

## PROCEDURE FOR ELECTING THE CHAIRMAN AND VICE-CHAIRMAN OF THE COUNCIL

### 1. Voting process

- 1.1 No business may be transacted at a meeting unless at least one-third of the whole number of members of the council are present and in no case shall the quorum of a meeting be less than three.
- 1.2 If a meeting is or becomes inquorate, no business shall be transacted and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.
- 1.3 Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors or councillors with voting rights present and voting.
- 1.4 The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his/her casting vote whether or not he/she gave an original vote.
- 1.5 In an election year, if the current Chairman of the Council has not been re-elected as a member of the council, he/she shall preside at the meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but must give a casting vote in the case of an equality of votes.
- 1.6 In an election year, if the current Chairman of the Council has been re-elected as a member of the council, he/she shall preside at the meeting until a new Chairman of the Council has been elected. He/she may exercise an original vote in respect of the election of the new Chairman of the Council and must give a casting vote in the case of an equality of votes.
- 1.7 Voting at the meeting shall be by a show of hands unless a majority of Councillors wants a ballot.
- 1.8 Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. In cases of equal votes the chairman of the meeting will have a second or casting vote.
- 1.9 Only the proposer and seconder will be recorded in the minutes unless a Councillor requests that their vote is noted. A Councillor may also request that the Clerk records how each Councillor has voted, including abstentions. Any request of this nature must be made before moving on to the next business.

### 2. Electing the Chairman of the Council

- 2.1 The first business conducted at the annual meeting of the council shall be the election of the Chairman and Vice-Chairman of the Council.
- 2.2 The current Chairman of the Council shall preside at the meeting until a new Chairman of the Council has been elected.
- 2.3 A member of the council must be nominated to fill the position of Chairman of the Council, with a proposer and seconder. The nominated person must confirm that he/she is willing to

fill the position. More than one nomination may be proposed.

- 2.4 A vote will be held and all members of the council may give a vote. The voting process will continue until a majority is given in favour of one person.
- 2.5 Once the Chairman of the Council has been elected, he/she will complete their acceptance of office of Chairman of the Council form unless the Council resolves for this to be done at a later date.
- 2.6 The elected Chairman of the Council shall then preside at the meeting.
- 2.7 The Chairman of the Council, unless he/she has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his/her successor is elected at the next annual meeting of the council.
- 2.8 If the Chairman of the Council resigns or becomes disqualified before the next annual meeting of the council, the election of a new Chairman shall be the first business conducted at the next full council meeting.

### 3. Electing the Vice-Chairman of the Council

- 3.1 The current Vice-Chairman of the Council shall hold office at the annual meeting of the council until the Chairman of the Council has been elected.
- 3.2 A member of the council must be nominated to fill the position of Vice-Chairman of the Council, with a proposer and seconder. The nominated person must confirm that he/she is willing to fill the position. More than one nomination may be proposed.
- 3.3 A vote will be held and all members of the council may give a vote. The voting process will continue until a majority is given in favour of one person.
- 3.4 Once the Vice-Chairman of the Council has been elected, he/she will complete their acceptance of office of Vice-Chairman of the Council form unless the Council resolves for this to be done at a later date.
- 3.5 The Vice-Chairman of the Council, unless he/she resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the council.
- 3.6 If the Vice-Chairman of the Council resigns or becomes disqualified before the next annual meeting of the council, the election of a new Vice-Chairman shall be the first business conducted at the next full council meeting.