

Thwing & Octon Parish Council Co-option Procedure Guide and Application

In a situation where, in an election year, there have been insufficient nominations received by a member council or, at another time, a casual vacancy has been created and the principal authority has confirmed that a poll has not been claimed, a member council can then co-opt to fill the vacancy or vacancies.

Initially, a candidate for co-option must be a qualifying Commonwealth citizen, or a citizen of the Republic of Ireland, or a relevant citizen of the European Union and has attained the age of eighteen years.

A candidate must also meet the same qualification criteria as a nominated candidate, as laid out in the Local Government Act 1972, section 79. Equally a candidate will be disqualified from being able to be co-opted if they are covered by the criteria laid out in section 80 of the 1972 Act.

It is the responsibility of the candidate seeking co-option to ensure their eligibility for office.

Thwing & Octon Parish Council wishes candidates for co-option to provide some information about themselves, such as their interests, employment details, qualifications etc and why they want to be a councillor. Candidates should then submit this information along with the attached application form to the Parish Clerk, who will place it before the Council at the next scheduled meeting.

In a closed session of the Parish Council without the public present, members will consider the candidate(s) and, following the discussion, the public are invited back into the meeting before voting takes place.

The Chairman will request the 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. One candidate needs to receive an absolute majority of votes.

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 for the remaining candidates until one person receives an absolute majority

Voting will be in accordance with Standing Orders by a show of hands and will continue until one candidate has received an absolute majority of those Councillors present. At this stage, the successful candidate will be declared co-opted.

Successful candidates will hold office until the next ordinary elections (held every four years), next is 2027.

In an election year, co-options cannot be undertaken at the Annual Council Meeting.

Attached is the formal application which should accompany your letter of introduction.

Thwing & Octon Parish Council	Co-option Application Form
Candidate's name (as it appears on the Electoral Roll)	
Address	
Electoral Roll Number (if known)	
If not on the Electoral Roll, explain the qualification criterion on which you are relying to seek co-option, those are:	
A) Principal area of work is in the parish (give details)	
B) Have resided in the parish for the whole of the preceding twelve months (provide details)	
C) Have resided within three miles of the parish for the whole of the preceding twelve months (provide address of residence)	

Declaration I confirm that I wish to be considered for co-option to the above named council and declare that the information given by me above is true.

Signature

Date