

# MARCHINGTON PARISH COUNCIL

## Co Option Procedure

Parish Councils are permitted to exercise the power to co-opt a person onto the Council to fill a casual vacancy when the requirements to hold the election have not been met.

If no request for an election is received by East Staffordshire Borough Council by the date on the Notice of Vacancy, they will advise the Parish Council that it may co-opt to the vacancy. Co-option is a process by which the Parish Council selects a new Councillor.

### Procedure

1. The vacancy is advertised on the Parish Council notice boards and web-site. The Council invites interested candidates to write to the Clerk by a specified date. If there is more than 1 candidate, the members would have to consider and vote for each applicant. If only 1 candidate applies, the Council must still consider whether to co-opt that person.
2. All Members of the Parish Council are invited to the interview at which the candidates are invited to say something about themselves and Councillors can ask questions of the candidates. Each candidate will be allotted a maximum of 10 minutes.
3. Members will consider the candidates and following discussion a vote will be held by a show of hands. Following the completion of the voting the candidates will be informed of the result of the vote.
4. At the next Parish Council meeting the Declaration of Office must be signed, if he is present, before he/she can take office. Any application could be considered in the applicant's absence, but members would need to agree for him/her to sign Declaration of Office either before or at the next meeting. (If they cannot attend the next meeting, it would need to be before). The clerk confirms the date that their term of office will terminate
5. The clerk will inform the Monitoring Officer and Elections Officer the details of the successful candidate. The successful candidate will receive a copy of your Standing Orders, Financial Regulations, a copy of the Good Councillors Guide and any useful information such as a list of all the members' names, addresses and telephone numbers.