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**Procedure to Elect Office Bearers to the Helensburgh & Lomond Area  
Community Planning Group**

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**Summary**

The report details the procedure which must be followed when electing either a Chair or Vice Chair to the Helensburgh & Lomond Area Community Planning Group

**1. Purpose**

1.1 The purpose of this report is to advise members of the procedure which must be followed when electing office bearers to the Helensburgh & Lomond Area Community Planning Group

**2. Recommendations**

2.1 Members are requested to follow the procedures outlined below when electing a member to fill the position of Chair which will become vacant when Councillor Mulvaney stands down from the position at the meeting on the 16<sup>th</sup> of August 2016.

**3. Background**

3.1 The Helensburgh & Lomond Area Community Planning Group is governed by Terms of Reference which detail the procedures to be followed when electing office bearers.

3.2 The current Chair, Councillor Gary Mulvaney, intimated at the meeting on the 9<sup>th</sup> of February 2016 that he would stand down from the position of Chair at the August 2016 meeting.

**4. Detail**

4.1 The following extract from the Helensburgh & Lomond Area CPG 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 Helensburgh & Lomond 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 Chair which will become vacant when Councillor Mulvaney stands down from the position at the meeting on the 16<sup>th</sup> of August 2016.

## **6.0 SOA Outcomes**

N/A relates to a procedural matter

### **Name of Lead Officer**

Mrs Shirley MacLeod Area Governance Manager

### **For further information please contact:**

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