

Kirk Deighton Parish Council

Procedure for Conducting Co-option of a new Councillor

Parish Councils are permitted to exercise the power to co-opt a person on to the Council to fill a casual vacancy when the requirement to hold an election has not been met ie the vacancy has been the subject of a public notice and less than 10 registered electors have requested an election by a date specified by the District Returning Officer.

a) Casual Vacancies

On confirmation from Electoral Services that a casual vacancy must be filled by co-option, the Clerk will insert an advertisement into the local press and Parish Council website notifying there is a vacancy with the reason for it and confirming there is to be a co-option. The advertisement must also state the rules for eligibility and direct interested parties to write to the Clerk confirming their eligibility to sit on the Parish Council, including a short statement explaining the reasons s/he wants to become a Parish Councillor. There will be a deadline for responses of not less than 3 weeks from the date of the insertion. The date of the meeting when the co-option is to be made will be stated in the advertisement.

At the next Parish Council meeting

- i) The Clerk will confirm each candidate is qualified to become a Councillor and is not disqualified as set out in the Local Government Act 1972 s79 & s80
- ii) Each nominee will be invited to speak for up to 3 minutes.
- iii) The Chairman shall then seek proposers and seconders for each nomination (whether or not they have spoken) and the vote will follow.
- iv) The voting process will follow standing order 6(a) below. In order to be co-opted onto the Council, the candidate must receive an absolute majority of the vote of those present and voting.

Assuming the co-option position is filled the Clerk will notify Election Services of the new Councillor appointment, complete Acceptance of Office & Register of Interests documents and provide the Councillor with an induction pack.

If no one accepts the vacant post(s) the process will be completed when any individual expresses an interest or until the next election.

b) After the full Parish Council Elections

In the event of vacancies following the close of nominations for the full Parish Council elections, the Clerk shall follow the above procedure to fill the vacancies and the co-option(s) will take place at the first possible Parish Council meeting.

.

Date adopted September 2019

Review September 2024 (or sooner if recommended by NALC or YLCA)