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## **POLICY OF CO-OPTION OF COUNCILLORS**

This policy sets out the procedures for the co-option of Councillors in both non-election (casual vacancies) and election years.

### **Policy in Non-Election Years**

- 1.1 The Clerk will advertise for interested candidates by placing notices at various locations within the Parish, on the Council's website and on social media. The closing date for nominations will be agreed but normally 14 days after the original advertisement. If this is not forthcoming an advertisement will be placed in the local newspaper.
- 1.2 The Clerk will require prospective candidate to:
  - provide written confirmation that they are qualified either by residence or permanent employment within the Parish.
  - attend at least one meeting of Full Council.
  - provide a short personal description to assist Councillors on reaching a decision.
- 1.3 Prospective candidates will be provided with relevant information on the various responsibilities of being a Councillor and the nature of their duties and will also be advised the Council is not obliged to co-opt any candidate if it is felt that candidates are not suitable.
- 1.4 At the co-option meeting candidates will be given the opportunity to introduce themselves to Councillors and provide information on their background, experience and reasons why they wish to become a Councillor. Council will then discuss the candidates and make a decision regarding co-option. This process will be carried out in a public forum.
- 1.5 The candidate to be elected to Council by a voting process and it will necessary to obtain a 50%+1 of the votes available.
- 1.6 If there are insufficient number of candidates the process will continue until full membership is achieved.

### **Policy during Election Years**

2.1 If following the close of nominations at an Election there is a quorum of elected Councillors, but still some outstanding vacancies, the Clerk will advertise for interested candidates with the same procedure of co-option as stated previously.

2.2 Similarly in order for a candidate to be elected to the Council, it will be necessary for them to obtain 50% + 1 of the votes at the meeting.

2.3 If insufficient candidates come forward for co-option the process should continue whereby the vacancies are advertised.