



# EAST CAMBRIDGESHIRE DISTRICT COUNCIL

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To:

Prospective Agents & Candidates

The matter is being dealt with by:

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My Ref: JH/Is/Elections/County/LettAgents&Candidates(Revised)

## **BY EMAIL AND POST**

19 March 2013

Dear All

### **CAMBRIDGESHIRE COUNTY COUNCIL ELECTIONS – 2 MAY 2013 (REVISED)**

Thank you for considering becoming a candidate and/or election agent for the forthcoming County Council elections (Cambridgeshire – East Cambridgeshire divisions) to be held on Thursday, 2 May 2013.

Can I update you on arrangements for nominations and advance notice of the date for the candidates and agents meeting, together with arrangements for verification and counting of votes.

#### **Nominations**

Notice of Election will be published on Friday 22 March 2013, nomination papers can be accepted from Monday 25 March 2013 and will close at 12 noon on Friday 5 April 2013. Please note that the Council offices will be closed on Friday 29 March 2013 and Monday 1 April 2013.

Can I strongly advise that you should make prior appointments with the Elections Office (Joan Cox/Denise Gawthrop, Tel: 01353 616460/616459, [elections@eastcamb.gov.uk](mailto:elections@eastcamb.gov.uk)) to enable an informal check to be put into place prior to formal submission.

Can I refer you to the "Guidance for Candidates and Agents" (Part 2A for independent candidates and Part 2B for party candidates) for the requirements of the nomination process.

In addition, I would draw your attention to the following clarification in respect of the nomination process which should assist you in preparing your nomination papers, specifically:

1. Only the first ten subscribers (including proposer and seconder) on any nomination paper can be considered. Nevertheless, occasionally a mistake is made with the subscribers on a nomination form and the entry should be crossed out and initialled.

In this event, I will check the first ten subscribers (excluding any entry which has been crossed out) as under these circumstances it may be advisable (if you wish) to include more than ten subscribers on your nomination papers prior to the informal check.

2. In past elections, I have been asked for clarification on the requirements for the completion of the nomination, specifically how the name of the subscribers should appear on the nomination form. Ideally, the name of the subscribers should be transcribed as per the electoral register, at the very least the surname must be in full with first names included as initials.

In addition, please see below a number of key dates, which you may wish to note for future reference, specifically:

**Candidates and Agents Meeting** – Monday 15 April 2013 at 2pm at East Cambridgeshire District Council (agenda to be forwarded nearer the date). At this meeting, you will be advised on a number of matters including arrangements for postal vote despatch and opening, arrangements for the verification and count, limits of expenses and spending returns and declarations.

The verification of ballot papers and the counting of votes for East Cambridgeshire divisions will take place on Friday 3 May 2013 (10am start) at Ross Peers Sports Centre, Soham.

Please be advised that a copy of this letter will be placed on the Council's website ([www.eastcambs.gov.uk](http://www.eastcambs.gov.uk)). If we can be of further assistance, please do not hesitate to contact us on [elections@eastcambs.gov.uk](mailto:elections@eastcambs.gov.uk) or by telephone on 01353 616460/616459.

Thank you for your attention.

Yours sincerely

JOHN HILL

John Hill  
**Deputy County Returning Officer**