

Esh Parish Council

Procedures for Notifying and Processing a Casual Vacancy

- As soon as practicable after the vacancy occurs notify Electoral Services – an email is the preferred method however, written notification is just as acceptable

Emails should be sent to – electoralservices@durham.gov.uk

Or

Postal notification sent to – Electoral Services, Durham County Council, Room 1/104-115, County Hall, Durham DH1 5UL

- The notification should include the reason for the vacancy (ie. Resignation, Non-Attendance at Meetings, Death of Councillor) / The Ward the vacancy is in (if appropriate) and the name of the Councillor
- Upon receipt of the notification Electoral Services will produce a Notice of Vacancy and send it (usually via email unless otherwise requested) to the Parish Clerk advising when it should be displayed (displayed throughout the Parish and on the Parish website if available). Where more than one vacancy has occurred each vacancy will have its own Notice of Vacancy
- If the required 10 signatures are received by the Returning Officer in the timescale provided to call the election Electoral Services will notify the Parish Clerk of the proposed election date and issue a Notice of Election
- Should two or more nomination papers be received and no withdrawal an election will take place, however if only one nomination paper is received that nominee will be elected as uncontested
- If the Returning Officer does not receive the required 10 signatures to call the election Electoral Services will notify the Parish Clerk that the Parish Council should go to co-option using their own Co-option procedures
- If at nomination stage no nominations are received a new Notice of Election will be produced – this will continue until such time as nomination(s) are received and the Election process finalised