

# Procedure for Conducting Co-options

## 1) Casual Vacancies

On confirmation from Northumberland County Council Electoral Services that a casual vacancy must be filled by co-option, the Clerk will place an advertisement in the noticeboard and on the website notifying there is a vacancy with the reason for it and confirming there is to be a co-option. The advertisement must also state the rules for eligibility and direct interested parties obtain the application form from the Clerk confirming their eligibility to sit on the Town Council, including statement explaining the reasons s/he wants to become a Town Councillor. There will be a deadline for responses. The date of the meeting when the co-option is to be made will be stated in the advertisement.

Nominees must also be made aware that canvassing of Council members will disqualify them from

standing for the vacancy.

Nominees must be made aware that their application form will be presented with the agenda of the

meeting at which the co-option will take place.

At the Meeting

At the Council meeting when the co-option takes place, The Chairman will confirm that the

Councillors have studied the application forms. Nominees will each be invited to speak for up to 3

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 below. To be co-opted onto the Council, the candidate must

receive an absolute majority of the vote of those present and voting.

## 2) After the full 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 Town Council meeting.

## 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 may be settled by the

Chairman’s casting vote.

## 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 to every candidate.

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| --- | --- |
| Full Name | Click here to enter text. |
| Home address and postcode | Click here to enter text. |
| Telephone Number | Click here to enter text. |
| Email | Click here to enter text. |
| Signature |  |

Eligibility Criteria- Please return to the Town Clerk

## Please answer YES or NO to the following questions carefully as they set out the legal qualifications for being a Town Councillor.

### QUALIFICATIONS

|  |  |
| --- | --- |
| Are you a British citizen, a Commonwealth citizen, or a citizen of a European Union country? | Click here to enter text. |
| Are you 18 or over? | Click here to enter text. |
| (You only need one of the following four qualifications but please say Yes to all that apply) | Click here to enter text. |
| Are you on the electoral register for the parish? | Click here to enter text. |
| Have you lived either in the parish, or within three miles of its boundary, for at least a year? | Click here to enter text. |
| Have you been the owner or tenant of land in the parish for at least a year? | Click here to enter text. |
| Have you had your only or main place of work in the parish for at least a year? | Click here to enter text. |

### DISQUALIFICATIONS

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| --- | --- |
| Are you the subject of a bankruptcy restrictions order or interim order? | Click here to enter text. |
| Have you within the last five years been convicted of an offence in the UK, the Channel Islands or the Isle of Man which resulted in a sentence of imprisonment (whether suspended or not) for a period of three months or more without the option of a fine? | Click here to enter text. |
| Are you disqualified by order of a court from being a member of a local authority? | Click here to enter text. |

This form will be detached once eligibility is confirmed.

The following pages will be published with the agenda for the meeting at which the co-option will take place.

# Co-option Application Form – please return to the Town Clerk



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| --- |
| Name: Click here to enter text. |

### Please tell us your reasons for wishing to become a Town Councillor.

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| --- |
| Click here to enter text. |

### What is your knowledge specific to Parish Councils?

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| --- |
| Click here to enter text. |

### Do you have any experience of voluntary, partnership or community work? If so, please provide details.

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| --- |
| Click here to enter text. |

### What skills, knowledge, and experience do you have that could benefit the Town Council?

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| Click here to enter text. |

### Unfortunately, under present legislation the Town Council is not permitted to contribute to the cost of councillors’ childcare or care of dependants.

### Are there any factors, other than exceptional circumstances, that might prevent you from regularly attending the Town Council Meetings which generally take place on Wednesday evenings at 7pm?

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| --- |
| Click here to enter text. |

### Are there any local issues that you are particularly interested in that you believe could be of benefit to the community?

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| --- |
| Click here to enter text. |

### Do you have any hobbies or interests that could benefit the Town Council?

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| Click here to enter text. |

### Lastly are there any questions you would like to ask us?

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|  |

### As a councillor representing your community you will help keep it a great place to live, work and visit. You will be supported in your role and will be expected to undertake training. You should be comfortable working electronically. You should have a positive outlook and a can-do attitude and be willing to work as part of a team.