

Agenda Item [*for office use*]

**Procedure to Elect Chair or Vice Chair to the Oban Lorn and the Isles
Area Community Planning Group**

Summary

The report details the procedure which must be followed when electing either a Chair or a Vice Chair to the Oban Lorn and the Isles Area Community Planning Group

1. Purpose

1.1 The purpose of this report is to advise members of the procedure which must be followed in order to elect a Chair or Vice Chair to the Oban Lorn and the Isles Area Community Planning Group

2. Recommendations

2.1 Members are requested to follow the procedures outlined below to elect a new Vice Chair following the recent resignation of Councillor Roddy McCuish from the position

3. Background

3.1 The Oban Lorn and the Isles Area Community Planning Group is governed by a Terms of Reference which details the procedures which must be followed when electing office bearers

4. Detail

4.1 The following extract from the Oban Lorn and the Isles Terms of Reference outlines the process which must be followed if an office bearer resigns during their term of office:

- Should either the Chair or Vice Chair resign their position during their term of office, the office bearer must either notify the group in person at a scheduled Area CPG

meeting or contact the chair in writing advising formally of their intention to stand down. Members will be advised of the resignation timeously and an election to fill the vacant post will be conducted at the next scheduled Area CPG meeting

- Nominations for the Chair and Vice Chair positions will be proposed and seconded by Oban, Lorn and the Isles Area Community Planning Group members. Each member will have one vote and a simple majority vote will determine the outcome of the election process

5. Conclusions

Members are requested to follow the procedure outlined above when electing a member to fill the position of Vice Chair which is currently vacant following the recent resignation of Councillor McCuish

6.0 SOA Outcomes

N/A relates to a procedural matter

Name of Lead Officer

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