

Stowe by Chartley Parish Council

Procedure for Conducting Co-options

a) Casual Vacancies

The Clerk will have advised the Borough Council Electoral Services of the casual vacancy and it will invite people to stand for election.

On confirmation from Electoral Services that a casual vacancy must be filled by co-option, the Clerk will insert an advertisement into the web site and on notice boards 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 to write to the Clerk confirming their eligibility to sit on the Parish Council, including a short statement explaining the reasons s/he wants to become a Parish Councillor. There will be a deadline for responses of not less than 6 weeks from the date of the insertion. The date of the meeting when the co-option is to be made will be stated in the advertisement. Potential Councillors will be required to fill in a questionnaire. (See Co-option Questionnaire below)

Nominees must also be made aware that canvassing of Council members will disqualify them from standing for the vacancy (see Standing Order 21).

At the Meeting

At the Council meeting when the co-option takes place, each nominee will 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. In order to be co-opted onto the Council, the candidate must receive an absolute majority of the vote of those present and voting.

b) 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 Parish Council meeting.

Voting shall follow the procedure in Standing Order 8: Voting on Appointments

The Proper Officer will arrange training and provide a copy of The Good Councillors' Guide to each co-optee.

Adopted Sept 2022