

# Community Councils

in Dundee

## Community Council Nomination Form

### 1. To be completed by PROPOSER

I ..... residing at

.....

within the area of ..... Community Council.

**Hereby propose and nominate:**

.....  
*Surname*

.....  
*Forename(s)*

residing at .....

within the area for ELECTION as a Member of the .....  
Community Council.

I declare that I am resident at the address detailed above and that, to the best of my knowledge, the said .....

is eligible to stand as a candidate under the conditions outlined in the relevant sections of the City Council's Scheme described overleaf.

**Signature of Proposer** .....

**Date** .....



# Community Council Nomination Form

## 2. To be completed by ASSETER (seconded)

I ..... residing at

within the area of ..... Community Council.

**Hereby assent** to the nomination of the said .....  
as a candidate for Election to the foresaid Community Council.

I declare that I am resident at the address detailed above and that, to the best of my knowledge, the said .....  
is eligible to stand as a candidate under the conditions outlined in the relevant sections of the City Council's Scheme described overleaf.

**Signature of Assenter** .....

## 3. To be completed by CANDIDATE (acceptance of nomination)

I, the nominee for election, consent to being nominated as a Candidate for the above mentioned Community Council, and, if elected, accept office as a member of the said Council. I declare that I am eligible for membership of the above Community Council under the conditions outlined in the relevant sections of the City Council's Scheme described overleaf and in particular, that I am resident at the address stated above.

**Signature** .....

**This form must be returned by 26th September 2025 to:**  
**Admin at Shore Terrace, The Returning Officer (Community Council Elections),**  
**1 Shore Terrace, Dundee City Council, Dundee DD1 3AH**

Thank you for completing this Nomination Form.

Please note that nominees and nominators must provide evidence of proof of area of residence at the Community Council meetings where nominations are on the agenda.



## Notes on Nominations for Community Council Elections

The following relevant extracts from the Dundee City Council Scheme for the Operation of Community Councils are reproduced for the guidance of nominees, proposers and seconders.

### 9. Community Council Elections Eligibility

Candidates wishing to stand for election to a Community Council must reside in the local area and be named on the Electoral Register for that area. The same criteria shall apply to voters in a Community Council election.

16 and 17 year-olds residing in the Community Council area and named on the Electoral Register for that area are also entitled to both stand for the Community Council and vote in any election.

Any Community Council member who no longer resides within that Community Council area is deemed to have resigned from that Community Council. Dundee City Council can enable Community Council members who have left the Community Council area to remain in place until the next election (full or interim) should they wish to.

Any individual who is elected to serve on Dundee City Council, or the Scottish or UK parliament shall be ineligible to remain a Community Councillor, or to stand for election to a Community Council. Such persons, upon taking office, become ex-officio members of the Community Councils contained in whole or in part of their electoral constituency.

### 10. Nominations and Elections

The first elections to be held under the Scheme shall be held on a date to be determined by Dundee City Council.

Subsequent elections will be held on a four-yearly-cycle on dates to be determined by the Community Council in agreement with Dundee City Council. Where the number of established Community Councils exceeds a level to be determined by the Dundee City Council, elections for a proportion of the total number of established Community Councils within the 4-yearly cycle may be arranged. Should Community Councils' election cycle fall in the year of Scottish local government or parliamentary elections, the electoral proceedings will be held in the following year.

Dundee City Council will administer all elections.

### 11. Returning Officer

Dundee City Council will appoint an Independent Returning/Depute Officer. The Independent Returning/Depute Officer must not be a current elected member of that



Community Council nor intending to stand for election to that Community Council.

### 12. Nominations

Individuals seeking election to a Community Council require to be nominated by a proposer and seconder, both of whom must be on the Electoral Register for that Community Council area. Nominations require to be submitted with the candidate's consent.

A nomination form should be completed, the style of which will be described within the Guidance Notes. Nominations require to be submitted by post, email or online by the date set down in the election timetable. No nomination forms submitted after that date will be accepted.

### 13. Process

On the expiry of the period for lodging nominations:

- Should the number of candidates validly nominated equal or exceed HALF, but be less than or equal to the total maximum permitted membership as specified for the Community Council area, the said candidates will be declared to be elected and no ballot shall be held.
- Should the number of candidates validly nominated exceed the total maximum permitted membership as specified for the Community Council area, arrangements for a Poll shall be implemented. At the Poll, each voter shall be entitled to vote for candidates up to the number of vacancies on the Community Council.
- Should the number of candidates elected, be below HALF of the total maximum permitted membership, as specified for the Community Council area, no Community Council will be established at that time. However, that does not preclude Dundee City Council from issuing a second call for nominations for a Community Council area failing to meet the minimum membership requirement within 6 months of the closing date for the registration of the first call for nominations.

### 14. Method of Election

Elections will be based on whole local authority areas or devolved administrative areas, as deemed appropriate. Ideally, elections will take place across whole local authority areas at one time. However, large local authorities may need to take an incremental



## Notes on Nominations for Community Council Elections

approach to elections across their area, over a specified period of time or cycle. Community Councils shall be elected on a simple majority basis.

### 15. Filling of casual places/vacancies between elections

Casual vacancies on a Community Council may arise in the following circumstances:

- When an elected Community Council member submits her/his resignation;
- When an elected Community Council member ceases to be resident within that Community Council area;
- When an elected Community Council member has her/his membership disqualified;
- On the death of an elected Community Council member

Should a vacancy or vacancies arise on a Community Council between elections, it shall be a requirement that the Community Council undertake appropriate election arrangements, in consultation with the local authority. Filling a vacancy can be undertaken either through the process of an interim election or by co-option. However, should circumstances arise that leads to the number of elected Community Councillors falling below HALF of the maximum permitted membership, the local authority shall be informed and shall undertake arrangements for an interim election to be held, as described within the Guidance Notes.

### 16. Co-option to Community Councils

Co-opted members must be eligible for membership of the Community Council as detailed in Section 9 of the Community Council Scheme. They must be elected onto the Community Council by a two-thirds majority of the elected (general and interim) Community Councillors present and voting. Such co-opted members shall have full voting rights, with the exception of voting on co-option of members, and will serve until the next round of elections (general and interim). Notice of any proposed co-option procedure is required to be intimated to all of that Community Council's members at least 14 days prior to the meeting when the matter will be decided.

The number of co-opted members may not exceed a THIRD of the current elected (general and interim) Community Council membership. Should the ratio of co-opted to elected Community Councillors become greater than one third, due to any circumstances, an interim election process shall be triggered.

### 17. Additional Membership

#### Associate Members

Associate members may be appointed by a Community Council where there may be a need for individuals with particular skills or knowledge. These individuals do not



## Notes on Nominations for Community Council Elections

have voting rights. Associate members may serve for a fixed period as determined by the Community Council or for the term of office of the Community Council that has appointed them. Associate members may also include representation from other constituted local voluntary organisations. Associate members are not required to be residents of the Community Council area.

### Ex-Officio Members

Local Authority Councillors, MPs, MSPs and MEPs whose wards or constituencies fall wholly or partly within the geographical area of the Community Council area shall be deemed ex-officio members of the Community Council. Ex-officio members have no voting rights on the Community Council.

### Youth Membership

Each Community Council is able to appoint two youth members between the ages of 16-18. Youth members must live within the Community Council area. These members shall be in addition to the total membership of each Community Council but will be considered as full members of the Community Council. They will have full voting rights, with the exception of co-option and will be appointed for a two-year term.

