

TOVIL PARISH COUNCIL

12. CO-OPTION POLICY

REVIEWED: 20.4.2023

MINUTE REF: 183/22



1. On the expiry of the Notice of Casual Vacancy and, in the event of no request for a poll being made, then a vacancy for co-option will be notified to the next Full Council meeting.
2. Names of any potentially interested parties will be sought using appropriate means, as agreed by the Council, and these then passed to the Parish Clerk.
3. Any volunteers will be invited by the Clerk to submit a short personal statement detailing a brief background and explaining why they wish to be a Councillor. Where time permits, this will be circulated to Councillors ahead of the meeting as which co-option is to be considered.
4. The Clerk will check with the candidates that they are qualified to stand (by meeting the conditions of residence, employment etc or near the Parish).
5. The Clerk will ask candidates to confirm that they are not disqualified from standing by reason of bankruptcy etc.
6. Once the personal statements have been returned arrangements will be made to consider the applications and put forward to the next available Full Council meeting.
7. At the Full Council Meeting, the Chairman will declare a closed session and ask public, press and any candidates present to leave the room temporarily.
8. If only one candidate comes forward, the Council must still vote on his or her acceptance. The candidate **MUST** obtain votes of a majority of Councillors present, even if he/she is the only candidate, otherwise they cannot be appointed.
9. If more than one candidate applies for a vacancy, the Council must vote by secret ballot, if necessary, by successive counts which eliminates the least successful candidate in each round, until the successful candidate receives an *absolute* majority of those present at the council meeting and voting.
10. In the event of multiple vacancies, if the number of candidates is less or equal to the number of positions to be filled then paragraph 8 applies to all applicants. However,

if there are more candidates than vacancies then the procedure given in paragraph 9 applies to each position in turn until all are filled.

11. The candidates will be invited back into the room to hear the result. The winner, if he or she so wishes, may take their seat on the Council immediately after having signed their declaration of office.

CHAIRMAN.....

DATE.....