

## **THE CAIRNGORMS NATIONAL PARK AUTHORITY ELECTIONS**

### **Guidance for Completion of Nomination Forms**

#### **PLEASE READ THESE NOTES CAREFULLY BEFORE COMPLETING THE NOMINATION FORM**

##### **(1) Candidates**

It is the responsibility of the candidate to ensure that the nomination form is properly completed and duly submitted. If papers are returned in good time, errors may be identified and an opportunity given to amend the paper. If there is insufficient time for this prior to the close of nominations (Wednesday 9<sup>th</sup> February 2011 at 4.00 p.m.), a nomination paper may be ruled invalid.

Candidates must be aged 21 at the time of their nomination and must sign (using their normal signature) the consent to nomination and the other statutory declarations contained in the nomination form.

Candidates should give their full legal name where required on the form. However, if Candidates wish to be described on the ballot paper by a name that is different from this, they must detail this on the nomination form. For example, James Brown is known to all his friends as 'John'. On the nomination form he should enter 'James (commonly known as John) Brown'. This is how the name will then appear on the ballot paper.

##### **(2) Proposer, Seconder and Assentors**

Any addresses given must be as they appear in the Register of Electors (postcodes should not be included).

It would considerably assist the Returning Officer if Candidates were to **print** in full their name and address, as well as the names and addresses of their Proposer, Seconder and Assentors, on the enclosed pro-forma.

A person shall not subscribe more than one nomination form for the same ward.

Details of an Electors Electoral Registration Number are available from the offices mentioned below.

If a proposer, seconder or assentor does subscribe more than one nomination paper, and this is not corrected by the close of nominations, the first nomination paper received with that individual's signature will

remain (in that respect), valid, and any subsequently subscribed nomination papers will be deemed invalid.

**(3) Withdrawal of Nominations**

Withdrawal of nominations will only be valid if a duly completed and returned withdrawal of nomination form (enclosed) is submitted to the Returning Officer (through the offices mentioned) by 4.00pm on Wednesday 9<sup>th</sup> February 2011.

Where a candidate has submitted nomination forms in respect of more than one ward, he/she must give notice on the enclosed withdrawal pro-forma that he/she is withdrawing from all but one ward, or he/she shall be deemed to have withdrawn as a candidate in all of those wards.

**(4) Return of Completed Nomination Forms**

It is the candidate's responsibility to take note of the opening and closing times for offices designated as being able to receive nomination forms. The opening times of the designated offices are detailed below.

The Returning Officer would prefer nomination forms to be submitted by hand, but will accept papers delivered by post. If you return your nomination form by post please ensure that it is posted early enough to reach the Returning Officer before the close of nominations. The Returning Officer will not accept responsibility for papers being lost in the post.

The Returning Officer will not accept as valid any nomination forms delivered after 4.00pm on Wednesday 9<sup>th</sup> February 2011, whether by post or any other method of delivery.

**(5) Candidate's Statement**

Candidates are permitted to submit a statement either on the form enclosed or in any other form. The statement must be submitted within the time for delivery of Nomination Papers i.e. before 4.00 p.m. on Wednesday 9<sup>th</sup> February 2011. The statement must not be more than 250 words long. If the statement exceeds 250 words, Candidates will be invited to reduce the length of the statement. If the Candidate does not reduce the length of the statement, the Returning Officer will publish the first 250 words thereof.

The Returning Officer has agreed to copy the statement in the required quantities and is obliged to ensure that one copy of the statement is sent, with the ballot paper, to every elector within the relevant ward.

By virtue of paragraph 11 (4) of Part II of The Cairngorms National Park Elections (Scotland) Order 2003, the Returning Officer retains the right to refuse to issue such communications if, in his opinion, the contents of the communication are unlawful.

Please note that it is the intention of the Returning Officer to print statements at 12pt and therefore some statements may be re-typed.

**(6) Election Expenses**

No sum shall be paid and no expense shall be incurred by a candidate at this election, whether before, during or after the election, on account of or in respect of the conduct or management of the election in excess of £250.

All Candidates will be required to complete a Declaration of Election Expenses Form containing a statement of all payments made by that candidate together with all bills and receipts. Please note that such sums incurred by the candidate are not refundable. The expense forms will be issued to candidates after the close of nominations.

The completed Election Expenses Forms require to be returned to the Returning Officer by Thursday 21<sup>st</sup> April 2011

**Opening Times of Offices**

<b>Ward</b>	<b>Office</b>	<b>Opening Times</b>
1	Highland Council, Council Offices, Ruthven Road, Kingussie PH21 1EJ	9.00 a.m. – 5.00 p.m.
2	Highland Council, Council Offices, Ruthven Road, Kingussie, PH21 1EJ	9.00 a.m. – 5.00 p.m.
3	Highland Council, Council Offices, Ruthven Road, Kingussie PH21 1EJ	9.00 a.m. – 5.00 p.m.
4	Moray Council, Council Offices, High Street, Elgin IV30 1B	9.00 a.m. – 5.00 p.m.
5	Aberdeenshire Council, Woodhill House, Westburn Road, Aberdeen, AB16 5GB	9.00 a.m. – 5.00 p.m.

**Alistair Dodds**  
**Returning Officer**