

**SALTASH TOWN COUNCIL – NOMINATION FOR OFFICE FOR MAYOR AND DEPUTY MAYOR 2023-24**

**Full Town Council**

The Mayor to announce the call for written nominations for the Office of Mayor and Deputy Mayor for the year 2023/24 at the **2<sup>nd</sup> March 2023 meeting**. An Extraordinary meeting of the Town Council, to elect the Mayor elect and Deputy Mayor elect, is set for **Thursday 16<sup>th</sup> March at 6pm**.

Nomination 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.

Completed nominations must be submitted to the Town Clerk **within 7 days** of the issue of the call for nominations. Closing date **Thursday 9<sup>th</sup> March 2023 at 5pm**.

A special meeting of the 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. **As above Thursday 16<sup>th</sup> March 2023 at 6pm**.

At least **48 hours** prior to the special meeting of the Council the Clerk shall circulate the names of the nominated candidates to all councillors. Town Clerk to circulate **Friday 10<sup>th</sup> March 2023**.