

Co-option Procedure

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

1. The vacancy will be advertised within the parish
2. Interested persons will be required to register their interest with the Clerk
3. Notice of the intention to co opt the vacancy will be given in the agenda of the Parish Council
4. All of those who have expressed an interest in the vacancy will be invited to attend a meeting
5. The chair will invite each candidate to address the Members outlining their reasons for wishing to fill the vacancy and their relevant skills and experience.
6. Each candidate will be allocated a maximum of 5 minutes.
7. The Chair will then request those Councillors present to nominate any of the candidates. Candidates require a proposer and seconder to progress to the voting stage.
8. The Chair will then place the names of those who have been nominated and seconded into alphabetical order and proceed to a vote.
9. Voting will be by a show of hands until a candidate receives an absolute majority of those Councillors present. At this stage the successful Councillor will be declared elected.
10. 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 continue until the candidate receives an absolute majority.
11. The successful candidate is then declared co-opted to the council and will be summoned to attend the next council meeting when they will sign their Declaration of Acceptance.

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