

Parish Co-option Guidance

In the event of a vacancy the Council should co-opt at the earliest opportunity.

Where a vacancy occurs within six months before the day on which a councillor would have retired at the next four yearly elections, the Council may co-opt to fill the vacancy however a notice of vacancy will not be displayed as there will be no formal election to fill any vacancies.

The process for co-option must be open and transparent.

The advertisement to co-opt shall explain the need for co-opting, i.e. statutory notice of vacancy posted and no by election called for; method by which people can express an interest; a deadline to do so; reference it is a voluntary position; reference to website for co-option procedure and further information about the roles and responsibilities of the council.

Example Process:

The advertisement will be posted on council notice boards as a minimum with a 21 day deadline from the date posted.

All candidates shall be invited to attend the next full meeting following the application deadline.

All members will receive copies of the candidate applications along with the summons to attend the next full council meeting following the application deadline.

There will be an agenda item set aside for questions to be asked of the candidates and for candidates to have the opportunity to ask questions of the members as per Standing Order 1E.

As per Standing Order 12C, to be appointed to the council any applicant must secure an absolute majority in a ballot at a full council meeting. The process shall be that the person with the least votes gets taken off the list and a fresh vote is taken until an overall majority is reached. In the event of a tie the Chairman shall have the casting vote.

If a further casual vacancy arises within three months after 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.