North Runcton Parish Council

CO-OPTION OF COUNCILLORS PROCEDURE

Adopted at the Parish Council meeting held …..10th June 2019…….

Signed…… *Richard Morrish* …….. Chairman

In the event of the Council being required to fill a vacancy by co-option the following procedure will be followed:

- The vacancy will be advertised within the Parish.
- Interested persons will be required to register their interest with the Clerk who will confirm their eligibility.
- Notice of the intention to co-opt to the vacancy will be given in the agenda of the Parish Council.
- All those who have expressed an interest in the vacancy will be invited to attend the meeting.
- When the item is reached the Chair will invite each candidate to address the Council outlining their reasons for wishing to fill the vacancy and their relevant skills and experiences. Each candidate will be allocated a maximum of three minutes.
- The Chair will then request those Councillors present to nominate any of the candidates. Candidates will require a proposer and seconder to progress to the voting stage. If there is only one vacancy a Councillor may only nominate or second one candidate.
- The Chair will then place the names of those nominated into alphabetical order and proceed to a vote. Councillors will have one vote per vacancy to be filled.
- Voting will be by a show of hands and will continue until one candidate had received an absolute majority of those Councillors present. At this stage the successful Councillor will be declared elected.
- Should no single candidate receive a majority on the first vote the candidate with the lowest number of votes is eliminated. Voting will then take place on the remaining candidates and continues until one person receives an absolute majority.
- The successful candidate is then declared co-opted to the Council and will be summoned to attend the next Council Meeting where they will sign the appropriate declarations.