



Great Yeldham Parish Council

Procedure for co-option of a new councillor

1. In the event of a resignation or another reason for the creation of a vacancy on the Parish Council the Clerk will notify the Returning Officer at Braintree District Council who will arrange for the statutory process and procedures to be implemented, including displaying the notice of vacancy.
2. If such notice does not initiate the 10 signatures of electors in the period of time required by legislation (at present 14 working days) the co-option procedure continues with step 3, otherwise the election process will be followed.
3. The Clerk will receive written authorisation from the Returning Officer that the vacancy can be filled by co-option. The vacancy will be advertised within 21 days of the end of the time for the notice period in step 2 above.
4. The co-option advertisement will include the closing date for written expressions of interest to be received by the Clerk (between 14 and 30 days after the date of the advertisement) and the number of vacancies.
5. The notice will be placed on the notice-board within the relevant ward, Parish Council website and, if publication dates permit, within the '4Villages Magazine'.
6. Members may point out the vacancies and the process to any qualifying candidate(s).
7. Candidates found to be offering inducements of any kind will be disqualified.
8. All candidates will be expected to put their request for consideration in writing with a summary about themselves including: reasons for wishing to be a councillor; previous community activity or involvement and any other skills they can bring to the Council.
9. All written submissions will be considered by the Council at the meeting upon which such matter has been placed on the agenda. Any discussion about the submissions will take place in council session without intervention from the candidates or public.
10. Successful candidates will be selected by signed ballot completed by those councillors present at the meeting and permitted to vote.
11. Where the number of candidates equals the number of vacancies, all vacancies will be filled directly by the candidates applying and by a single composite resolution.

12. Where the number of candidates exceeds the number of vacancies, each vacancy will be filled by a separate vote or series of votes.
13. A successful candidate(s) must receive an absolute majority vote of those present and voting. It follows that if there are more than two candidates for one vacancy and no one of them at the first count receives a majority over the aggregate votes given to the rest the candidate with the least number of votes will be struck off and the remainder put to the vote again. This process will be repeated until an absolute majority is obtained or the number of candidates equals the number of vacancies. If such a process fails to identify a candidate (s) with an absolute majority then a vote will be taken to determine the order in which to strike off the candidates one by one.
14. Any vote will be by signed ballot and Council Standing Orders have been duly amended to permit this method of voting in the case of choosing a co-opted councillor.
15. Candidates will be furnished with a full agenda of the meeting at which they are to be considered for appointment with the Code of Conduct, Standing Orders and Financial Regulations of the Council.
16. The successful candidate(s) will immediately sign their declaration of acceptance of office and can then act as councillors. The Register of Interest will be filled in within 28 days and handed to the Clerk.