

25 May 2016

TO: ALL COMMUNITY COUNCIL OFFICE BEARERS

Dear Office Bearer

I am writing to notify you of arrangements for the triennial elections. I have enclosed a timetable of the key dates involved in the election process, which is in accordance with the Election Protocol agreed by Council on 10 March 2016 a copy of which is available [here](#) and hope this, together with the information below, will clarify the process. The nomination period runs from Monday 5 September until Monday 26 September. Community council elections, if required, are scheduled to take place on 27 October 2016.

CC AGMs

In accordance with the current Scheme, community councils are required to hold an AGM in May or June. However you may wish to postpone appointing the office-bearers until the first meeting of the new community council following the elections in the autumn.

PUBLICITY

The Council will administer the community council elections and will work with community councils to develop a citywide publicity campaign. Previous campaigns have included leaflets, flyers, posters, information in libraries, the press, local media, websites, newsletters and Council publications. Publicity costs for the citywide campaign will be covered by the Council. If you have any ideas about election publicity and promotion, please get in touch.

RETURNING OFFICER

The first stage in the election process is for a Returning Officer to be appointed and I will contact the Elected Members directly regarding this matter. However, if an elected member has already agreed to be the Returning Officer for your community council it would be helpful if you could let me know.

Further information regarding the role of the Returning Officer is included in the Election Protocol referenced earlier. Prior to the start of the nomination period, an Election Pack will be sent to Returning Officers including a summary of duties, register of electors, nomination forms for elected representatives, map of the CC area, election publicity and a timetable for election.

**Gillian Johnston, Community Council Liaison and Development Officer,
Communities and Families**

The Drumbrae Library Hub, 81 Drumbrae Drive, Edinburgh, EH4 7FE
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STATUS OF COMMUNITY COUNCIL PRIOR TO ELECTIONS

The legal framework for community councils is provided by legislation which defines the purpose, role and responsibilities. The rules for election to a community council are not specified in the legislation but are to be based on the rules of election to local government. For community councils, elections are held on a three yearly cycle. Community councillors remain as councillors and able to fulfil all of the duties and responsibilities of that role while the community council is in existence. This means that they are able to function as councillors until the day of poll, if there is a poll, or until the close of nominations where there is no need for a poll at an election.

Please do not hesitate to contact me if you have any queries regarding the above or any other aspect of the election process.

Yours sincerely



Gillian Johnston
Community Council Liaison and Development Officer

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