

IREBY & ULDALE PARISH COUNCIL

Co-option Procedure

1 INTRODUCTION

The co-option of a Parish Councillor occurs when a casual vacancy has arisen on the Council and no poll (by- election) has been called.

2 PROCEDURE

To ensure that a fair and transparent process is undertaken, the following procedure will be followed by Ireby & Uldale Parish Council.

1. On receipt of written confirmation from Cumberland Council that the casual vacancy can be filled by means of co-option, the Parish Clerk will:
 - a. advertise the vacancy for 4 weeks;
 - b. advise the Council that the co-option procedure has been instigated by sending a memorandum to all Councillors.
2. Applicants for co-option will be asked to submit information about themselves together with reasons for wanting to join the Parish Council either in writing or by email.
3. The application(s) will be considered at the next available Parish Council meeting. The press and public will be asked to leave the Council meeting whilst the application(s) is(are) considered. There are no rules regarding co-option of members. The Council may choose whom they like but the person must satisfy the eligibility requirements to be a candidate. After due consideration the chairman of the meeting will reconvene the meeting. It will be reopened to the public and press and voting will then take place.
4. Voting will be in accordance with the statutory requirements in that a successful candidate must have received an absolute majority vote of those present and voting. If there are more than two candidates for one vacancy and no one of them at the first count receives a majority over the aggregate votes given to the rest, the candidate with the least number of votes is eliminated from the process. The remainder must be put to the vote again and this process must, if necessary, be repeated until an absolute majority is obtained. If two candidates poll the same number of votes, a separate vote to eliminate one of them will be held. Voting will continue with the lowest polling candidate being excluded until the number of candidates matches the number of vacancies. If requested, Councillors shall vote by a signed ballot. If any member so requires, the Clerk shall record the names of members who voted so as to show whether they voted for, against, or abstained. In the case of an equality of votes, the chairman of the meeting has a second or

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casting vote.

5. For each vacancy, each Councillor has one vote i.e. two vacancies will enable two votes.
6. After the vote has been conducted, this business is concluded when the chairman of the meeting declares that the successful candidate(s) is (are) duly elected. The successful candidate(s) is (are) then declared co-opted to the Council and summoned to attend the next Council meeting.
7. The Clerk will advise the Monitoring Officer of Cumberland Council of the names of anyone co-opted to the Council.
8. The Parish Clerk is responsible for providing each new Councillor with a new Councillor's pack.
9. It is the responsibility of any new member to read and to have understood the Council's Code of Conduct, Standing Orders and Financial Regulations prior to attendance at their first meeting.
10. Before the successful candidate can participate in Council business he/she must sign the Declaration of Acceptance of Office and deliver it to the Clerk.

Adopted: November 2023