

# **REPORT TO COUNCIL**

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**Date of Meeting:** 20 March 2019  
**Title:** ELECTION 2019  
**Report of:** CLERK

## **SUMMARY:**

To advise on the election process.

## **REPORT:**

As a Parish Councillor your term of office is due to expire soon. An election of new members will take place on 2nd May 2019, with those successfully elected taking up office on 7th May 2019.

If you wish to stand for election the first day for the receipt of nominations will be Monday 18th March and the nomination period will close at **4 p.m. on Wednesday 3rd April 2019**. I have been asked by Carlisle City Council to advise candidates that it would be appreciated if nomination papers could be submitted as early as possible in the nomination period due to the number of candidates being expected to stand and the administrative burden that this causes on members of staff within the department.

The Clerk has been sent a batch of nomination papers and guidance notes and these have been circulated to you prior to the meeting.

## ***Areas to note:-***

- Nomination papers must be completed by both new candidates and existing Councillors who wish to stand for re-election;
- Candidates who are unsure if they qualify to be elected should contact the Clerk as soon as possible.
- The criteria to be a councillor is not limited to living in the parish and various qualifications exist to stand; the Clerk can advise anyone interested if they are eligible;
- The responsibility for the completion and submission of nomination papers lies with the individual candidate. It is recommended that they are delivered in person to the Civic Centre or by someone entrusted by the candidate;
- Elector numbers (for proposers and seconders) can be obtained from the Clerk who has been given a Register of Electors for this purpose. With the boundary changes to City Council wards it is essential that candidates use up to date numbers obtained for this process and do not rely on old polling cards.

## **AFTER THE ELECTION**

### **Uncontested Election**

If the number of candidates who have been validly nominated does not exceed the number of Councillors to be elected (8) they will be declared elected and a 'Result of Uncontested Election' will be published on the 4th April 2019. Councillors do not however take up their seats until 7th May.

Each individual Councillor will also be sent a formal notice that they have been elected, together with a declaration and return of expenses form which must be completed and returned to the Carlisle City Council Returning Officer within 28 days of the election (i.e. before 30th May). The completion of both forms is a statutory requirement and although you may have incurred no election expenses these forms must be completed and returned and it is the responsibility of the individual councillor to do this. Failure to return this form will mean that you are unable to act as a councillor.

### **Co-options**

If fewer Councillors are nominated and subsequently elected than the total number on the Council, the elected members may co-opt suitably qualified people to fill the remaining vacancies, provided there is quorum (i.e. one third, 3, of the whole number, 8) of Councillors.

### **Contested Election**

If there are more candidates than the number of seats then the election will be considered contested and a poll will be held on Thursday 2nd May 2019. The City Council will handle the administration for this and the Clerk will keep candidates fully informed.

### **ACTION:**

Councillors are requested to consider their positions and if unclear on any items, to please contact the Clerk as clarification may need to be gained from the Electoral Services Officer on any issues raised.