Number	Electoral Number	

SECTION 2 - PROPOSER AND SECONDER

	SURNAME (AS IN ELECTORAL REGISTER)	OTHER NAMES	MR/MRS/ MS/MISS	ELECTORAL NUMBER (NOTE 2)		ADDRESS (AS IN ELECTORAL REGISTER)
				Letter or Number	Electoral Number	
PROPOSER						
SECONDER						

WE hereby nominate as a candidate for election the person named in Section 1 above, who, to the best of our knowledge and belief is eligible for such election, as a member of

..... Community Council

(Note 1)

in the Sub-Division.

(Note 3)

Signature of Proposer

Signature of Seconder

ACCEPTANCE OF NOMINATION (Note 5)

I, the nominee for election, named in Section 1 above, consent to be nominated as a candidate for the abovementioned Community Council and, if elected, will accept office as a member of the said Community Council.

Signature of CandidateDate.....

NOTES

1. Please insert the name of the Community Council
2. Please insert in the first column the distinctive number and letter if any, from the Register of Electors (e.g.) 21A. The number will be found next to "Polling District".
Please insert in the second column the elector number which can be found next to the elector's name in the Register of Electors.
3. Where, in terms of the new Scheme for the Establishment of Community Councils, a Community Council area consists of a number of sub-divisions the name of the sub-division should be given.

QUALIFICATIONS FOR ELECTION

A person seeking election to a Community Council must be aged 18 or over and appear on the Electoral Register for the Community Council area at the date of being proposed for membership of the Community Council. Each Candidate shall be nominated by a Proposer (who may be the candidate) and a Seconder, both being persons whose names appear in the said Electoral Register for the respective Community Council area, or sub-division of that area, where applicable.

COMPLETED NOMINATION FORMS SHOULD BE LODGED WITH

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By no later than.....