

ESTABLISHMENT OF A COMMUNITY COUNCIL - OUTWITH 4 YEARLY ELECTIONS

In order to establish a community council outwith the four yearly community council elections, the following steps must be undertaken:-

1. Petition Requirement -

West Lothian Council will require a petition with the names, addresses and signatures of not less than 20 registered electors within the Community Council area who wish a Community Council to be established.

2. Publicity Procedure -

After checking of the petition, West Lothian Council will place an advert in the local newspaper for one week only inviting nominations from all interested registered electors in the area who wish to serve as community councillors.

This notice will give details of (i) the relevant closing dates and (ii) the prescribed number of members for the area (either 8, 12 or 18) and the minimum number of valid nominations which will be required to establish the Community Council (either 4, 6 or 8).

In addition, West Lothian Council will write to all those who signed the petition providing them with a nomination form for their use.

3. Nominations Below Prescribed Community Council Size -

By the closing date for acceptance, the Council must receive nominations equivalent to at least 50% of the prescribed number of community councillors for the area before a community council can be established.

Nominations received below this number will result in West Lothian Council being unable to establish a Community Council for that area and letters will be sent to any candidates advising them of the position.

4. Nominations Within Prescribed Community Council Size -

If by the closing date for acceptance, the Council has received at least 50% but no more than the total prescribed number, all candidates will be duly elected to the community council and this will be confirmed in writing by the Returning Officer.

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The Returning Officer will immediately make arrangements for an inaugural meeting of the new Community Council and an agenda/relevant paperwork will be issued to all community councillors before the meeting.

5. Nominations Above Prescribed Community Council Size-

If nominations exceed the prescribed number of Community Councillors for the area, an election will be necessary.

However, a period of one week after the closing date for acceptance will be permitted to allow any candidates to withdraw their nominations. West Lothian Council will write to all candidates advising of this process and at the same time, will seek the views of candidates on the preferred method of election should this still be necessary.

If a sufficient number of withdrawals are received by the set closing date, all remaining candidates will be elected to the community council and arrangements will be made for an early inaugural meeting. This will be confirmed in writing to all candidates.

If, on the other hand, insufficient withdrawals are received, West Lothian Council will immediately make all the necessary arrangements for an election to be held, taking into account the preferences expressed by candidates.

Adverts will then be placed in the local newspapers advising of the names of candidates, polling places and hours of poll or that a postal vote is to be conducted.

6. Inaugural Meeting

Following the election process, a letter will be sent to all candidates confirming who was successful/unsuccessful. The Returning Officer will then make all the necessary arrangements for an early inaugural meeting to be held. All community councillors will be issued with an agenda for this meeting which will confirm time and place, etc. and the business to be dealt with.