



## **ALBRIGHTON PARISH COUNCIL**

### **CO-OPTION POLICY**

The co-option of a parish councillor occurs when a casual vacancy has arisen on the council and no election has been called.

To ensure that a fair and transparent process is undertaken the following steps will be taken:

1. On receipt of a written confirmation from the Shropshire Council Returning Officer that the casual vacancy can be filled by means of a co-option the clerk will:
  - Advertise the vacancy for four weeks on the council's notice board and on the council website and in any local magazine as is deemed appropriate;
  - Advise the council by email that the co-option policy has been activated.
2. Applicants for co-option will be asked to:
  - Submit information about themselves by way of completing a short application form;
  - Confirm their eligibility for the position of councillor within the statutory rules by completing an eligibility form.
3. Copies of the applicants' application forms will be circulated to all councillors prior to the meeting of the full council during which the co-option will be considered.
4. Applicants will not be required to attend the meeting but will be invited to do so and to give a short presentation on why they should be co-opted onto the council. Members will be given the opportunity to ask questions of the applicants.
5. Discussions regarding the applicants will take place in closed session and voting will be in accordance with statutory requirements and the council's Standing Orders. The successful candidate must receive a majority vote of those present and voting. If there are more than two candidates for one vacancy and none of them at the first count has an overall majority the candidate with the fewest votes will be eliminated and the remainder put to the vote for a second time. The process should be repeated as necessary until one candidate has an overall majority. Councillors should vote by a show of hands and only by ballot if a majority of the council so request. How each councillor votes should not be recorded unless a majority of the council ask the clerk to do so.
6. After the vote has been concluded the Chairman will declare the successful candidate duly elected and welcome him/her to the council. The newly elected member will be expected to sign the declaration of office paperwork organised by the clerk prior to taking a seat on the council.