




COMMUNITY COUNCIL ELECTIONS 2021

NOMINATION PACK

In terms of the council's Scheme for Establishment of Community Councils in West Lothian, community council elections are held every 4 years on a date set by West Lothian Council. The last community council elections took place in October 2017. The next election of members to serve on all 41 community councils in West Lothian will take place on 14th October 2021.

There will be provision in the council's new scheme for 39 community councils as follows:-

Community Council Names	Minimum Number of Members	Maximum Prescribed Number of Members (based on population)
Addiewell, Loganlea and Breich	4	12
Armadale	4	18
Bathgate	4	18
Bellsquarry & Adambrae	4	12
Blackburn	4	18
Blackridge	4	12
Bridgend	4	8
Broxburn	4	18
Carmondean and Deans	4	18
Craigshill	4	18
Dechmont	4	8
Dedridge	4	18
East Calder & District	4	18
Ecclesmachan & Threemiletown	4	8
Eliburn	4	18
Fauldhouse	4	12
Greenrigg	4	8
Howden	4	12
Kirknewton	4	12
Knightsridge	4	12
Ladywell	4	12
Linlithgow & Linlithgow Bridge	4	18
Livingston Village	4	12
Longridge	4	8
Mid Calder	4	12
Murieston	4	18
Newton	4	8
Philpstoun	4	8
Polbeth	4	12
Pumpherstoun	4	8
Seafield	4	8
Stoneyburn	4	8
Torphichen	4	8
Uphall	4	12
Uphall Station	4	8
West Calder & Harburn	4	12
Westfield & Bridgehouse	4	8
Whitburn	4	18
Winchburgh	4	12



The minimum age to stand for election as a community councillor in West Lothian is 16. Qualification is by residency within the specific community council area. The names and addresses of individuals seeking election to a community council must appear in the Electoral Register of the community council area they wish to join at the date of election.

Candidates require to be nominated by a proposer and seconder, whose names and addresses must be on the Electoral Register for the same community council area. Nominations require to be submitted with the candidate's consent. Self-nomination is not permitted.

There is provision for 4 youth members between the ages of 14-16 to serve on every community council across West Lothian. A separate nomination form is available for anyone interested in joining their community council as a youth member.

The closing date for receipt of nominations is 5pm on Thursday 2nd September 2021.

Due to the ongoing pandemic, alternative arrangements to accept nominations by email have been put in place. Further information on the process can be found below.

Nominations should be returned in sufficient time as late nominations cannot be accepted.

A nomination form will be rejected if:

- it has not been properly completed and signed;
- the candidates name or address does not appear in the electoral register for the community council area; or
- the name and address of the proposer or seconder does not appear in the electoral register for the community council area.

On the expiry of the period for lodging nominations:-

- No election shall be necessary if the number of candidates nominated is at least 4 and does not exceed the maximum prescribed size. All candidates will be declared to be elected with effect from 14th October 2021.
- No community council shall be established if the number of candidates nominated is less than 4. The council may issue a second calling for nominations in areas where community councils failed to meet the minimum membership requirement within 6 months of the closing date for receipt of the first call for nominations.
- An election shall be necessary if the number of candidates nominated exceeds the maximum prescribed size and arrangements for a Poll shall be implemented.

Where more nominations have been received than there are places available, a period of 7 days will be allowed for anyone who wishes to withdraw from the election process. The deadline for withdrawal of nominations will be 5pm on Thursday 9th September 2021. No nominations may be withdrawn after this date.

At the end of the withdrawal period, an election will be organised for any community council that still has more candidates than it has spaces available. The Rules for Election provided overleaf give additional information about the election process.




RULES FOR ELECTIONS

1. Where it is determined under paragraph 7 (2) of the Scheme for the Establishment of Community Councils in West Lothian that an election is necessary, the election shall be organised by West Lothian Council under such procedures as may be agreed by the council from time to time.
2. The Returning Officer for community council elections shall be the Chief Executive of West Lothian Council.
3. The election shall be carried out in accordance with the principles and procedures of the Scottish Local Government Elections Rules 2011, adjusted and amended as appropriate in accordance with these Rules made by West Lothian Council.
4. Any question of interpretation of the Scottish Local Government Elections Rules 2011, as amended by these Rules, shall be referred to the Returning Officer whose decision shall be final.
5. The final decision on the format of any community council election (eg. ballot box, postal ballot, electronic voting) will rest with the Returning Officer, after consultation with the candidates and ward members. It will also have regard to any coronavirus restrictions in place at that time.
6. The election will be conducted using the first past the post system (also known as the simple majority system).
7. The Returning Officer will have discretion to decide whether to issue poll cards for community council elections.
8. Candidates shall not have, and shall not require to have, an official polling, counting or other agent.
9. Candidates are not expected to incur other than minimal expenses in connection with elections. No expenses of candidates shall therefore be refundable by the council.
10. Neither proxy voting nor tendered ballot paper procedures shall be incorporated in community council elections.
11. The provisions regarding the death of a candidate before the declaration in a contested election shall result in the abandonment of the poll.
12. A candidate for nomination must reside within the area which such community council serves or represents and their name must appear in the relevant electoral register as being entitled to vote at the date of election to the community council.

A candidate for nomination must consent to their nomination. Nominations shall be made by one proposer and one seconder who are also registered electors in the same community council area.

13. Voters may vote and mark their ballot paper accordingly up to the number of times equivalent to the maximum number of community councillors permitted on the



community council. Ballot papers on which more votes have been cast than councillors to be returned shall be regarded as wholly void.

14. The date and place of poll shall be as arranged from time to time by the Returning Officer having regard to any coronavirus restrictions in place at that time.
15. Where traditional polling station voting is employed, the hours of poll shall be between 12 noon and 9.00 pm.
16. The Returning Officer for community council elections is authorised to appoint and pay Presiding Officers, Clerks, Enumerators or equivalent officials for the conduct of elections.
17. In addition to the general duty of the Returning Officer to do any act or thing which may be necessary for effectively conducting elections under these rules, the Returning Officer is further authorised, in the application of the Scottish Local Election Rules 2011, to make any amendments or adjustments as may be appropriate or required according to local circumstances or as may be appropriate in the context of community council elections.
18. The Returning Officer shall make arrangements for counting the votes as soon as practicable after the close of poll. These arrangements will have regard of any coronavirus restrictions in place at that time.
19. The rejection of any ballot paper shall be decided by the Returning Officer after consultation with candidates, if present, and the decision of the Returning Officer shall be final.
20. Any other matters arising in connection with community council elections shall be referred to the Returning Officer whose decision shall be final. There shall be no appeal by way of election petition or any other procedure in the context of community council elections.



COMMUNITY COUNCIL ELECTIONS 2021 TIMETABLE OF CLOSING DATES

Closing date for ACCEPTANCE of nominations	<p>Thursday 2nd September 2021 at 5.00 pm</p> <p>Paper nomination forms must be returned to:-</p> <p>The Returning Officer (Community Councils) c/o Legal Services West Lothian Council West Lothian Civic Centre Howden South Road Livingston EH54 6FF</p> <p>Nominations submitted by email must be received by the same date/time.</p> <p>Any queries should be addressed to Lorraine McGrorty on 01506 281609 or community.councils@westlothian.gov.uk</p>
Closing date for WITHDRAWAL of nominations	Thursday 9th September 2021 at 5.00 pm
Decision on METHOD OF ELECTION (i.e. full postal ballot or traditional ballot box)	Monday 24th September 2017
DATE OF ELECTIONS where necessary (including date of postal ballot count)	Thursday 14th October 2021
INAUGURAL MEETINGS (held within 28 days of date of election or as soon as practicable thereafter)	Thursday 14th October and Thursday 11th November 2021

* Where a postal ballot takes place, all candidates will be given the opportunity to witness the count having regard to any coronavirus restrictions in place at that time.



NOMINATION FOR ELECTION TO

.....**COMMUNITY COUNCIL**


CANDIDATE		
FULL NAME	ADDRESS AND POSTCODE (AS ON ELECTORAL REGISTER)	ELECTORAL REGISTRATION NUMBER (i.e. LVL1E 123)
TEL. NO:	E-MAIL:	

PROPOSER			
FULL NAME	SIGNATURE	ADDRESS AND POSTCODE (AS ON ELECTORAL REGISTER)	ELECTORAL REGISTRATION NUMBER (i.e. LVL1E 456)

SECONDER			
FULL NAME	SIGNATURE	ADDRESS AND POSTCODE (AS ON ELECTORAL REGISTER)	ELECTORAL REGISTRATION NUMBER (i.e. LVL1E 789)

DECLARATION (TO BE COMPLETED BY CANDIDATE)

PTO



I CONSENT TO BEING NOMINATED AND IF ELECTED I ACCEPT OFFICE AS A COMMUNITY COUNCILLOR. I UNDERSTAND THAT MY DETAILS WILL BE RETAINED BY WEST LOTHIAN COUNCIL AND USED BY THEM TO CONTACT ME ON COMMUNITY COUNCIL BUSINESS IN ACCORDANCE WITH THEIR PUBLISHED PRIVACY NOTICE.

I AGREE THAT MY CONTACT DETAILS CAN BE GIVEN TO WITH THE COMMUNITY COUNCIL SECRETARY TO ENSURE THEY ARE ABLE TO SHARE COMMUNITY COUNCIL DOCUMENTATION WITH ME.

I ACKNOWLEDGE THAT IF APPOINTED AS A COMMUNITY COUNCIL OFFICE-BEARER, IT IS ESSENTIAL THAT I CAN BE CONTACTED BY MEMBERS OF THE COMMUNITY REGARDING COMMUNITY COUNCIL BUSINESS.

I AGREE THAT IF APPOINTED AS AN OFFICE-BEARER, WEST LOTHIAN COUNCIL WILL BE ENTITLED TO USE AND PUBLISH MY NAME AND CONTACT DETAILS (EXCLUDING EX-DIRECTORY TELEPHONE NUMBERS AND E-MAIL ADDRESSES, EXCEPT WITH MY CONSENT) TO PROVIDE A POINT OF CONTACT WITH THE COMMUNITY COUNCIL, TO PRODUCE COMMUNITY COUNCIL CONTACT LISTS IN COMPUTERISED OR PRINT FORM, OR FOR PUBLICATION ON THE INTERNET ON THE COUNCIL'S WEBSITE.

Signature

Date

Return form to:-

Returning Officer (Community Councils)
c/o Legal Services
West Lothian Civic Centre
Howden South Road
Livingston
EH54 6FF

BY 5PM ON THURSDAY 2ND SEPTEMBER 2021

Notes -

- (i) Due to Covid-19, electoral registers are not currently available to view in council facilities. The Electoral Registration Officer can provide you with your register number if you call them on 0131 344 2500. Alternatively, electoral registration details can be added by WLC upon receipt of your form.
- (ii) If you require any assistance in completing the form, please contact the Community Council Liaison Officer by emailing community.councils@westlothian.gov.uk or by calling 01506 281609.
- (iii) The names and addresses of the proposer and seconder must appear in the same community council area as the candidate (i.e. candidates from Armadale must have their forms proposed and seconded by registered electors from Armadale).



NOMINATION BY EMAIL

Due to the Covid-19 pandemic and social distancing rules in place, nominations for election to community councils during the 2021 elections will be accepted by email or paper nomination form.

Candidates who wish to seek election by email must follow the undernoted procedure.

Candidates, proposers and seconders must submit emails from their own email address. Email addresses must be readily identifiable to the individual signatories, i.e. a nomination for John Black sent in from an email address that is substantially different such as wwhite@mail.com will be returned and not accepted.

The names and addresses of candidates, proposers and seconders must all appear in the electoral register for the community council area the candidate wishes to join. These will be verified by West Lothian Council upon receipt of your email. Nominations will not be accepted if your name and address, or those of your proposer and seconder, do not appear in the electoral register.

The separate emails submitted must include the following information depending on whether it is from the proposer, the seconder or the candidate:-

Proposer

Email must include your full name, home address and telephone number. It must also include the following statement -

I propose (insert candidate's name) for election to (insert cc name) Community Council.

Seconder

Email must include your full name, home address and telephone number. It must also include the following statement -

I second (insert candidate's name) for election to (insert cc name) Community Council.

Candidate

Email must include your full name, home address and telephone number. You must also include the following statement-

Declaration by Candidate

I consent to being nominated and if elected I accept office as a community councillor. I understand that my details will be retained by West Lothian Council and used by them to contact me on community council business.

I agree that my contact details can be shared with the Community Council Secretary to ensure community council business can be shared with me.



I acknowledge that if appointed as a community council office-bearer, it is essential that I can be contacted by members of the community regarding community council business.

I agree that if appointed as an office-bearer, West Lothian Council will be entitled to use and publish my name and contact details (excluding ex-directory telephone numbers and e-mail addresses, except with my consent) to provide a point of contact with the community council, to produce community council contact lists in computerised or print form, or for publication on the internet on the council's website.

Completed nomination emails should be sent to

community.councils@westlothian.gov.uk

and received by **5pm on Thursday 2nd September 2021**