

Parish elections – Frequently Asked Questions

Please see below frequently asked questions regarding resignations, election queries and co-option procedures.

Topic	Action
A Parish Councillor has resigned? What happens next?	<ul style="list-style-type: none"> - The Parish Clerk should notify the Returning Officer who has resigned. - The casual vacancy procedure should now be followed. - The elections team will send the Clerk a Notice of Casual Vacancy that needs to be displayed on the parish notice board. - The notice needs to be displayed for 14 working days. During this time frame, ten registered electors that live within the parish have the opportunity to request an election in writing to the Returning Officer. - If the elections office/Returning Officer receives 10 signatures requesting an election this will trigger a by-election for the parish council. - If no requests are received, the parish council can co-opt another Councillor into the vacant seat.
There's recently been an election but the parish council received no valid nomination papers?	<ul style="list-style-type: none"> - The elections team will re-run the election within 35 days of the original poll date. - This gives residents the opportunity to stand for election again. - This process will run twice over, if after two re-runs the elections office receives no valid nominations a Community Governance Review may be carried out.
There's recently been an election, the parish council only received three nomination papers out of five seats can we co-opt?	<ul style="list-style-type: none"> - Yes, as long as the Parish Council is quorum the remaining seats can be filled by co-option. You do not need to follow the Casual Vacancy procedure.
What does quorum mean?	<ul style="list-style-type: none"> - The term quorum refers to 1/3 of the number of seats but not less than three. - For example, if there were 5 seats on a parish council and the elections team only received 2 valid nomination papers, the parish council is not quorum. This means the election would need to be re-run until the parish was quorum and then the remaining seats can be filled by co-option.
The Parish Council has recently been elected without contest, when do they officially become Councillors?	<ul style="list-style-type: none"> - The Councillors will officially take office 4 days after the poll date specified on the notice of election. For example if the date of the poll was 14 June, the Councillors would take office from 18 June. - Their declaration of acceptance of office will have been sent directly to them from the elections team. - They must sign the acceptance in the presence of the Parish Clerk or another

	Parish Councillor.
After an election, when do I have to hold the first parish meeting?	<ul style="list-style-type: none"> - The earliest date you can hold the Parish meeting following an election (even if there was no contest) is within 14 days of the date when the Councillors officially take office. For example if the election was 14 June, you must hold the parish meeting within 14 days of the 18 June.
During the election period can I deliver nomination papers on behalf of residents who want to stand for election?	<ul style="list-style-type: none"> - Yes, nomination papers can be delivered by anybody. - They must be hand delivered to the Returning officer or his staff (the elections team). - Nomination papers submitted by post will not be accepted.
Where can I get a copy of the Parishes election register?	<ul style="list-style-type: none"> - You will need to make a request in writing (this can be via email) to the elections team for the electoral register.
What are the qualifications to stand for election?	<ul style="list-style-type: none"> - You must meet one or more of the following qualifications: <ul style="list-style-type: none"> - Be a registered elector within the parish or parish ward (if the parish is warded). - Occupying as owner or tenant any land or other premises in the parish/community area during the whole of the last 12 months prior to the election date - Your main or only place of work is in the parish/community area during the whole of the last 12 months prior to the election date - Living in the parish/community area (or within three miles of it) during the whole of the last 12 months prior to the election date

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