

Suggested 'Emergency Selection Procedures'

Under section 10 of the 'Procedure for the Selection of Local Government Candidates', the Executive Council are required to agree an emergency selection procedure which can be used to fill a candidate vacancy where a previously selected candidate drops out at the last minute or if a by-election is called giving insufficient time to find a candidate using the standard selection process.

While some discretion is allowed on the exact form of the procedure, it must begin with all potential candidates being placed on the approved list. As such, applications must be sought and received using the standard application form, and an approvals committee interview must take place for each potential candidate.

To assist in constructing your emergency procedure, you may wish to consider using the suggested protocol below or adapting it to suit the needs of your Association.

Emergency Procedure

- 1.** Under section 10 of the 'Procedure for the Selection of Local Government Candidates', this procedure replaces the standard selection process in circumstances where:
 - 1.1** a candidate previously selected using the standard procedure drops out at the last minute or;
 - 1.2** a by-election is called and there is insufficient time before the close of nominations to find a candidate using the standard procedure.
- 2.** In these circumstances (1.1 and 1.2) the Approvals Committee will select the candidate using the following procedures. In all other circumstances, the standard Procedure for the Selection of Local Government Candidates must be used.
- 3.** Where a vacancy occurs under 1.1 or 1.2, notice of the vacancy should be circulated to all members of the Association who reside in the Local Authority area in which the election is due to be held and for whom an email address is registered on VoteSource. As far as is practicable and where time



- permits, efforts should also be made to contact members who cannot be reached via email. Such notice should include an invitation to apply for the Approved Candidates' List using the standard application form.
- 4.** Members already on the Approved Candidates' List should be asked to indicate whether they wish to be considered for the vacancy.
 - 5.** Applicants not already on the approved list of candidates will be interviewed by the Approvals Committee
 - 5.1** For the purpose of this procedure, the Approvals Committee is constituted and operates in accordance with the Local Government selection procedures in force at the time.

Suggested 'Emergency Selection Procedures'

6. Once all approval interviews have been conducted, the Approvals Committee will meet to select the candidate. All candidates on the approved list who have indicated they wish to be considered for the vacancy are included in the ballot.
 - 6.1 It is necessary for the successful candidate to achieve over 50% of the votes cast, excluding abstentions.
 - 6.2 If this is not achieved in the first round, the candidate with the fewest votes is eliminated and the meeting proceeds to a further ballot. This process continues until an overall majority for one applicant is achieved.
 - 6.3 In the event of a tied vote, a second ballot takes place. If the second vote results in a tie, the candidate is selected by a drawing of lots.
 - 6.4 The decision of the Approvals Committee is reported to the Executive at their next meeting.

