



LOCAL COUNCIL ELECTIONS 2017

TIMETABLE

This timetable covers the local council elections taking place on 4 May 2017:

The days which are disregarded in calculating the elections' timetable are Saturday, Sunday, Good Friday, Easter Monday, bank holidays (i.e. Monday 1 May) and any day appointed for public thanksgiving or mourning.

Please be aware that the timetable may change in the event of days being appointed for public thanksgiving or mourning.

Date	Event	Information
From Tuesday 8 November 2016	Casual vacancies arising in a local council	In accordance with elections' rules, if a casual vacancy (i.e. a vacancy which arises during the electoral term) occurs in a local council within six months before the day on which councillors retire (i.e. the fourth day after the ordinary election), there will be no election to fill the office. Councils should co-opt as soon as is practicable which, in theory, may mean that some vacancies will not be filled during this time.
Not later than Monday 27 March 2017	Publication of Notice of Election	The principal authority will call the local elections and issue calling notice to the clerk for display in the parish. These should be displayed prominently in public areas and on the council's website, to encourage people to stand for election. The clerk will also be sent a supply of nomination packs for access in the community

Political Purdah

Once the election has been called, councillors must be mindful of their duty under the Council's Code of Conduct not to do anything which might be interpreted as using their office as councillor to influence the outcome of the election. Further information is available



from http://www.local.gov.uk/documents/10180/6869714/L15-91+Unpacking+Purdah_04.pdf/c80978b9-dc0b-4eee-9f81-49bd47afeb2d

From the date stated on the notice of election up to 4pm on Tuesday 4 April 2017	Individual submission of nomination papers	From the date stated on the notice of election up to 4pm on Tuesday 4 April – the <u>nineteenth</u> working day before the election.
<i>In order to be able to stand for election as a parish or town councillor, an individual must qualify as being eligible for office, i.e., an elector who is over 18, who is a Commonwealth citizen or a citizen of a member state of the EU. Additionally they are qualified if they have, during the whole of the 12 months before the day on which he is nominated as a candidate or the day of the election, resided in the locality of within three miles of it, or occupied as owner or tenant any land or premises therein or had his principal or only place of work there. There are also certain disqualifications which should be checked. NALC's Legal Topic Note 8 – Elections gives further information on this.</i>		
Tuesday 4 April 2017 – 4pm	Deadline for withdrawal of nomination	Candidates may only stand in one electoral ward. The deadline is the same for withdrawal as for submitting nominations, so therefore a candidate cannot submit nominations for a number of wards and then assess the opposition. If a candidate submits nominations for more than one ward and does not withdraw (leaving only one) by the deadline then they will be deemed to have withdrawn from all. If a candidate has submitted a nomination and then decides they do not wish to stand, they must withdraw their name, otherwise they will automatically become a candidate for the seat and may be elected.
Tuesday 4 April 2017 – 4pm	Deadline for submitting nominations	Nominations may only be hand delivered IN PERSON (but not necessarily by the candidate)

*The nomination papers will provide candidates with details of the information required and how to submit their application for candidacy. The forms must be hand delivered to the nominated office of the unitary authority. **This is not the role of the clerk. Responsibility lies solely with the candidate, whether they are an existing councillor or are standing for the first time.***



Wednesday 5 April 2017 – 4pm	Publication of Statement of Persons Nominated	Where there is the same number or fewer candidates as seats, the notice will name all those standing for election and therefore deemed to be elected without contest. This statement will notify local councils of whether a poll will be held on Thursday 4 May 2017, whether there will be vacancies on the council (i.e. whether or not enough people have stood to fill the seats on the council), whether the council will be quorate or not (i.e. will have three or a third of the number of seats filled – whichever is the greater number).
<i>Assuming the council is quorate; where there are not enough validly nominated candidates at the election, the elected councillors may co-opt to fill the seats after they have taken office again on Monday 8 May (four days after the election). If the power of co-option is not exercised within 35 days (excluding those days referred to in the introduction above), the principal authority may then exercise its powers to hold a further election or take other appropriate action to fill the vacancies*¹.</i>		
Tuesday 25 April 2017 (Not later than the sixth day before the day of election)	Publication of Notice of Poll	The unitary authority will send the clerk notices for public display
<i>Get prepared by ordering Councillor Pack memory sticks or copies of The Good Councillor's Guide from the WALC office or by booking training.</i>		
Thursday 4 May 2017 (07.00 – 22.00)	DAY OF POLL	Polling stations are open from 7am to 10pm, staffed by Presiding Officers and Polling Clerks appointed by the principal council.
Monday 8 May 2017	Change of Council	The previous councillors cease to be members and new councillors take up their office.
Not later than Monday 22 May 2017	Annual Meeting of the Council	In an election year, the annual meeting of the council must be held within 14 days of the councillors taking office (i.e. Monday 8 May). This is the meeting



		at which the chairman of the new council is appointed.
	Declaration of Acceptance of Office	A member must have signed and returned their declaration of acceptance of office to the Clerk for witnessing at or before the start of the annual meeting. Members who fail to do will lose their seat unless the council resolves to give an extension.
No later than Monday 5 June 2017	Completion of Register of Disclosable Pecuniary Interests	Every member is required to complete a register of disclosable pecuniary interests. Under the council's Code of Conduct (and the law) this register must be completed as soon as possible after election and no later than 28 days after taking office. This is a public register and your information will be posted on the website of the unitary authority. A failure to meet this deadline is a criminal offence. Model Codes of Conduct may be obtained from the principal authority or from NALC (via the WALC office).
Not later than Monday 12 June 2017	Co-options to fill casual vacancies	Where vacancies remain after the elections (but where the council is quorate), the council is able to advertise and co-opt to fill any remaining seats. See * ¹ above for more information. There is a model person specification for co-option available in NALC Legal Briefing L15-08 (available from WALC).
From Tuesday 13 June 2017	Outstanding vacancies on the council	If there remain vacancies on the council, the unitary authority <u>may</u> choose to call a further election to fill those seats. See * ¹ above for more information. The costs of this second election would be charged to the local council.