

# Community Chair & Vice Chair Elections Application Form

Name:	
Address:	
Telephone no:	
Email address:	

Residents of Higham Hill, Chapel End, William Morris and High Street wards are invited to stand for the positions of Community Chair and/or Vice Chair.

**Completed application forms should be sent to the address below or handed to a council officer at the meeting on 19 November 2007.**

Please indicate by ticking the appropriate boxes if you would like to apply for the post of the Community Council Chair or Vice Chair (or both) for the next twelve months.

- I wish to apply for the post of the Community Chair**
- If I am not successful I also wish to be considered for the Vice Chair position.**
- I only wish to apply for the post of Vice Chair.**

**For more information about these positions and the election process please contact:**

Shirley Haynes Community Council Officer  
Community Engagement Unit  
Address: Room 101 Town Hall, Forest Rd, E17 4JF.  
Telephone: 020 8496 4213.  
Email: Shirley.haynes@walthamforest.gov.uk



## **Why another election?**

The positions of Community Chair and Community Vice Chair are elected on an annual basis. The elections are due now.

## **Period of service**

The period of service will run for a year from November 2007 until November/December 2008 (depending on the date of the meeting) to run concurrently with the other Community Councils.

## **I am interested in this post but I am not sure**

If you are interested in this post but would like more information on which to base your decision please telephone Shirley Haynes, Community Council Officer on 0208 496 4213 for an informal chat about the role and responsibilities.

## **I want to apply; do I have to live the Community Council area?**

To qualify you must reside in Higham Hill, Chapel End, William Morris or High Street wards. If you would like to apply please complete this form and either post, email or fax to 0208 496 4504, or hand the form to an officer at the meeting.

## **How will the elections be undertaken at the meeting?**

If there are applicants for the post of Vice Chair only, the election for the posts of Community Chair and Vice Chair will be conducted separately. The Community Chair election will be undertaken first.

Brian Whitely Community Council Lead Officer will conduct a 'mini hustings':

1. All residents who have completed application forms will be asked to come to the front microphone and stand beside Brian. The meeting will be asked if there are any more applicants to make sure that everyone who wants to apply is included in the process.
2. In alphabetical order of surname each applicant will be asked to present a brief statement. The statement should include where you live (street or ward is sufficient), and details of qualities / skills that can be brought to the position. Details such as membership of any political parties or groups can be included if you feel this is relevant to the position. Maximum speaking time three minutes.
3. Questions will be taken from residents eligible to vote.
4. After all the candidates have made their statements and taken questions, attendees at the meeting will be asked to vote for their preferred candidate in order of preference.
5. **Residents of Higham Hill, Chapel End, William Morris or High Street are eligible to vote .**
6. The applicant with the highest number of votes will be declared the Walthamstow West Community Council Chair. If the runner up has indicated their willingness to stand as Vice Chair and there are no other candidates for Vice Chair they will be declared Vice Chair.