

## CO- OPTION PROCEDURE

In the event of the Council being required to fill a vacancy by co-option the following procedure should be followed:

- The vacancy will be advertised in the Parish.
- Interested persons will be required to register their interest with the Clerk who will confirm their eligibility.
- The advertisement will be posted on the council notice board with a minimum of a 21 day period from the date posted.
- Notice of the intention to co-opt to the vacancy should be given in the agenda for the meeting of the Parish Council and candidates invited to attend.
- All members will receive copies of the candidate applications along with the summons to attend the meeting.

The Chair will invite each candidate to address the Council outlining their reasons for wishing to fill the vacancy and their relevant skills and experiences. Each candidate may be allocated a maximum period of time

- Members will have a period of time for questions to be asked of the candidates and for candidate(s) to have the opportunity to ask questions of the members as per Standing Order 5.4 (Meetings).
- The Chair will then place the names of the candidate(s) in alphabetical order and proceed to vote. Councillors will have one vote per vacancy to be filled and voting will be by show of hands.
- Should no single candidate receive a majority on the first vote the candidate with the lowest number of votes is eliminated. Voting will then take place on the remaining candidates and continues until one person receives an absolute majority
- The person elected must make a declaration of acceptance of office before, or at, the first meeting of the Parish Council following his election in the presence of a member of the Parish Council or the Proper Officer of the Parish Council. The declaration is then retained in the parish records. The person elected will need also to undertake to abide by the Parish Council's Code of Conduct.
- If a further casual vacancy arises within three months after a co-option, those that were unsuccessful can request that their application is resubmitted. This does not affect their rights to submit a completely new application.