



Chesham Bois Parish Council

Co-Option Policy

1. Introduction

- 1.1 Co-option is the process which is followed if a vacancy occurs on the council through the resignation, disqualification or death of a councillor during their term of office, where, following statutory notice of the vacancy, the electorate do not request that a poll (by-election) is held.
- 1.2 The co-option procedure can also be used if, following the close of nominations for a full parish council election, there are vacancies (i.e. not enough candidates have put themselves forward for the number of seats available to be filled.)
- 1.3 The law governing the filling of a casual vacancy by co-option can be found in the Representation of the People Act 1983, Local Elections (Parishes and Communities) (England and Wales) Rule 2006, r. 5 (5).
- 1.4 This policy and its procedure will be applied when a vacancy as described above is required to be filled.
- 1.5 The policy will be followed by the Clerk, any other relevant employees, all councillors and prospective candidates.

2. Advertising the Vacancy

- 2.1 Upon notification from Buckinghamshire Council Electoral Services that no elector poll has been requested and that a vacancy is eligible to be filled by co-option, the notification of the vacancy will be advertised. The advertisement must state the rules for eligibility.
- 2.2 Candidates will be invited to submit information about themselves by a specified date by way of completing a short application form which includes a personal statement explaining the reasons for seeking to become a parish councillor. (Appendix 1 – Template Application Form)
- 2.3 The opportunity to respond to the advertisement will be open until the vacancy is filled.
- 2.4 Copies of the application form and personal statement will be circulated to the council for consideration.

3. Co-Option Council Meeting

- 3.1 The co-option will be an agenda item at the next full council meeting subject to the availability of candidate(s)
- 3.2 The candidate(s) will be allocated 3 minutes to speak about themselves and members of the council will have the opportunity to ask questions of the candidate(s)

- 3.3 The Chair of the council will offer an opportunity for debate and the candidate(s) will be asked to leave the meeting while the debate takes place.
- 3.4 The Chair of the council will request the councillors present to nominate any of the candidates. Each candidate 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.
- 3.5 The Chair of the council shall then move to a vote and will present each candidate in surname alphabetical order. The voting process will be that laid down in Standing Order 3q and 8 below. To be co-opted onto the Council, the candidate must receive an absolute majority of the votes of those present and those voting (that is more than half of the total votes cast.)

3q. **Unless standing orders provide otherwise, voting on a question shall be by a show of hands** or, if at least two members request, by signed ballot. **At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.

8a Voting on Appointments.

Where more than two persons have been nominated for a single position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in the number of votes may be settled by the casting vote exercisable by the Chair of the meeting.

- 3.6 The Council's debate and vote on the co-option must be conducted in the public section of the meeting.
- 3.7 After the vote has been taken, the Chairman will declare the candidate(s) who received the highest number of votes duly elected.
- 3.8 If the person(s) co-opted as members of the council are present they may join the meeting and sign an acceptance of office form in the presence of the Proper Officer of the parish council. It should be noted that a new councillor's vote on any matter requiring prior notice for the same council meeting will be discounted in case of a tied vote for that meeting only.

4. After the Meeting

- 4.1 The successful candidate will be provided with an induction pack by the Clerk and informed of the new councillor training opportunities offered by Buckinghamshire & Milton Keynes Association of Local Councils.
- 4.2 The Clerk will notify Buckinghamshire Council Electoral Services of the new councillor appointment.
- 4.3 If no one accepts the vacant post(s) the whole co-option process will be repeated when new individuals expressing an interest are identified. New candidates may also be appointed following a public election.

This Policy is to be reviewed every two years.



The Council Office, Glebe Way, Chesham Bois, Bucks. HP6 5ND
 Telephone: 01494-432585 Email: clerk@cheshamboispc.org.uk
 www.cheshamboispc.org.uk

APPLICATION FOR THE ROLE OF COUNCILLOR ON CHESHAM BOIS PARISH COUNCIL

Full name	
Home address Inc. postcode	
Telephone number	
Mobile number	
Email	

Legal qualifications for being a parish councillor.

(To qualify you must be able to answer 'Yes' to both of the questions below)

Are you a British citizen, a Commonwealth citizen or a citizen of a European Union country?	Yes/No
Are you 18 or over?	Yes/No

(To qualify you must be able to answer 'Yes' to at least one of the questions below)

Are you on the electoral register for the parish of Chesham Bois?	Yes/No
Have you lived either in Chesham Bois or within three miles of its boundary, for at least a year?	Yes/No
Have you been the owner or tenant of land in Chesham Bois for at least a year?	Yes/No
Have you had your only or main place of work in Chesham Bois for at least a year?	Yes/No

DISQUALIFICATIONS

(You must be able to answer No to all of the questions below to be eligible to serve as a councillor)

Are you the subject of a bankruptcy restrictions order or interim order?	Yes/No
Have you within the last five years been convicted of an offence in the UK, the Channel Islands or the Isle of Man which resulted in a sentence of imprisonment (whether suspended or not) for a period of three months or more without the option of a fine?	Yes/No
Are you disqualified by order of a court from being a member of a local authority?	Yes/No

Please briefly outline why you are interested in being a parish councillor.

Please tell us something about the life experience you will bring to the Council, for example, previous local government experience, work in the voluntary or charitable sector, business or trade union experience.

Please tell us something about the skills you feel you will bring to the Council, for example, professional qualifications, financial or project management expertise.

Are there any questions you would like to ask the Council?

Please note that the majority of Council meetings are held in an evening and, unfortunately, under present legislation the Parish Council is not permitted to contribute to the cost of councillors' childcare or care of dependents.

Please type your name below or sign if you are submitting a hard copy and return to clerk@cheshambispc.org.uk or Chesham Bois Parish Council, Council Office, Parish Centre, Glebe Way, Chesham Bois HP6 5ND.

Your application will be considered at the next Parish Council meeting, where a vote will be held to decide your co-option to Chesham Bois Parish Council.

Signed

Date

The information provided on this form will only be used for the purpose of managing an application to become a councillor on Chesham Bois Parish Council.

UK General Data Protection Regulation (UK DPR) and Data Protection Act 2018.