



Newick Parish Council Co-option Procedure

- 1) Co-options will be carried out in accordance with the Council's agreed procedures.
- 2) Vacancies will be advertised within the Parish including on Parish Council notice boards and website.
- 3) Prospective candidates will be asked to provide a short written statement confirming their eligibility to serve as a Parish Councillor, giving details of their experience and skills and stating why they wish to become a Parish Councillor. The written statement must be sent to the Clerk at least seven days prior to the meeting when co-option is to be considered.
- 4) The Clerk will issue copies of all written statements to Members prior to the meeting.
- 5) At the meeting, each candidate will be invited to add to their statement by addressing Members for a maximum of 3 minutes.
- 6) After all of the candidates have completed their statements Members will resolve whether to proceed with the vote. If Members agree to proceed, they will have the opportunity to request a vote by **signed** ballot. Candidates and any members of the public will remain present whilst the voting takes place. The ballot will be counted and the Clerk will announce the result. The details of the votes for and against will not be disclosed unless formally requested by a Councillor during the meeting. At the end of the meeting ballot papers will be destroyed.
- 7) If there are more than 2 candidates for one position then voting will take place in a series of rounds where the candidate receiving the lowest number of votes drops out until only two candidates are left.
- 8) The candidate receiving the highest number of votes will be offered the position and upon acceptance must sign the Declaration of Acceptance of Office before becoming a Councillor.
- 9) In the event of a tied vote, the Chairman has a second and deciding vote, if he/she chooses to exercise it.
- 10) If Members present at the meeting consider that any of the applicants are not suitable they do not have to co-opt them, even if this means that the vacancy or vacancies will not be filled. In this case, the vacancy will be re-advertised and the process repeated.

Adopted 7th December 2016

Signed.....(Chairman of Newick Parish Council)