



## Election protocol

<b>Twyford Parish Council Policies and Procedures</b>	
<b>Election Protocol</b>	
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### **Protocol for the Election of Chairman/Vice-Chairman**

The following is an agreed protocol to be used by the Councillors of Twyford Parish Council when electing Chairman and Vice-Chairman of the Council and Council Committees. It is not a standing order and will not be binding upon any Councillor. The protocol is a suggested method for the Councillors to be aware of those wishing to be considered for election and to give the other Councillors information on which they can base their decision as to whom they should elect.

Any Councillor wishing to be considered for election as either a Chairman or Vice-Chairman of the Council or any Committee should 2 weeks before the election notify the Council Clerk of their wish to be considered for a particular position. Any person having given notice should advise the Clerk of any amendment which should be circulated to the Council prior to the election. The Council Clerk should advise the Members of the Council or the appropriate Committee of the request to be considered for a particular position 1 week before the election takes place. A Councillor need not notify the Council Clerk and the Councillors at the appropriate Council meeting can nominate and second any other Councillor at that meeting. For a councillor to be considered for election he/she must be proposed and seconded at the appropriate meeting.

Once proposed and seconded each Councillor, where there are two or more Councillors standing for election for an appropriate position, may give a 5 minute presentation to the Councillors present of the reasons why he/she should be voted as Chairman or Vice Chairman. Any Councillor so proposed and approved may decide not to give a presentation.

Any Councillor may stand for election to any office at the Annual Meeting of the Council and Committee Meeting and may indicate their intention to stand as Vice-Chairman if also standing for Chairman and not being so elected.