

## Election of Mayor and Deputy Mayor – Work Flow in a non-election year

<p><b>7<sup>th</sup> March 2024</b> (FTC agenda 1.3.24)</p> <p>Call for nominations</p> <p>At the meeting of Full Council held in March the outgoing Mayor will call for written nominations for the offices of Mayor.</p> <p>Completed nominations must be submitted to the Town Clerk within 7 days of the issue of the call for nominations.</p>	<p><b>14<sup>th</sup> March 2024</b> Closing date for nominations</p> <p>Nominations will be by written submission, proposed and seconded by two members of the Town Council and counter signed by the nominee. The Town Clerk will make a standard nomination form available, although its use is not compulsory provided the requisite information is supplied. Electronic signatures will be accepted.</p>	<p><b>18<sup>th</sup> March 2024</b> Town Clerk to circulate nominated candidates</p> <p>At least 48 hours prior to the special meeting of the Town Council the Town Clerk shall circulate the names of the nominated candidates to all councillors.</p>	<p><b>21<sup>st</sup> March 2024 @ 6:30pm</b> Extraordinary FTC Meeting</p> <p>A special meeting of the Town Council will be held within 28 days of the issue of the call for nomination where the only items of business are to elect the Mayor Elect and Deputy Mayor-Elect.</p>	<p><b>25<sup>th</sup> March 2024</b> If the nominated candidate is not elected</p> <p>If the nominated candidate is not elected then the council will agree arrangements for a re-opening of nominations, allowing at least 48 hours for candidates to be nominated in accordance with point 1a(ii) of the Town Council Policy (as attached)</p>
<p><b>2<sup>nd</sup> May 2024</b> <b>Annual Meeting of Saltash Town Council</b></p> <p>The candidate achieving the clear majority will be nominated as Mayor at the Annual Meeting of the Council held in May. The election of the Mayor shall be the first item of business at the Annual Meeting of Saltash Town Council in May by a recorded vote.</p>				
<p><b>Newly elected Mayor to confirm a date for the Mayor Making Ceremony</b></p>				