

HOLBETON PARISH COUNCIL

CO-OPTION POLICY

The co-option of a Parish Councillor occurs when a casual vacancy has arisen on the Council and no poll (election) has been called, or when an election has resulted in insufficient councillors to fill all posts.

To ensure that a fair and transparent process is undertaken the following procedures will take place:

1) On receipt of written confirmation from the Returning Officer South Hams District Council, the casual vacancy (or vacancies) can be filled by means of Co-option. The Parish Clerk will:

- Advertise the vacancy (or vacancies) on the Parish Council's notice boards and website and in Holbeton News (parish newsletter) as deemed appropriate.
- Advise the Parish Council by way of email that the Co-option Policy has been initiated.

2) Applicants for Co-option will be asked to:

- Submit information about themselves and why they wish to be a Parish Councillor.
- Confirm their eligibility for the position of Parish Council within the Statutory rules.

3) Copies of applicant's submitted information will be circulated to all Parish Councillors prior to the meeting of the full Council during when the Co-option will be considered.

4) There can be an email vote, unless there are more applicants than vacancies.

5) Applicants will not be required to attend the meeting.

6) Discussion about the applicant(s) will take place at the meeting which will not be closed without interruption from the public or applicants and voting will in line with the Parish Council's Standing Orders (2.10 & 2.11). The successful applicant must receive a majority vote of those present and voting. So, if there are more than two candidates for one vacancy and none of them at the first count has an overall majority, the candidate with the fewest votes should be eliminated and the remainder put to vote again. This process should be repeated as necessary until one candidate has an overall majority. Councillors are to vote by show of hands and only by ballot if at least two members of the Parish Council so request. How each Councillor votes should not be recorded unless the Clerk is asked to do so, by a Parish Councillor.

7) After the vote has been concluded the Chairman will declare the successful candidate(s) duly elected and welcome them to the Parish Council. The newly elected member(s) of the Parish Council will sign the declaration of office paperwork organised by the Clerk prior to taking a seat on the parish Council.

Date adopted: 8 August 2023

Holbeton Parish Council Minute Reference: 075/23

Reviewed annually in August