

Summary of Nomination Procedure 2014

**A person shall not be entitled to have his/her name entered in a ballot paper as a candidate at an election unless ruled valid by the Returning Officer.
Nominations must comply in full with the requirements of the Electoral Acts**

1. Public Notice

A public notice "Notice of Election" will be inserted in the daily press on Thursday, 17th April 2014 giving Public Notice of the election in accordance with the Local Elections Regulations.

2. Accepting Nominations

The period for accepting nominations commences at **10am on Saturday, 26th April 2014** and ends at **12noon on Saturday 3rd May 2014**. Contact Oonagh Casey or Michael Gallagher on 222 2277 or email oonagh.casey@dublincity.ie or michaelm.gallagher@dublincity.ie for an appointment with the Returning Officer.

3. Candidates

All Candidates must submit completed relevant forms to the Returning Officer during the nomination acceptance period. Candidates must select one of the following options:

A. Certificate of Political Affiliation (Registered Party Candidates only)

Candidates must submit the following to the Returning Officer:

- Completed Nomination Paper
- Certificate of Political Affiliation*
 - i. Details of candidate should appear the same on this form as appears on the Nomination Form.
 - ii. Certificate to be signed by Authorised Officer/s of the Party
- Photographs (*as outlined hereunder*)

**The official form must be completed. A letter from the relevant political party will not suffice.*

B. Assentor Statutory Declarations (15) (Non-Party Candidates only)

Candidates must submit the following to the Returning Officer:

- Completed Nomination Paper
- Statutory Declaration Forms for each of the 15 Assentors**
- Photographs (as outlined hereunder).

***Each Assentor must reside and be registered to vote in the local electoral area for which the candidate wishes to stand and may assent for one candidate only. The Candidate must contact the Franchise Section, 16 Wellington Quay in person and submit the 15 completed Statutory Declarations for examination and verification by Oliver Douglas, an official of the Registration Authority before*

*presenting the nomination papers to the Returning Officer at Dublin City Council,
Block 4 Floor 4, Civic Offices, Wood Quay, Dublin 8.*

Alternatively, in lieu of the Assentor Process detailed above, a candidate may pay a deposit of €100 and submit the following to the Returning Officer:

- Completed Nomination Paper
- Deposit of €100 (*Legal Tender*)
- Photographs (*as outlined hereunder*)

Circumstances relating to the return of the deposit are included in the Regulations and will apply where the candidate is elected or is not elected but whose votes exceed one quarter of the quota.

4. Photographs:

Requirements on candidates for the provision of photographs for ballot papers are as follows:

- a. One digitised photograph** in Jpeg Format on a CD/DVD shall be delivered with the nomination paper together with **two identical printed copies (passport size – 35mm x 45 mm)** must also be presented. Each copy of the printed photograph must have the candidate's name clearly shown on the back.
- b.** The photograph must be of good quality and in colour showing the candidate's full face, head and shoulders only, on a light background (any colour) and taken to a professional standard. (This photograph will be used on the ballot paper and it is the responsibility of the candidate to ensure that a good quality photograph is submitted).
- c.** Photographs presented must have been taken within 12 months prior to Polling Day.

Note: Candidates from the same political party presenting to the Returning Officer at the same appointment may have their photographs on the same CD/DVD, but note that the photographs should be clearly identifiable to a named candidate as it appears on their respective nomination forms.

NB: Candidates not known to the Returning Officer should bring evidence of identity, such as a Passport or Driving Licence when submitting nomination papers.

**V.J. Norton
Returning Officer
4th April 2014**