



Twynning Parish Council

Co-option Procedure

This policy sets out the procedure to ensure there is compliance with legislation and continuity of procedures in the co-option of members to Twynning Parish Council. The co-option procedure is entirely managed by the Parish Council, and this policy will ensure that a fair and equitable process is carried out.

A casual vacancy occurs when:

A councillor fails to make his declaration of acceptance of office at the proper time;

A councillor resigns;

A councillor dies;

A councillor becomes disqualified;

A councillor fails for six (6) months to attend meetings of a council committee or sub-committee or to attend as a representative of the council a meeting of an outside body.

The Parish Council has to notify the Borough Council of a casual vacancy and then advertise the vacancy and give electors for the ward the opportunity to request an election. If ten (10) residents do not request a ballot within fourteen (14) days of the vacancy notice being posted, as advised by the Electoral Services Office, the Parish Council is able to co-opt a volunteer and will advertise to attract candidates.

The Parish Council is able to consider any person to fill a vacancy provided that: he/she is 18 or over; and

he/she is a British citizen, a qualifying Commonwealth citizen or a citizen of any other member state of the European Union;

and at least one of the following apply:

he/she is an elector for the Parish and continues to be an elector;

or has resided in the Parish for the past twelve months or rented/tenanted land in the Parish;

or has had his/her principal or only place of work in the Parish for the past twelve months;

or has lived within three miles of the Parish for the past twelve months.

There are certain disqualifications for being a parish councillor, of which the main are (see s80 of the Local Government Act 1972):

holding a paid office or employment under the Parish Council;

bankruptcy;

having been sentenced to a term of imprisonment (whether suspended or not) of not less than three months, without the option of a fine during the preceding five years;

or being disqualified under any enactment relating to corrupt or illegal electoral practices.

CO-OPTION

Candidates will be requested to submit information about themselves in writing confirming their eligibility

Following receipt of applications, the next suitable Parish Council meeting will have an agenda item to consider the application

The candidate must attend the meeting in order to be co-opted and sign a declaration of acceptance of office if successful

If there is more than one candidate the council may adjourn the meeting to speak in private about their views. The meeting will reconvene to take a vote on the candidates and the candidate chosen must have an absolute majority vote.