

Item 15 Appendix 1 POLICY FOR THE ELECTION OF MAYOR AND DEPUTY MAYOR

Background The 1972 Local Government Act s 15 (2) requires that the first item of business at the Annual Meeting of the Council is to elect a Chairman for the municipal year.

1 NOMINATION AND ELECTION OF MAYOR

a. In a non-election year

i. At the meeting of full council held in March the outgoing Mayor will call for written nominations for the offices of Mayor.

ii. Nomination will be by written submission, proposed and seconded by two members of the Council and counter signed by the nominee.

The Town Clerk will make a standard nomination form available (see appendix), although its use is not compulsory provided the requisite information is supplied.

Electronic signatures will be accepted.

iii. Completed nominations must be submitted to the Town Clerk within 7 days of the issue of the call for nominations.

iv. A special meeting of the Council will be held within 28 days of the issue of the call for nomination where the only items of business are to elect the Mayor Elect and Deputy Mayor-Elect.

v. At least 48 hours prior to the special meeting of the Council the Clerk shall circulate the names of the nominated candidates to all councillors.

vi. Prior to the vote for each election:

- i. The proposer of each candidate shall be allowed to speak for up to three minutes, in alphabetical order of candidate surname.
- ii. Each candidate shall be allowed to speak for up to three minutes, in alphabetical order of candidate surname

Where there is only one candidate for a post, a recorded vote shall be taken which will be by a show of hands as to whether to elect or not elect the nominated candidate.

viii. If the nominated candidate is not elected then the council will agree arrangements for a re-opening of nominations, allowing at least 48 hours for candidates to be nominated in accordance with point 1a(ii).

ix. Where there is more than one candidate for the post, the election will be carried out by recorded vote which will be by a show of hands.

x. Where there are more than two candidates, the successful candidate must achieve a clear majority* (excluding abstentions).

Where there is no clear majority, the candidate achieving the lowest number of votes will withdraw and a second ballot held. This process will continue until there is a clear majority.

xi. The candidate achieving the clear majority will be nominated as Mayor at the Annual Meeting of the Council held in May.

xii. A tie in votes may be settled by the casting vote of the Chairman of the meeting. xiii. The election of the Mayor shall be the first item of business at the Annual Meeting of the Town Council in May by a recorded vote.

Advisory note: All councillors present are permitted to vote for the election of Mayor or Deputy Mayor, including the chair of the meeting and those standing for office. It is advised that candidates exercise their right to vote unless they have agreed not to do so in advance with the other candidates.

In an election year (where the Annual Meeting must be held within 14 days)

i. As soon as possible, and in any case by the end of the fourth day after the elections, the Clerk will issue a call for written nominations for the office of Mayor to all councillors to allow sufficient time for the Annual Meeting of the Council to be held within 14 days.

ii. Nomination will be by written submission, proposed and seconded by two members of the Council and counter signed by the nominee. The Town Clerk will make a standard nomination form available, although its use is not compulsory provided the requisite information is supplied. Electronic signatures will be accepted.

iii. Completed nominations must be submitted to the Town Clerk by the end of the sixth day after the election.

iv. As soon as possible, and in any case at least 24 hours prior to the Annual Meeting of the Council the Clerk shall circulate the names of the nominated candidates to all councillors.

v. The Annual Meeting of the Council will be held no later than fourteen days after the election where the first item of business will be the election of the Mayor by a recorded vote.

vi. Prior to the vote for each election:

i. The proposer of each candidate shall be allowed to speak for up to three minutes, in alphabetical order of candidate surname.

ii. Each candidate shall be allowed to speak for up to three minutes, in alphabetical order of candidate surname.

vii. Where there is only one candidate for a post, a recorded vote shall be taken which will be by a show of hands as to whether to elect or not elect the nominated candidate.

viii. If the nominated candidate is not elected then the council will agree arrangements for a re-opening of nominations, allowing at least 48 hours for candidates to be nominated in

accordance with point 1b(ii) above but still allowing for the Annual Meeting of the Council to be held within 14 days of the election.

ix. Where there is more than one candidate for the post, the election will be carried out by recorded vote which will be by a show of hands.

Where there are more than two candidates, the successful candidate must achieve a clear majority (excluding abstentions). Where there is no clear majority, the candidate achieving the lowest number of votes will withdraw and a second ballot will be held. This process will continue until there is a clear majority.

xi. A tie in votes will be settled by the casting vote of the Chairman of the meeting.

xii. The successful candidate will immediately sign a Declaration of Acceptance of Office and take the chair for the remainder of the meeting.

Example of policy