

BUXTED PARISH COUNCIL

PROCEDURE FOR CONDUCTING CO-OPTIONS

1.0 Casual Vacancies

The council should consider the list of unsuccessful candidates from the last Parish Council election and prioritise them in order of the highest number of votes received. In the event that any suitably qualified candidate is put forward, then the council may also consider that candidate.

- 1.1 On confirmation from Electoral Services that a casual vacancy must be filled by co-option, the Clerk will insert an advertisement onto the notice boards locally and the website confirming there is to be a co-option. The advertisement must direct interested parties to write to the Clerk confirming their eligibility to sit on the Parish Council, including a short statement explaining the reasons he or she wants to become a Parish Councillor (a parish council personal statement form can be completed).
- 1.2 Nominees must also be made aware that canvassing¹ of Council members will disqualify them from standing for the vacancy.

2.0 At the Meeting

At the Council meeting when the co-option takes place, each nominee will be invited to speak for up to 2 minutes. When all the nominees have spoken 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 8 shown at 4.0 below. In order to be co-opted onto the Council, the candidate must receive an absolute majority of the vote of those present and voting.

3.0 After the Parish Council Elections

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

4.0 Standing Order 8: Voting on Appointments

Where more than 2 persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. Any tie

¹ To approach a councillor(s) and specifically request support for their co-option

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may be settled by the Chairman's casting vote.

5.0 Canvassing of and Recommendations by Councillors

Canvassing councillors or the members of a committee or sub-committee, directly or indirectly, for appointment to or by the Council shall disqualify the candidate from appointment. The Proper Officer shall disclose this requirement to every candidate.