



Procedure for Conducting Co-options

a) Casual Vacancies

On confirmation from Electoral Services that a casual vacancy must be filled by co-option, the Clerk will advertise 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 Council by completing the Councillor application form, and a short statement explaining the reasons they want to become a Councillor.

This will be circulated to the members as Confidential and will be voted on at the next full Town Council meeting.

Nominees must also be made aware that canvassing of Council members will disqualify them from standing for the vacancy.

b) At the Meeting

At the Council meeting when the co-option takes place, each nominee will be invited to speak for up to 3 minutes. When all the nominees have spoken, members of public will be asked to leave the room.

The Chairman shall seek proposers and seconders for each nomination (whether or not they have spoken) and the vote will follow. The voting process will follow standing order 13 (IV, V, VI) below.

Members of the public will be asked to return to the room.

Newly co-opted members may sit at the table and join in discussion but will have no voting rights until their Declaration of Acceptance of Office has been sent to the Monitoring Officer.

c) After the full Town Council Elections

In the event of vacancies following the close of nominations for the full Town 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 full Town Council meeting.

Standing Order 13: Voting on Appointments

iv. It is usual for the candidate's names to be put in alphabetical order. To be co-opted a candidate must receive a majority of the votes of those Councillors present and voting at the meeting where the co-option takes place. Where there are more than two candidates for one vacancy, this rule means that a person must get a majority of votes over all the other candidates.

v. Where there are more than two candidates the candidate with the least number of votes is eliminated, so that the final vote is between two candidates only.

vi. After the vote has been taken, the Chair should declare the candidate who received the highest number of votes duly elected.