**Town and Community Councils – Councillor Vacancy Process Overview Sheet**

**Stage 1 – Vacancy arises**

* Resignation – in writing and effective date of receipt – no procedure for a resignation to be withdrawn
* Death – vacancy occurs on date of death.
* Disqualification – through bankruptcy, conviction or failure to retain qualification – effective from the date of the occurrence.
* Failure to take up office – Community Councillors must make a declaration of office before or at the first meeting after their election.
* Failure to attend meetings of the council – failure to attend meetings for six consecutive months he/she becomes disqualified.
* Election declared void following an election petition – if results of an election are challenged through a petition and the election is declared void – the vacancy exists on the date of the report or certificate of the election court.

**Stage 2 – Notify the Electoral Registration Office**

* The Clerk is responsible for notifying the Electoral Registration Office of the vacancy stating the name of the councillor and reason for the vacancy.

**Stage 3 – Publication of the Casual Vacancy**

* The Electoral Registration Office will prepare and publish the Casual Vacancy Notice (for 14 working days), and a copy will be sent to the Clerk for publication in the Community area.

**Stage 4 – Closing date of the Casual Vacancy**

* Option 1 – if ten or more local government electors from the ward request for an election are received the process will continue to a By-Election.
* Option 2 – if no request for an election is received the process will continue to Co-option.

**By-Election (responsibility of the Returning Officer/Electoral Registration Office)**

* Notice of Election published
* Poll cards dispatched
* Nomination period – candidates must complete a nomination form and consent to nomination by the deadline date
* Close of nominations
  + Contested Election – election proceeds
  + Uncontested Election – if the total number of valid nominations does not exceed the number of councillors to be elected, such people will be declared to be elected. An Uncontested Notice will be published.
* Statement of Persons Nominated published
* Postal ballot packs dispatched
* Notice of Poll and Situation of Polling Stations published
* Poll Day (7am – 10pm)
* Verification and Count
* Declaration of Results
* Declaration of Acceptance of Office *(Town/Community Council)*
* Return of election expenses report to ERO
* Vale of Glamorgan Council will re-charge the Town/Community Council accordingly

**Co-option (responsibility of the Town/Community Clerk)**

* Electoral Registration Office will inform the Clerk
* Town/Community Council to give public notice of co-option
* Town/Community Council to provide guidance to potential candidates of the qualification rules
* Declaration of Acceptance of Office
* Clerk to notify Returning Officer of the co-opted member

**Term of Office**

Town/Community Councillors hold office for a period of four years (or if elected part way through the cycle, for the remainder of that period only) and retire on the fourth day after the ordinary day of election.

***The next Local Government Elections will be held in May 2022***