

DRAUGHTON PARISH COUNCIL

Co-option policy for casual and ordinary vacancies

1. The council will display notices on Council Noticeboards advertising the vacancy.
2. Any person interested in being a local councillor is invited to write to the Clerk to the Parish council and explain why they would like to be a local councillor together with the skills and experience that they could bring to the role.
3. Cut off date for receipt of application letters, by the Clerk, will be one week before the Parish Council meeting.
4. Upon receipt of applications the clerk will check (as far as reasonably possible) that the candidate is eligible in accordance with the Local Government Act 1972, section 79.
5. The council will consider all applications at the next suitable council meeting.
6. The council will make its selection using information in the written application and, if deemed appropriate, by inviting candidates to attend the meeting for interview.
7. Before considering the applications in detail, the council will exclude members of the press and public, due to the confidential nature of the personal information that may be discussed.
8. Voting will take place by ballot and in public session. If there are more than two applicants for a vacancy the council must ensure that the successful candidate receives an absolute majority vote of those present and voting. If there is no majority on the first vote then the candidate with the least number of votes will be eliminated and voting will take place again.
Where there is more than one vacancy and the number of candidates equals the number of vacancies, all the vacancies may be filled by a single composite resolution, but if the number of candidates exceeds the number of vacancies, each vacancy must be filled by a separate vote or series of votes.
9. The successful candidate will be required to sign a Declaration of Acceptance of Office before acting as a local councillor

For annual review at Annual Council Meeting