

CALC Appointment of CALC Directors / Treasurer to the CALC Board

Additional Guidance for Parish Chairs and Clerks

The CALC Board comprises two directors from six areas across Cumbria plus the Treasurer who is not a director.

The six areas are
North Cumberland
Mid Cumberland
South Cumberland
Eden
South Lakeland
Barrow-in-Furness

After the 2027 nominations/elections which will apply to all geographical areas, nominations/election will occur in two of these areas, one area from Cumberland and one area from Westmorland and Furness on an annual basis. Each year four directors will therefore step down and the vacancies will be filled by member nominations and if contested an election process.

Nomination process

When a director vacancy needs filling through resignation for example or the nomination/election process outlined above your council will be asked to nominate a councillor to fill one of the vacancies.

NOTE this is **one nomination per council** even though CALC will be filling two vacancies in your area.

You will be sent a nomination form for completion together with a role description for a CALC director.

The candidate must read the role description prior to agreeing to the nomination to determine if they are eligible to stand as a CALC director.

The nomination: -
must be agreed and recorded in the minutes of a fully convened council/parish meeting

The nomination form: -
must be signed by the candidate confirming that they meet the eligibility criteria and must also be signed by either the Clerk or Chair of the council/parish meeting confirming that the nomination took place at a council/parish meeting.

You will also be provided with a timetable outlining the deadline for receipt of the nomination form.

If your council is not due to hold a council/parish meeting within the timeframe allowed it will be necessary for you to hold an extraordinary meeting to approve your nomination.

You will also be given a deadline following your meeting by which minutes confirming the nomination by your council/parish meeting are submitted to CALC to support the nomination form.

Following the deadline for receipt of nomination forms and council/parish meeting minutes the nominations forms will be scrutinised by a panel of CALC directors and the Chief Officer to ensure they meet the eligibility criteria stipulated.

Once the panel have agreed that the nominations meet the criteria, if two nominations are received in an area with two vacancies, the nominations will be uncontested and they will be appointed as CALC directors.

If more than two nominations are received for a specific area then the candidates which will fill the vacancies will be determined by election.

If a nomination does not meet the criteria the candidate will be informed and should that nomination have been received for an area where only two nominations have been submitted for two vacancies the CALC Board will determine if it is necessary to re-advertise the vacancy following the end of the whole nomination / election process.

Election process

The candidates will be informed that an election will take place in their geographical area.

You will receive a ballot paper to complete together with a timetable for completion. You will also receive for your councillors a copy of the candidates' nomination forms.

Every Councillor from your council has **ONE** vote and they must decide who they wish to give that vote to.

It does not matter how many director vacancies are being filled councillors only submit one vote for one candidate.

The number of votes cast for each candidate is to be entered on the one ballot paper.

As it is one vote per councillor it is not necessary to hold a council or parish meeting.

The Clerk should collate the votes from individual councillors and enter the total number of votes for each candidate on the ballot form, if you have for example 7 councillors the total number of votes displayed should be 7 unless you have any abstentions.

The candidate can also submit a vote for themselves.

In the case of a parish meeting where the Chair is the candidate they can also submit a vote for themselves.

Ballot papers must be received by the deadline specified in the timetable. On the same day as the deadline two CALC officers will count the number of votes cast for each candidate. The two candidates in each area receiving the largest number of votes will fill the two vacancies in that area.

There may be occasions when due to resignations a vacancy may occur during a director's term of office, when this arises the CALC Board will determine if it is necessary to fill that vacancy prior to the term in office ending and if so a nomination/election process will be put in place to fill that one vacancy.

If you require further guidance when completing nomination forms / election ballot papers please contact the CALC office.

NB. The appointment of Treasurer may be filled separately to these annual elections when either the term of office for the Treasurer comes to an end or the Treasurer chooses to step down from the role of Treasurer. Applications for and the appointment of the Treasurer will be based on skills / expertise required for the post.

S. Hutchinson
March 2025