



Procedure for Election of Chairman

Before the meeting

- Best for candidates to announce their intentions before the meeting to give members a chance to consider.

Meeting

- Must be first business on the agenda of the Annual Meeting, after apologies.
- (or if a casual vacancy, the first business on the agenda of the next meeting)
- If old chairman is no longer a councillor, he must preside but only has a casting vote.
- If still a councillor, he has original and casting vote.

Procedure

- Ask for nominations and seconds
- If no second, nomination is void
- Each member (including nominee) has one vote
- Members vote by show of hands
- If more than candidate, the one with fewest votes is then removed and vote for the others until only two candidates left.
- If the final two candidates tie, old chairman has casting vote.

Acceptance

- Acceptance must be signed at the meeting (see file??), unless otherwise allowed by the council.

MARTIN WHITTAKER

Clerk to Rooksdown Parish Council

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