

BRYMPTON PARISH COUNCIL**PROCEDURE FOR FILLING A CASUAL VACANCY BY CO-OPTION**

In accordance with the Local Government Act 1972, Sch 12, Para 39.

Procedure for co-option of a new Councillor

1. In the event of a resignation or another reason for creation of a vacancy the clerk will immediately contact the District Council electoral registration office on the effective date of the vacancy and will advertise the notice of vacancy.
2. If this advertisement does not initiate the 10 signatures of electors in the period of time required by legislation (at present 14 working days) moves to the co-option process step 3, otherwise the election process will be followed.
3. The co-option process will be advertised within 21 days of the end of the time for notice of vacancy.
4. The co-option notice will include the final date for acceptance of requests for consideration and the number of vacancies
5. Members may point out the vacancies and the process to any qualifying candidate(s).
6. Candidates found to be offering inducements of any kind will be disqualified.
7. All candidates will be expected to put their request for consideration in writing with the following additional information: - reason for wishing to be councillor, previous community/council work, and other skills they can bring to the council. It will be a condition of membership that a means of contact by telephone and/or e-mail will be public information.
8. Discussion will take place in council session.
9. The applicant with the least number of votes cast will be deleted and the vote taken again and again etc. until the number of candidates equals the number of vacancies.
10. Candidates will be furnished with a full agenda of the meeting at which they are to be considered for election. The successful candidates will immediately sign their declaration of acceptance of office and can then act as councillors.

Review Date: June 2019