



## Royal Burgh of Pittenweem & District Community Council

### Interim Election

#### Notes for the Guidance of Candidates

1. The attention of candidates is drawn to the rules for completing nomination papers and other provisions relating to nominations contained in the Fife Council Scheme for the Establishment of Community Councils and the associated election rules. Copies of the Scheme and the Election Rules are available on Fife Direct ([www.fife.gov.uk/communitycouncils](http://www.fife.gov.uk/communitycouncils)) or from [CCElections@fife.gov.uk](mailto:CCElections@fife.gov.uk).
2. Candidates must be a registered elector in the Community Council area on the date of their nomination and are required to provide their Electoral Registration number on the nomination form. This can be obtained by contacting [voters.roll@fife.gov.uk](mailto:voters.roll@fife.gov.uk).
3. Online nomination forms will be available for completion from **Monday 17 February 2025**. These must be completed and submitted by no later than **4pm on Thursday 27 February 2025**. Paper nomination forms are available on request [clections@fife.gov.uk](mailto:clections@fife.gov.uk).
4. Completed **paper** nomination forms must be lodged with the Returning Officer at Fife Council, Electoral Services, 2nd Floor, Fife House, North Street, Glenrothes KY7 5LT on any weekday Monday to Friday between the hours of 10.00am to 4.00pm. Candidates submitting nomination papers to any other Council office must advise the Returning Officer accordingly so receipt of these can be monitored.
5. The statement "resides in the community council area" will be noted on the Statement of Persons Nominated and where required, on the ballot paper and not the candidate's home address.
6. A Notice of Withdrawal is also available on the Fife Council website should any candidate wish to withdraw their nomination. Any withdrawal of nomination should be lodged in the same manner as in (4) above by **4.00pm on Friday 7 March 2025**.
7. Candidates, if they so wish, will be given the opportunity to provide a short statement in support of their candidature. This statement should not exceed 50 words and will be circulated (if submitted) with the ballot paper in the event of a poll. If a candidate's statement exceeds 50 words, the statement will be published with only the first 50 words included.
8. Candidates should return the signed statement with their nomination paper by no later than **4.00pm on Thursday 27 February 2025**.
9. Candidates should note that the Returning Officer will not circulate any statements which contain material which would be unlawful for the Council to publish. In particular, they will not circulate material, which is in their opinion obscene, defamatory, likely to incite racial hatred, or which appears to be designed to support a political party. Candidates should therefore take care when writing their statements.
10. Candidates should note that if elected they will require to make a declaration accepting the office and undertaking to fulfil the duties of the office according to the best of their judgement and ability and undertaking to meet the standards of conduct outlined in the Scheme.
11. For enquiries about the electoral process please email [CCElections@fife.gov.uk](mailto:CCElections@fife.gov.uk). For more information about Community Councils please email [Community.Councils@fife.gov.uk](mailto:Community.Councils@fife.gov.uk).