

Election of Mayor and Deputy Mayor

RESPONSIBLE COMMITTEE: P&F

This is a policy/procedure document of Saltash Town Council to be followed by both Council Members and Employees.

Current Document Status			
Version	2023	Approved by	ATM
Date	May 2023	Date	04.05.2023
Responsible Officer	AJT	Minute no.	65/23/24g(iv)
Next review date	Annual or as required		

Version History					
Date	Version	Author/ editor	Committee/ date	Minute no.	Notes
12/2016	1	AK	FTC 01.12.2016	351/16/17	New – CALC reviewed document
02/2017	2	RL/AJT	P&R 21.02.2017	134/16/17	Revision to timeline
04/2017	2	AJT			Annual review
04/2021	2/2021	AJT	ATM 20.05.2021	46/21/22f(iii)	Reviewed for reapproval – new council
05/2022	2/2022	AJT	ATM 05.05.2022	54/22/23e(iv)	Readopted
05/2023	2023	AJT	ATM 04.05.2023	65/23/24g(iv)	Readopted

Document Retention Period
Until superseded

Saltash Town Council

Policy for The Election Of Mayor And Deputy Mayor

Background

The 1972 Local Government Act s 15 (2) requires that the first item of business at the Annual Meeting of the Town Council is to elect a Chairman for the municipal year.

The current custom and practice at the Town Council is to pre-select the Mayor and Deputy Mayor at the Full Council meeting held in February. The election and installation takes places at the Annual Meeting.

This policy sets out a revised process for the nomination of a Mayor Elect and Deputy Mayor Elect, and subsequent installation in both election and non-election years.

1. NOMINATION AND ELECTION OF MAYOR

a. In a non-election year

- i. At the meeting of full council held in March the outgoing Mayor will call for written nominations for the offices of Mayor.
- ii. 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.
- iii. Completed nominations must be submitted to the Town Clerk within 7 days of the issue of the call for nominations.
- iv. 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.
- v. 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.
- vi. Prior to the vote for each election:
 - i. The proposer of each candidate shall be allowed to speak for up to three minutes, in alphabetical order of candidate surname.
 - ii. Each candidate shall be allowed to speak for up to three minutes, in alphabetical order of candidate surname.

- vii. Where there is only one candidate for a post, a recorded vote shall be taken which will be by a show of hands as to whether to elect or not elect the nominated candidate.
- viii. 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) above.
- ix. Where there is more than one candidate for the post, the election will be carried out by recorded vote which will be by a show of hands.
- x. Where there are more than two candidates, the successful candidate must achieve a clear majority* (excluding abstentions). Where there is no clear majority, the candidate achieving the lowest number of votes will withdraw and a second ballot held. This process will continue until there is a clear majority.
- xi. The candidate achieving the clear majority will be nominated as Mayor at the Annual Meeting of the Council held in May.
- xii. A tie in votes may be settled by the casting vote of the Chairman of the meeting.
- xiii. 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.

The successful candidate will immediately sign a Declaration of Acceptance of Office and take the chair for the remainder of the meeting.

Advisory note:

All councillors present are permitted to vote for the election of Mayor or Deputy Mayor, including the chair of the meeting and those standing for office. It is advised that candidates exercise their right to vote once unless they have agreed not to do so in advance with the other candidates.

*** The definition of a majority vote is more than half of the votes cast. Abstentions are excluded in calculating a majority vote.**

b. In an election year (where the Annual Meeting must be held within 14 days of the election)

- i. As soon as possible, and in any case by the end of the fourth day after the elections, the Town Clerk will issue a call for written nominations for the office of Mayor to all councillors to allow sufficient time for the Annual Meeting of the Town Council to be held within 14 days.
- ii. 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.
- iii. Completed nominations must be submitted to the Town Clerk by the end of the sixth day after the election.
- iv. As soon as possible, and in any case at least 24 hours prior to the Annual Meeting of the Town Council the Town Clerk shall circulate the names of the nominated candidates to all councillors.
- v. The Annual Meeting of the Town Council will be held no later than fourteen days after the election where the first item of business will be the election of the Mayor by a recorded vote.
- vi. Prior to the vote for each election:
 - i. The proposer of each candidate shall be allowed to speak for up to three minutes, in alphabetical order of candidate surname.
 - ii. Each candidate shall be allowed to speak for up to three minutes, in alphabetical order of candidate surname.
- vii. Where there is only one candidate for a post, a recorded vote shall be taken which will be by a show of hands as to whether to elect or not elect the nominated candidate.
- viii. 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 1b(ii) above but still allowing for the Annual Meeting of the Town Council to be held within 14 days of the election.
- ix. Where there is more than one candidate for the post, the election will be carried out by recorded vote which will be by a show of hands.

- x. Where there are more than two candidates, the successful candidate must achieve a clear majority (excluding abstentions). Where there is no clear majority, the candidate achieving the lowest number of votes will withdraw and a second ballot will be held. This process will continue until there is a clear majority.
- xi. A tie in votes will be settled by the casting vote of the Chairman of the meeting.
- xii. The successful candidate will immediately sign a Declaration of Acceptance of Office and take the chair for the remainder of the meeting.

Advisory notes:

- A. *If the retiring Chairman is present in the council chamber, then they must take the chair at the start of the Annual Meeting of the Town Council.*

If they have been elected as a councillor for the new Town Council, then in the election of the new Chairman:

- *They have an original vote but are not under a duty to cast it*
- *If there is an equality of votes the Chairman has a casting vote which they must use to break the deadlock; and*
- *There is no legal requirement that a Chairman should use either their original or casting vote in any particular way. There is no legal prohibition against a Chairman using either their original or casting vote in their own favour.*

If the retiring councillor has not been elected as a councillor for the new Town Council then they must preside the meeting until the election of the new Chairman is completed, and their successor appointed. The retiring Chairman's duties include noting the members present/absent, receiving nominations and counting votes in the election of the new Chairman but

- *They do not have an original vote; and*
- *If there is an equality of votes then they have a casting vote which they must use in order to break the deadlock.*

- B. *If the retiring Chairman is not present the retiring Deputy Mayor will take the chair for the election of the Chairman. If neither is present those councillors in attendance will vote for the councillor to take the chair for the election of the Chairman.*

- C. *All councillors present are permitted to vote for the election of Mayor or Deputy Mayor, including the Chair of the meeting (see advisory note 1 above) and*

those standing for office. It is advised that candidates exercise their right to vote for themselves unless they have agreed not to do so in advance with the other candidates.

- D. In an election year there will be a Ceremonial Installation of the Mayor at a date to be arranged following the Annual Meeting of the Town Council.*

2 NOMINATION OF DEPUTY MAYOR

- a. The election of the Deputy Mayor will take place as the second item of business at the Annual Meeting of Saltash Town Council.
- b. The process for the nomination of the Deputy Mayor will follow the same timetable and procedure as that for the Mayor.
- c. All nominations must be received in accordance with this policy.

3 NOMINATION OF MAYOR DURING THE MUNICIPAL YEAR

- a. Where a vacancy for the office of Mayor occurs during the municipal year, the process for the election of a new Mayor will be in accordance with 1b of this policy excepting that the timetable shall run from the date of the vacancy rather than of the election.
- b. The Deputy Mayor will assume the responsibilities of the role of Mayor and chair the election of the Mayor which will take place as the first item of business at the next meeting of Saltash Town Council.

4 NOMINATION OF DEPUTY MAYOR DURING THE MUNICIPAL YEAR

- a. Where a vacancy for the office of Deputy Mayor occurs during the municipal year, the process for the election of a new Deputy Mayor will be in accordance with 1b of this policy excepting that the timetable shall run from the date of the vacancy rather than of the election.