

**London Borough of Waltham Forest
Community Councils**



**Application form for the post of
Community Chair & Vice Chair***

Residents are invited to stand for the position of Chair or Vice Chair of their local Community Council. Applications can only be accepted from residents who live in one of the wards within the Community Council area to which they are applying.

Name of Community Council.....
.....

*Information about this post and the election process are detailed below.

Name:	
Address:	
Telephone no:	
E-mail address:	

Please indicate by ticking the appropriate box/es if you would like to apply for the post of Community Council Chair or Vice Chair (or both) for the coming year.

- I wish to apply for the post of Community Chair.
- If I am unsuccessful, I also wish to be considered for the post of Community Vice-Chair.
- I wish to apply for the post of Community Vice-Chair only.

Please hand this form in at the 'welcome desk' on the evening of the meeting or send to:

Community Councils Team
Community Engagement Unit
Room 301 Sycamore House, Waltham Forest Town Hall Complex,
Forest Road, E17 4JF.
Telephone: 020 8496 3000
Email: communitycouncils@walthamforest.gov.uk

London Borough of Waltham Forest Community Councils

Why another election?

The positions of Community Chair and Community Vice Chair are elected on an annual basis. The elections will take place during the January and February meetings.

Period of service

The period of service runs for a year with elections taking place at each 3rd cycle of Community Council meetings.

In some cases the role also includes representing the Community Council on the Waltham Forest Community Safety Board (check www.walthamforest.gov.uk/wfcsb for more information).

I want to apply. Do I have to live in the Community Council area?

Yes, to qualify you must reside in one of the wards within the Community Council area you are applying to.

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 the Community Councils Team on 0208 496 3000 for an informal chat about the role and responsibilities.

How will the elections be undertaken at the meeting?

A council officer will conduct a 'mini-hustings':

1. All residents who have completed application forms will be asked to come to the front. 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 (maximum 3 minutes). 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.
3. Questions will be taken from residents eligible to vote.
4. After all the candidates have made their statements and taken questions the attendees at the meeting will be asked to vote for their preferred candidate.
5. The applicant with the highest number of votes will be declared the Community Council Chair.
6. The process will be repeated for the election of the Vice Chair unless there are only 2 applicants overall in which case the position will be offered to the person who came second.

PLEASE NOTE: only residents who reside in one of the wards within the Community Council area are entitled to vote.