

Completing your Community Council Candidate Nomination form

1. COMPLETING THE FORM:

It is the responsibility of the candidate to ensure their nomination form is properly completed on both pages in black/blue ink and signed. Errors/omissions in the completion of the form which are checked and not rectified by the deadline, or failure to return/deliver the completed form by the deadline, will result in the nomination being declared invalid.

2. ELIGIBILITY:

All candidates for election must be;

- aged 16 or over,
- resident in and appear on the electoral register as a local government elector for the Community Council area for which they are standing (incl. sub-division of the same, if applicable)

3. COMMUNITY COUNCIL NAME, NUMBER AND SUB-DIVISION

All the seats available during this election are noted below, please state the number and name of the Community Council (and where applicable the sub-division) you are standing. If you are unsure about your sub-division please contact the elections office or refer to the maps available at http://www.moray.gov.uk/moray_standard/page_118478.html.

1. Elgin Community Council (18 seats) 1a Elgin City North (9 seats) 1b Elgin City South (9 seats)	11. Buckie and District Community Council (12 seats) 11A Buckie (8 seats) 11B Rathven and Arradoul (4 seats)
2. Forres Community Council (12 seats)	12. Findochty and District Community Council (7 seats)
3. Findhorn and Kinloss Community Council (10 seats) 3a Findhorn (5 seats) 3b Kinloss (5 seats)	13. Portknockie Community Council (10 seats)
4. Dyle Landward Community Council (7 seats)	14. Cullen and Deskford Community Council (9 seats) 14a Cullen (6 seats) 14b Deskford (3 seats)
5. Finnerne Community Council (7 seats)	15. Lennox Community Council (14 seats) 15a Spey Bay (2 seats) 15b Portgordon (4 seats) 15c Fochabers (6 seats) 15d Clochan and Enzie (2 seats)
6. Burghead and Cummington Community Council (10 seats) 6a Burghead (8 seats) 6b Cummington (2 seats)	16. Keith Community Council (10 seats)
7. Hopeman and Covelea Community Council (7 seats)	17. Strathisla Community Council (10 seats)
8. Lossiemouth Community Council (10 seats)	18. Speyside Community Council (10 seats)

9. Heldon Community Council (18 seats)

- 9a Dallas (2 seats)
- 9b Fogwatt and Birnie (4 seats)
- 9c Duffus (2 seats)
- 9d Alves and Roseisle (4 seats)
- 9E Milntonduff and Spynie (6 seats)

19. Dufftown, Cabrach and District Community Council (10 seats)

10. Innes Community Council (10 seats)

- 10a Lhanbryde and Pitgaveny (4 seats)
- 10b Kingston and Garmouth (2 seats)
- 10c Urquhart (2 seats)
- 10d Mosstodloch (2 seats)

20. Glenlivet Community Council (7 seats)

4. CANDIDATES NAME:

Enter your name as appears on the electoral register. If a ballot is required, candidates who wish to be described on the ballot paper by another name they generally are known as must detail this on the nomination form.

E.g. James David Brown is known to all his friends as, 'Dave'

On the nomination form Dave should enter 'James David Brown' in the *Full Name box* and then 'Dave' in the *Commonly Known name box*. 'Dave Brown' is how the candidate's name will then appear on the ballot paper in the event of a ballot.

Where candidates do not make such a request then their name will appear on the ballot paper exactly as it appears on the electoral register including any middle initial names. This also applies if you are known by a shortened version of your first name e.g. 'Francis Smith' known as 'Frank'

5. ADDRESSES:

This must be the address where you are registered in the electoral register. If you do not know your elector number please contact the **Electoral Registration Office on 01224 068400** and they can advise you.

6. CONTACT DETAILS:

Please provide a daytime telephone number so the election office can contact you regarding your nomination in the event of a query or to confirm validity. Your address, telephone number and email address **will not** appear on any information issued to voters.

7. CANDIDATES CONSENT:

All candidates must sign and date the consent to nomination and their agreement to **abide to the Code of Conduct for Community Council members which is found within the Scheme**, should they be elected. The **witness** may be anyone aged 16 or over, and may be related to you.

8. WITHDRAWAL OF NOMINATION:

Withdrawal of nomination will only be valid when a signed letter requesting withdrawal is submitted to, and received by, the Returning Officer at the elections office by **4pm on Tuesday 21 October 2025**.

If you intend to withdraw your nomination, please advise the Elections Office by leaving a message with our contact centre on 01343 563334 or email elections@moray.gov.uk at the earliest opportunity so we know to expect your withdrawal letter.

9. CANDIDATES STATEMENT:

Copies of the candidate's statement will be published in the event the area in which the candidate is standing for is contested (more people are nominated than seats available) and a ballot is required. The candidate's statement will form part of the information provided to the postal voter when postal ballot packs are issued and assists the voter in making a choice in whom to vote for.

Candidates are strongly encouraged to complete the statement; it is essential voter information when voters complete their postal vote. Candidates are immediately disadvantaged if they have not completed the statement and it is left blank. It is your opportunity to engage the voter to vote for you.

As a guide your statement should contain a brief description of your **community interests, abilities, strengths and reasons for standing and any other information relative to your candidature**. Your statement must not contain reference, direct or otherwise, to any political affiliation or any offensive, obscene or defamatory material and the election office reserves the right to edit the statements. Your statement must be no longer than 100 words, any statements longer than 100 words will be truncated on publication.

Community Council Election Process

Community Council Election and Scheme

There are 20 Community Councils in Moray. Every four years Moray Council holds elections for all Community Councils in the Moray area. The next term runs from October 2025 - September 2029. The way Community Councils are organised and administered, their areas and the numbers of members in each Community Council are set out in the Moray Council Community Council Scheme 2025-2029. Community Council area maps and the Scheme are available at www.moray.gov.uk/communitycouncils or by contacting elections@moray.gov.uk or calling 01343 563334

Nominations to stand for election and eligibility

Nominations are invited by way of a public notice from 3 October 2025. No previous experience is required for putting your name forward to stand as a candidate for Community Council. The only requirements are that you are registered on the current electoral register, reside within the community council area in which you are standing, **and are 16 or over**.

Submission of candidate nomination form

Candidates have until **4pm on Tuesday 21 October 2025** to lodge their nomination form with the elections office at the Moray Council. Original signed hard copies must be clearly marked and posted to the address overleaf or posted into the mailbox at **Council Headquarters, Elgin** or submitted by scanned document by email to elections@moray.gov.uk by the deadline. No responsibility will be taken for nomination forms lost or delayed in the post, handed in elsewhere.

Scanned, signed nomination forms will also be accepted by email to elections@moray.gov.uk and must be received by the election office by **4pm on Tuesday 21 October 2025**. No responsibility will be taken for candidate emails which fail to send properly, attachments that are unreadable or are poor quality or are caught in spam filters which delay submission by the deadline.

An acknowledgement of your submitted nomination forms will be issued by the elections office within two working days of receipt, along with any statement of validity.

What happens after I have lodged my nomination?

Once the nomination deadline has passed, the number of nominations for each Community Council (and sub-divisions where applicable) is reviewed. There are 3 outcomes:

1. **UNOPPOSED ELECTION** - If there are fewer nominations than the total seats available, but more than the minimum number of members required to form the Community Council, you will be elected to that Community Council **unopposed**. Thereafter an inaugural meeting will be arranged by the Community Council Liaison Officer to re-establish the Community Council.
2. **UNESTABLISHED** - If the number of nominations received is less than the minimum number of members required to form the Community Council (known as quorum), the Community Council will be declared as **un-established** and will remain in abeyance.
3. **CONTESTED ELECTION** - If there are more nominations submitted than the number of seats available in any of the sub-divisions of the community council (**contested**), the Elections Office will contact you to advise that a postal ballot will be conducted in the area/ sub-division once nominations have closed. Once the results of this have been collated and counted around 6 Nov – 13 Nov 2025 (tbc), which you will be invited to attend and once counting is complete you will be advised whether you have been successful or not. Thereafter an inaugural meeting will be

arranged by the Community Council Liaison Officer for the establishment of the Community Council. This may be online.

Communication about your nomination from the elections office

Your nomination will be checked and acknowledged **within two working days** from receipt and processed, unless it is submitted within 2 working days of the deadline.

When the nomination process completes on 21 October 2025 the election office will write/email you with the outcome of the process with either further information about a ballot or alternatively details of the inaugural meeting, if a ballot is not required.

Following close of nominations, results of the nomination process in the form of the *Notice of Established Community Councils and Notice of Poll* for any contested community councils will be published at: www.moray.gov.uk/communitycouncils

For more information or queries

Post nomination forms to:

CC Election 2025
Elections Office
Moray Council
Council Offices
High Street
Elgin
IV30 1BX

Completed nomination forms can also be handed into reception at the Council Annexe;

Or email signed, scanned documents (not photographs) to: elections@moray.gov.uk

Election helpline 01343 563334

www.moray.gov.uk/communitycouncils

Other Useful Contacts

If you wish to speak with the Community Council Liaison Officer about what is involved in being a community council member please phone Debra Duke on 07890 275547 (Mon – Thurs P/T) or email communitycouncils@moray.gov.uk

If you wish to speak to the Electoral Registration Office about the electoral register please phone 01224 068400 or email ero@grampian-ero.gov.uk

For contact details for existing community councils in your area please visit www.moray.gov.uk/communitycouncils

Code of Conduct for Community Council members

Before completing your nomination form you must be aware of the Code of Conduct for Community Council members, prior to signing the declaration. This is contained with Appendix 4 of the Scheme for Community Councils but has been reproduced below.

CODE OF CONDUCT FOR COMMUNITY COUNCIL MEMBERS

This Code of Conduct is based on a similar Code of Conduct for Local Authority councillors and relevant public bodies as provided for in The Ethical Standards in Public Life etc. (Scotland) Act 2000.

Community Council members, as elected representatives of their communities, have a responsibility to make sure that they are familiar with, and their actions comply with, the principles set out in this Code of Conduct.

The Code of Conduct and its principles, shall apply to all Community Council members and those representing the Community Council. These principles are as follows:

- Service to the Community (Public Service)
- Selflessness
- Integrity
- Objectivity
- Accountability and Stewardship
- Openness
- Honesty
- Leadership
- Respect

When appointed to the Community Council, members formally agree to abide by the Code of Conduct.

Service to the Community

- As a Community Council member you have a duty to act in the interests of the local community, which you have been elected or nominated to represent.
- You also have a duty to act in accordance with the remit of the Moray Council Scheme for the Establishment of Community Councils, as set out by Moray Council under the terms of the Local Government (Scotland) Act 1973.
- You have a duty to establish and reflect, through the Community Council, the views of the community as a whole, on any issue, irrespective of personal opinion.

You should ensure that you are, within reason, accessible to your local community and local residents. Various mechanisms to allow the general community to express their views, i.e. email address, website, social media channels, suggestion boxes, community surveys and opinion polls should, where possible, be made available.

- **Selflessness**

- You have a duty to take decisions solely in terms of the interest of the community that you represent.
- You must not use your position as a Community Council member to gain financial, material, political or other personal benefit for yourself, family or friends.

Integrity

- You must not place yourself under any financial or other obligation to any individual or organisation that might reasonably be thought to influence you in your representation of your community.
- If you have any private and/or personal interest in a matter to be considered by the Community Council, you have a duty to declare this and if deemed necessary by other members, withdraw from discussions and the decision making process with regard to that matter.
- You should not accept gifts or hospitality that may be seen to influence or be intended to influence your opinion or judgement. The offer and/or receipt of any gifts, regardless of form, should always be reported to and noted by the Secretary of the Community Council.

Objectivity

- In all your decisions and opinions as a Community Council member, you must endeavour to represent the overall views of your community, taking account of information which is provided to you or is publicly available, assessing its merit and gathering information as appropriate, whilst laying aside personal opinions or preferences.
- You may be appointed or nominated by your Community Council to serve as a member of another representative body. You should ensure that this Code of Conduct is observed when carrying out the duties of the other body.
- You are free to have political and/or religious affiliations; however you must ensure that you represent the interests of your community and Community Council and not the interests of a particular political party or other group.

Accountability and Stewardship

- You are accountable for the decisions and actions that you take on behalf of your community through the Community Council.
- You must ensure that the Community Council uses its resources prudently and in accordance with the law.

- Community Council members will individually and collectively ensure that the business of the Community Council is conducted according to the Scheme for the Establishment of Community Councils (Scheme) and this Code of Conduct.
- Community Council members will individually and collectively ensure that annual accounts are produced showing the financial undertakings of the Community Council as set out in the Scheme for the Establishment of Community Councils.
- They must also ensure that all resources are used efficiently, effectively and fairly and are used strictly for the purposes of Community Council business and for no other purpose.
- Minutes of meetings recording all actions and decisions made should be produced and circulated to all members of the Community Council as soon as possible after each meeting.
- Any breach of the Scheme as set out by the Moray Council under the terms of the Local Government (Scotland) Act 1973 may be reported via the Community Council complaints policy to determine what action, if necessary, should be taken.

Openness

- You have a duty to be open about your decisions, actions and representations, giving reasons for these where appropriate.
- You should be able to justify your decisions and be confident that you have not been unduly influenced by the views and/or opinions of others.
- If you have dealings with the media, members of the public, or others not directly involved in your Community Council, you should ensure that an explicit distinction is made between the expression of your personal views and opinions from any views or statement made about or on behalf of the Community Council.
- If you are present at a meeting where any item of business in which you have any financial or other interest is to be dealt with, you shall disclose your interest as soon as possible after the start of the meeting.

Honesty

- You have a duty to act honestly.
- You also have an obligation to work within the law at all times.
- You must declare any private interest relating to your Community Council duties and take steps to resolve any conflicts arising in a way that protects the interest of the community and the Community Council.

Leadership

- You have a duty to promote and support the principles of this Code of Conduct by leadership and example, to maintain and strengthen the community's trust and confidence in the integrity of the Community Council and its members in representing the views and needs of the local area.
- You must also promote social inclusion and challenge discrimination in any form.
- You should act to assist the Community Council, as far as possible, in the interest of the whole community that it serves.
- Where particular interest groups' concerns are in conflict with those of other groups or other areas you should help to ensure that the Community Council is aware of them.

Respect

- You must respect fellow members of your Community Council and those that you represent, treating them with courtesy, respect and in a non-discriminatory manner at all times. This should extend to any person, or member of staff within any organisation or body regardless of their position that you may have dealings with in your capacity as a Community Council member.
- Recognition should be given to the contribution of everyone participating in the work of the Community Council.
- You must comply with equal opportunities legislation including the [Equality Act 2010](#), and ensure that equality of opportunity be given to every participant to have their knowledge, opinion, skill and experience taken into account.
- You should ensure that confidential material, including details about individuals, is treated as such and that it is handled with dignity and discretion and is not used for personal, malicious or corrupt purposes and with regard to data protection policy and legislation.

Community Council Elections 2025

Before completing your nomination form you must be aware of the privacy notice, prior to signing the declaration.

PRIVACY AND FAIR PROCESSING NOTICE

Who may process your personal data?

The information which you provide on this form will be processed by the Returning Officer, which is a Data Controller of this information for the purposes of the Data Protection Act 1998.

What personal data will be collected?

The information which you provide on the Community Council nomination form.

This includes:

- Name and Address (candidate and witness)
- Electoral Details (candidate only)
- Qualification for nomination under Moray Council's Scheme for the Establishment of Community Councils (candidate only)

For what purposes will your personal data be used?

The information which you provide on the attached form will be used by the Returning Officer, for the following purposes:

- For the consideration of nominations to a Community Council under Moray Council's Scheme for the Establishment of Community Councils

Will the Returning Officer disclose your personal data to anyone else?

Anyone is entitled to inspect the candidate nomination papers of a validly nominated candidate at a public election following close of nominations.

If you have any queries regarding completion, this notice, or require further assistance, please contact: the election office on 01343 563334.

CONSENT

By signing the Community Council Election nomination form you will confirm you have read and understood the fair processing notice and that you have the right to withdraw consent in the future.

More information about Privacy Notices can be found at the foot of the webpage www.moray.gov.uk/elections