**VALE OF ALLEN PARISH COUNCIL**

**APPOINTING CHAIRMAN AND VICE CHAIRMAN POLICY**

**Purpose**

This purpose of this policy is to set out the Parish Council’s position in the appointment of chairman and vice chairman.

It is a legal requirement (Local Government Act 1972 s15) to elect a chairman annually at the annual meeting of the parish council. For chairman, it must be the first agenda item, vice chairman second item.

The annual meeting is held in May each year. In an election year, within 14 days of those elections.

**Applications**

There is no legal process for applications for either post. The Vale of Allen Parish Council (VoAPC) will accept individual applications from members by telephone or email, seven calendar days before the annual meeting, to the Parish Clerk. Such applications do not require a proposer or seconder. From an application, it is assumed that the applicant agrees to take on the role and its responsibilities.

**Voting**

At the meeting, voting is undertaken by show of raised hands. Members will have one vote for the post to cast regardless of the number standing for the position. If there is an equality of votes, the person presiding at the meeting will have the casting vote. The member with the most votes will win the contest.

If only one application is received for a post, no ballot is undertaken.

Once a new chairman has been elected, that person takes over the running of the meeting from the previous chairman.

**Declaration of Acceptance**

Once the decision has been made, the successful application must read out the official Declaration of Acceptance in front of the committee and Parish Clerk. The new post holder signs the declaration in front of the Parish Clerk, who also signs as witness.

Date Approved by committee: 28 July 2021

Chairman: …………………………….

Review Date: July 2026