



## Treverbyn Parish Council

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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. If there are an insufficient number of councillors leaving seats vacant or a by-election is not triggered when a casual vacancy arises, the existing councillors may vote to co-opt a new councillor to serve the remaining term up to the next election.

#### **Co-option to fill a casual vacancy**

A casual vacancy is deemed to have occurred when:

- (a) A local councillor fails to make his declaration of acceptance of office in the appropriate time. *or,*
- (b) When a notice of resignation is received. *or,*
- (c) On the death of the councillor. *or,*
- (d) In the case of disqualification by conviction or an order under Part VIII of the Local Government Act 1972 on the day when either time for appeal or application for relief expires, or such appeal or application is dismissed or abandoned. *or,*
- (e) In the case of an election being declared void, upon the date of the date or certificate of the election court. *or,*
- (f) When a person ceases to be qualified or becomes disqualified for any reason other than conviction or order, or is persistently absent from meetings, upon the date when the office of councillor is declared vacant by the High Court or Council as the case may be.

## **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. ***(See eligibility form)***
- Attend at least one meeting of Full Council.
- Provide a short personal description to assist Councillors on reaching a decision. ***(See application form)***

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

1.6 If an insufficient number of candidates come forward for co-option, the process should continue, whereby the vacancies are again advertised.

## **Policy during Election Years**

2.1 If following the close of nominations at an Ordinary 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 in the policy in non-election years.

2.2 The Clerk will require prospective candidate to:

- Provide written confirmation that they are qualified either by residence or permanent employment within the Parish. **(See eligibility form)**
- Attend at least one meeting of Full Council.
- Provide a short personal description to assist Councillors on reaching a decision. **(See application form)**

2.3 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

2.4 The closing date for nominations will be 14 (fourteen) days from the date of the advertisement and where possible noon on the Monday after the election takes place. Co-options will be considered at the first meeting of the Full Council following the election (usually the Annual Meeting) and will be the next business to be considered following the statutory requirements of the Chairman and Vice Chairman of Council.

2.5 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.

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

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

November 2024