###### NOTICE TO MEMBERS

**####### BRANCH**

**CASUAL VACANCY**

**(Date of Notice)**

The XXX Branch currently has a casual vacancy for the following positions:

Positions

Positions

Elections for Branch casual vacancies will take place on (date) at (time), at (address for meeting).

In accordance with Rule 14.2.1, nominations for the following positions have been opened. In accordance with Rules 14.4.2 and 14.4.3, **nominations will close at (time), (date) at (address for nominations, can be Party Office by arrangement)**.

Nominations for the above positions must be in writing and emailed, or signed by the person nominating, and addressed to the Returning Officer as follows:

**By Post:**

**(Returning Officer Name)**

**Returning Officer**

**(Branch name)**

**(Address)**

**By Email:** xxxxxxxx

**In person:**

**(Address)**

If required a draw for position of candidates on the ballot paper will be conducted by the Returning Officer ***at the close of nominations at (same address, as above, where nominations can be received in person)***

Yours sincerely

**Branch Secretary**