**Anytown Constituency**

**Liberal Democrats**

Notice of Members Meeting

Your chance to vote for our Prospective Parliamentary Candidate

(Mayoral / PCC)

On xxxxx at xxxx prompt

Anytown Community Hall

Address

Members are encouraged to attend the meeting where you will be able to hear each applicant speak and answer members questions.

**Who can vote?**

To vote in this selection you must have paid your subscription before the cut off date for inclusion **(insert date of publication of the advertisement**) and be 10 years of age or older.

**How & Where can I vote**

Ballot papers will be issued at the meetings**.** Members will be able to vote at the end of each meeting. The counting of votes will take place at the end of the (last) meeting.

 Members who are eligible to vote, but cannot attend the hustings meeting, may apply to the Returning Officer for a **postal vote** using the form supplied overleaf.

**Postal Votes**

An application form for a postal vote is enclosed.

All postal ballot papers should be returned in an **envelope marked BALLOT** to the Returning Officer’s address by the date and time shown on the ballot paper.

Alternatively you may ask another member of the local party to return your ballot paper at the hustings meeting in a sealed envelope. Please do not give your postal vote ballot paper to a candidate to return.

Postal vote ballot papers cannot be faxed out or back, nor can they be e-mailed, so please apply in good time.

P.T.O.

If after receiving a postal vote ballot paper, you find that you are able to attend the hustings meeting, please bring you postal ballot paper with you to the members’ meeting.

The Returning Officer may disqualify postal vote ballot papers issue as a result of an unauthorised postal vote campaign, or otherwise in contravention of the Rules.

**Abiding by the Rules**

The Rules governing this selection process have been prepared by the English Candidates’ Committee of the Liberal Democrats and is under the control of the Returning Officer, *(insert name)* who can be contacted at

(RO Contact details)

In the interests of fairness to all applicants and party members, it is important that everyone involved in the selection abides by these Rules, which have been designed to ensure that applicants are given an equal opportunity in the selection.

In the run-up to the members’ meeting, members should note that:

* All applicants must be invited to social and other events arranged in the run-up to the hustings.
* Applicant’s supporters should not put out written material on behalf of applicants, with or without their consent.
* If you wish to take any action on behalf of one or all the applicants, please check with the Returning Officer that you may do it before proceeding*.*

**Meeting the Applicants**

Members are encouraged to get to know applicants before the hustings, so that they have a wider knowledge of them and their abilities than can be gained in the formal setting of the hustings meeting. A series of meetings on ***(insert date)*** has been arranged specifically for this purpose and details are attached.

Members may also be contacted individually as applicants are encouraged to canvass members for their support.