

# WEST ILSLEY PARISH COUNCIL

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## Co-option to fill a “casual vacancy” on the parish council

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### Procedure

1 West Ilsley Parish Council invites interested candidates to write to the Clerk by a specified date. If there is only one applicant for one vacancy, the applicant is automatically co-opted to the Parish Council. If there is more than one candidate, the letters received are circulated to Councillors ahead of the meeting at which a Parish Councillor is to be co-opted.

2 At the Parish Council meeting candidates are invited to say something about themselves and Councillors have the opportunity to ask questions of the candidates. Each candidate will be allocated a maximum of three minutes.

3 In a closed session of the Parish Council without the public present, members consider the candidates and, following the discussion, the public are invited back into the meeting before the voting takes place.

4 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.

5 The Chairman will then place the names of those nominated into alphabetical order and proceed to vote. Councillors will have one vote per vacancy to be filled.

6 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.

7 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.

8 The successful candidate is then declared co-opted to the Parish Council and will be asked to join the meeting.

9 The successful candidate is a councillor in their own right and is no different to any other member; co-option is a legitimate form of election as part of the election process.