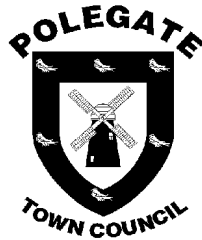


# Polegate Town Council



## CO-OPTION POLICY

<b>Policy Number 23</b>		
<b>Issue No.</b>	<b>Date completed</b>	<b>Details of amendments</b>
1	10.01.14	Presented to FC on 30/6/14
2	30.06.14	Adopted with amendments minutes 11025
3	23.05.16	For adoption at Annual Stat Meeting
4	22.05.17	Adopted at Annual Stat Meeting

## **Procedure for Conducting Co-options**

### **1.0 Casual Vacancies**

*The council should consider the list of unsuccessful candidates from the last Town Council election and prioritise them in order of the highest number of votes received. In the event that any suitably qualified candidate is put forward, then the council may also consider that candidate.*

- 1.1 On confirmation from Electoral Services that a casual vacancy must be filled by co-option, the Clerk will insert an advertisement onto the notice boards locally and the website and if possible to the press 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 Town Council, including a short statement explaining the reasons he or she wants to become a Town Councillor. There will be a deadline for responses of not less than 3 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.
- 1.2 Nominees must also be made aware that canvassing<sup>1</sup> of Council members will disqualify them from standing for the vacancy.

### **2.0 At the Meeting**

At the Council meeting when the co-option takes place, each nominee will be invited to speak for up to 2 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 shown at 4.0 below. In order to be co-opted onto the Council, the candidate must receive an absolute majority of the vote of those present and voting.

### **3.0 After the full Town Council Elections**

In the event of vacancies following the close of nominations for the full Town 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.

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<sup>1</sup> To approach a councillor(s) and specifically request support for their co-option

#### **4.0 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.

#### **5.0 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 requirement to every candidate.