

**Local Interest Group
Registration and Nomination Form**

Name of Group	
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Nomination

We hereby nominate;

Name	
Address	
Contact Tel. No. (Home) (Work)	
E Mail Address	

This nomination was made at a meeting held on
(Please give details and attach the minute / note of the meeting when the appointment was made)

The above nominee is a voluntary member of the organisation above.

Signature of President / Chairperson	
Date	
Signature of Secretary / Treasurer	
Date	

Please complete the details about your group overleaf and return the form to the Community Council Liaison Officer, City of Edinburgh Council, Services for Communities, Drum Brae Library Hub, 81 Drum Brae Drive, EDINBURGH, EH4 7FE, Tel. 469 3838 by **4 pm Monday 26 September 2016**. Please note the Council cannot accept completed forms by email for security reasons.

GROUP DETAILS

Purpose of group (e.g. social, leisure, recreational, caring, education / learning etc.)

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Meeting place of group

Geographical area covered by your group

Number of paid or recorded members

Number of members in CC area

How often does your group meet?

Weekly

Monthly

Quarterly

Other (please give details)

(delete those that don't apply)

When was your group established?

Month Year

Committee

Does your organisation have a committee of at least 3 members who have been elected at your Annual General Meeting? (Please tick where applicable)

Yes No

Please list the names and addresses of your office bearers

Name

Address

Position held

Representation

Please indicate how your organisation gathers and represents the views of members and/or the community. For example the number of public meetings you hold, whether you have a website, produce a newsletter and how you publicise your meetings.

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Constitution

Please send a copy of your constitution with your application.

The City of Edinburgh Council will determine the eligibility of a group to become a Local Interest Group representative. The following criteria will be used to assess eligibility.

1. The organisation must be a voluntary group which has been in operation for at least 12 months prior to the notice of election.
2. The organisation must be a properly constituted group with a publicly available constitution.
3. The organisation must have a governing body with a majority of unpaid (volunteer) members, which does not distribute profit among its members, and which provides services for public benefit not restricted to its members.
4. The organisation must have a committee that (after the first year) is elected at an AGM and has a minimum of 3 members
5. The organisation will be asked to submit a registration form demonstrating the following:
 - how the decision was reached to appoint a candidate for election as a nominated representative on the community council, eg an extract from a minute of a meeting
 - that the organisation meets on a regular basis
 - that the organisation operates within the community council area
 - that the nominee is a voluntary, active member of the nominating group
 - that the organisation is committed to gathering the views and representing the interests of its members.