



BURTON UPON STATHER PARISH COUNCIL

PROCEDURE FOR THE CO-OPTION OF A NEW COUNCILLOR ONTO BURTON UPON STATHER PARISH COUNCIL

Whenever a vacancy arises on a Parish Council, the Clerk must immediately contact North Lincolnshire Council Electoral Registration Office to ask them to take proper action to advertise the vacancy.

If the official notice does not prompt the 10 electors in the period of time required by legislation (at present 14 working days) to demand an election, the vacancy should be filled according to the following procedure:

- i. The co-option notice will be advertised as soon as possible after the receipt of the authority to co-opt from the North Lincolnshire Council Electoral Registration Officer.
- ii. The notice shall contain details of the co-option procedure, the date by which the Clerk should receive applications for consideration and the number of vacancies.
- iii. Notices should be placed on the Parish Council noticeboards within the Parish. They should also appear in the Parish newsletter and by any other regularly used means of communication.
- iv. Members may point out the vacancies to any qualifying candidate(s) and give out applications forms, which contain information about the qualifying criteria.
- v. Candidates found to be offering inducements of any kind will be disqualified.
- vi. All candidates will be expected to put their request for consideration in writing with the following additional information: the reason for wishing to be Councillor, previous community/council work and other skills they can bring to the Council.
- vii. Candidates can only apply for co-option once in each Council year.
- viii. It will be a condition of membership of the Parish Council that members allow their name, address and contact details to be public information.
- ix. Candidates will be required to attend the meeting at which the co-option is to take place and give a short presentation.
- x. Discussion on the co-options will take place in council session without intervention from the candidates or members of the public.
- xi. A resolution may be passed at this point that the vote should not be taken at this stage but reconsidered at the next meeting.

- xii. A vote will then be taken by signed ballot or show of hands on all qualifying candidates.
- xiii. The applicant with the least number of votes cast will be deleted and the vote taken repeatedly until the number of candidates equals the number of vacancies.
- xiv. Candidates will be provided with a full Agenda of the meeting at which they are to be considered for election.
- xv. The successful candidate(s) will be provided with the Code of Conduct, Standing Orders and Financial Regulations for the Parish Council.
- xvi. The successful candidate(s) may immediately sign the Declaration of Acceptance of Office and can then act as Councillor(s).
- xvii. The Register of Interests must be completed within 28 days and a copy passed on to the Monitoring Officer at North Lincolnshire Council.
- xviii. Subsequent to the meeting, a new Councillor's pack containing a map of the Parish boundary, a list of Council members, the dates of future Council meetings and any other items of interest will be issued to the successful candidate(s).