

How can I set up a Community Council?

Setting up a New Community Council; a step by step guide.

The process of forming a Community Council in an area that does not have one begins by a local person asking for a petition. A petition form can be downloaded [here](#).

Once the petition is signed by twenty local people who are on the electoral register, it can be submitted to Falkirk Council, requesting that a Community Council is established in the named area. Those signing the petition are not committing themselves to become Community Councillors.

Falkirk Council will then handle the election phase, issuing a call for nominations, and making arrangements to hold an election meeting.

Here is a step by step guide to the process involved in forming a Community Council;

1. Request for a petition by a local resident.
2. Completed petition (signed by twenty local people who are on the electoral register) is returned to Falkirk Council
3. Falkirk Council will advertise to seek nominations for the establishment of the Community Council.
4. Election process;
 - Falkirk Council will:
 - Arrange the issue of nomination forms;
 - Arrange posters for nominations;
 - Appoint a council officer to act as returning officer; and
 - Arrange the publicity process.
5. Election Meeting;
 - If the nominations exceed the number of places available, the election will be contested by postal ballot; and
 - The election results will be declared.
6. Initial meeting of new Community Council, organised by Falkirk Council;
 - Office bearers will be elected;
 - A constitution will be agreed by the members of the new Community Council;
 - Standing orders will be approved;
 - The dates of future meetings will be set; and
 - Consider any need for sub committees.