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To: Clerks / members of Town Councils/Parish Councils/Parish Meetings who are members of CALC in the South Cumberland Area.

22nd October 2025

Dear Colleague

ELECTION OF BOARD DIRECTOR FOR THE CALC BOARD

There is currently a vacancy on the CALC Board from the South Cumberland Area and the CALC Board of Directors have agreed to appoint from the membership a Board Director for the South Cumberland area to fill this vacancy. This appointment will be made through nominations from member councils and a subsequent election process if required.

Below is the timetable for the election of a Parish Member to the CALC Board as a Director (role profile attached).

Also enclosed is a Nomination Form should your Council/Meeting wish to nominate a candidate, no Council/Meeting can make more than one nomination.

Any nomination by your Council/Meeting must be agreed at a properly convened meeting. The candidate must read the Role Profile attached for a Director for the CALC Board and complete Section 1 **and** the section called 'Reasons for Applying' at the bottom of the Nomination Form which will subsequently be circulated with the ballot papers.

Section 2 should be completed on behalf of your Council/Meeting. The completed Nomination Form must be received at this office no later than **noon on Monday 1st December 2025**. Any received after that time and date will be rejected. We will accept emailed nomination forms but request that a hard copy is sent to the CALC office for our records. However, as long as an email is received before noon, that will stand as your parish's nomination.

All nominations must be supported by a copy of the minutes for the meeting at which the nomination was approved.

Deadline for CALC to receive a copy of the minutes for the council meeting that the nomination was agreed at is **20th December 2025**.

NOTE Councils that do not hold a council meeting during the nomination period will be required to hold an extraordinary parish council meeting as all nominations have to be approved at a full council meeting or a parish meeting.

During week commencing **12th January 2026** Nominations will be scrutinised by a panel of 2 CALC Directors and the Chief Officer to determine if they meet all the criteria required to be a CALC Director.

An uncontested nomination if it meets the criteria will be approved and the councillor informed.

If there is more than one nomination received that meets the criteria an election will be held.

Election timetable

Week commencing **19th January 2026** Ballot Papers will be sent to Council/Meeting Clerks, together with guidance on the election procedure.

The deadline for receipt of completed Ballot Papers either via email or hard copy through the post will be **noon on Monday 2nd February 2026**.

On the same day two CALC officers will count the number of votes cast for each candidate. The candidate receiving the largest number of votes will fill the vacancy in the South Cumberland area.

NOTE As each council member has a vote, this does not have to take place at a council meeting, councillors will be required to inform the Clerk who they intend to vote for, and the Clerk will forward that information to CALC on one ballot paper.

The new Board member either uncontested or elected will then be asked to complete the CALC Board Director Induction pack before joining the CALC Board as a director.

If you have any queries, please get in touch.

Yours sincerely,

S. Hutchinson

Sonia Hutchinson
Chief Officer, CALC