

NOMINATION FORM GUIDANCE

PLEASE READ THESE NOTES CAREFULLY PRIOR TO COMPLETING THE NOMINATION FORM

(1) Candidates

It is the responsibility of the candidate to ensure that the nomination form is properly completed and duly submitted. If the form is returned in good time, errors may be identified and an opportunity given to amend the form. If there is insufficient time for this prior to the close of nominations (**Thursday 26 January 2017**), a nomination form may be ruled invalid.

Candidates must be aged 16 at the time of their nomination and must sign (using their normal signature) the consent to nomination and the other statutory declarations contained in the nomination form.

A person is qualified to be a candidate at an election if the person is -

- (a) aged 16 years or over; and
- (b) either -
 - (i) has his or her name entered in the Register of Crofts or registered in the Crofting Register as a crofter or owner-occupier crofter; or
 - (ii) has been nominated by an elector.

Additionally, a person must not be disqualified for any reason stated in the Regulations. Please see the Appendix for details.

The Constituencies are as follows:-

Constituency	Area
1	Shetland, being the local government area of the Shetland Islands Council
2	Caithness and Orkney, being the local government area of the Orkney Islands Council and that part of the local government area of Highland Council comprising the parishes(1) of Bower (280), Olrig (281), Watten (282), Wick (283), Canisbay (284), Dunnet (285), Latheron (286), Halkirk (287), Reay (288) and Thurso (289)
3	East Highlands (East Sutherland, Easter Ross, East Inverness and Moray), being the local government area of Moray Council and that part of the local government area of Highland Council comprising the parishes of Boleskine and Abertarff (433), Kilmorack (434), Kiltarlity and Convinth (435), Kirkhill (436), Urquhart and Glenmoriston (437), Abernethy and Kincardine (438), Alvie (439), Duthil and Rothiemurchus (440), Kingussie and Insh (441), Laggan (442), Ardersier (445), Croy and Dalcross (446), Daviot and Dunlichity (447), Dores (448), Inverness and Bona (449), Moy and Dalarossie (450), Petty (451), Cromdale Inverallan and Advie (586), Ardclach (605), Auldearn (606), Cawdor (607), Croy and Dalcross (608), Nairn (609), Avoch (736), Killearnan (737), Knockbain (738), Alness (739), Dingwall (740), Fodderty (741), Kiltearn (742), Fearn (743), Nigg (744), Tarbat (745), Cromarty (746), Resolis (747), Rosemarkie (748), Kilmuir Easter (750), Logie Easter (751), Rosskeen (752), Contin (760), Urquhart and Logiewester (761), Urray (762), Edderton (766), Tain (768), Dornoch (830), Golspie (833), Clyne (836), Kildonan (837) and Loth (838)
4	Western Isles, being the local government area of Comhairle nan Eilean Siar

(1) The parishes are mapped on a map held by the Geographical Information Service of the Scottish Government, which map can be seen using the link <http://www.scotland.gov.uk/Topics/farmingrural/Rural/crofting-policy/Act/Elections>.

Constituency	Area
5	West Highlands (West Sutherland, Wester Ross, Skye and Lochalsh), being that part of the local government area of Highland Council comprising the parishes of Glenelg (453), Bracadale (458), Duirinish (459), Kilmuir (460), Portree (461), Sleat (462), Snizort (463), Strath (464), Gairloch (749), Lochbroom (757), Applecross (758), Lochcarron (759), Glenshiel (763), Kintail (764), Lochalsh (765), Kincardine (767), Assynt (828), Creich (829), Durness (831), Eddrachilles (832), Lairg (834), Rogart (835), Farr (839) and Tongue (840)
6	South West Highlands (Lochaber, Argyll and Bute, Arran and Cumbrae, Small Isles), being the local government area of Argyll and Bute Council and that part of the local government area of Highland Council comprising the parishes of Ardchattan and Muckairn (169)(2), Lismore and Appin (170), Glenorchy and Inishail (171)(3), Arisaig and Moidart (452), Kilmallie (454) and Kilmonivaig (455) and that part of the local government area of North Ayrshire Council comprising the parishes of Kilbride (274), Kilmory (275) and Cumbrae (279)

Candidates should give their full legal name where required on the form.

Any addresses given must be as it appears in the Crofting Electoral Roll (postcodes should be included).

It would considerably assist the Returning Officer if candidates were to **print** in full their name and address, as well as the names and addresses of the witness on the enclosed pro-forma.

A person shall not subscribe more than one nomination form.

A crofter is entitled to stand only in an election in respect of the constituency in which that person is entitled to vote. Where a person is nominated to be a candidate, that person is only entitled to stand in an election in respect of the constituency in which the elector who nominated that person is entitled to vote.

(3) Withdrawal of Nominations

Withdrawal of nominations will only be valid if a duly completed and returned withdrawal of nomination form (enclosed) is submitted to the Returning Officer (through the offices mentioned) by Thursday 26 January 2017.

Where a candidate has submitted nomination forms in respect of more than one Constituency, he/she must give notice on the enclosed withdrawal pro-forma that he/she is withdrawing from all but one constituency, or he/she shall be deemed to have withdrawn as a candidate in all of those constituencies.

(4) Return of Completed Nomination Forms

It is the candidate's responsibility to take note of the opening and closing times for offices designated as being able to receive nomination forms.

The Returning Officer would prefer nomination forms to be submitted by hand, but will accept forms delivered by post. If you return your nomination form by post please ensure that it is posted early enough to reach the Returning Officer before the close of nominations. The Returning Officer will not accept responsibility for forms being lost in the post or not received by him.

The Returning Officer will not accept as valid any nomination forms delivered after Thursday 26 January 2017, whether by post or any other method of delivery.

(2) This parish is partly in the local government area of Argyll and Bute Council and partly in the local government area of Highland Council.

(3) This parish is partly in the local government area of Argyll and Bute Council and partly in the local government area of Highland Council.

(5) Candidate's Statement

Candidates are permitted to submit a statement either on the form enclosed or in any other form. The statement must be submitted within the time for delivery of nomination forms. The statement must not be more than 250 words long. If the statement exceeds 250 words, the candidate will be invited to reduce the length of the statement. If the candidate does not reduce the length of the statement, the Returning Officer will publish the first 250 words thereof.

The Returning Officer has agreed to copy the statement in the required quantities and is obliged to ensure that one copy of the statement is sent, with the ballot form, to every elector within the relevant constituency.

The Statement may be submitted electronically by e-mail to elections@cne-siar.gov.uk or by post to the Office of a Returning Officer.

If you return your candidate statement by post please ensure that it is posted early enough to reach the Returning Officer before the close of nominations. The Returning Officer will not accept responsibility for any statement being lost in the post or not received by him.

In accordance with paragraph 13(5)(c) of the Crofting Commission (Elections)(Scotland) Regulations 2011, as amended, the Returning Officer retains the right to refuse to issue such communications if, in his opinion, the contents of the communication are unlawful.

Please note that it is the intention of the Returning Officer to print statements at 12pt and therefore some statements may be re-typed.

(6) Election Expenses

No sum shall be paid and no expense shall be incurred by a candidate at this election, whether before, during or after the election, on account of or in respect of the conduct or management of the election in excess of £700.

All elected candidates will be required to complete a Declaration of Election Expenses Form containing a statement of all payments made by that candidate together with all bills and receipts. Please note that such sums incurred by the elected candidate are not refundable.

The completed Declaration of Election Expenses Form requires to be returned to the Returning Officer **by Friday 21 April 2017**.

Returning Officer
Comhairle nan Eilean Siar
Council Offices
Sandwick Road
STORNOWAY
Isle of Lewis
HS1 2BW

5 January 2017