

FARNHAM ROYAL PARISH COUNCIL

This document sets out the procedures adopted by Farnham Royal Parish Council at its meeting on 23rd January 2017 for the conduct of co-options

PROCEDURE FOR CONDUCTING CO-OPTIONS

CASUAL VACANCIES

As soon as reasonably possible after a vacancy arises the Clerk must advise the local Electoral Services team of this. On confirmation from Electoral Services that a casual vacancy must be filled, a Notice of Vacancy should be put up forthwith by the Clerk unless the vacancy has occurred through the death of a Councillor when the Clerk will usually wait until after the funeral.

The Clerk will post the notice on the Notice Boards and website notifying there is a vacancy with the reason for it and confirming there is to be a co-option. There will be a deadline for responses of not less than 3 weeks from the date of the insertion.

In the case of a casual vacancy occurring in the last six months before the ordinary elections, the Council is required to give a notice of the casual vacancy but an election is not held. A resolution of the Council can decide whether to co-opt and can leave any unfilled vacancies to be filled at the ordinary elections.

Assuming no poll is demanded then the Council should use reasonable efforts to advertise the vacancy and can fill the vacancy by co-option when a suitable candidate/s is/are forthcoming.

AT THE MEETING

Candidates will be asked to submit a brief resume in advance of the meeting.

Co-option will be listed as an agenda item and candidates will be sent a copy of the agenda in advance of the meeting.

At the Council meeting when the co-option takes place, each nominee will be invited to speak for up to 3 minutes. When all the nominees have spoken the Chairman shall seek proposers and seconders for each nomination and the vote will follow.

Provided that the meeting has a quorum, the decision must be made by a majority of members who are present and voting. (See Standing Orders) The person presiding over the meeting may vote, and if there is an equality of votes they may exercise their casting vote. Members must vote by show of hands unless the council has standing orders that provides otherwise. (Signed Ballot)

Where more than 2 persons have been nominated for a 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. Any tie may be settled by the Chairman's casting vote.

If there is more than one vacancy the same procedure is followed in respect of each position. Co-optees may take part in the meeting immediately upon signing their declaration of acceptance of office notwithstanding they have not been formally summoned to the meeting.

The council's debate and vote on a co-option must be conducted in the public section of its meeting. It follows that the candidates, as members of the public, will be entitled to be present during the proceedings.

AFTER THE FULL PARISH COUNCIL ELECTIONS

In the event of vacancies following the close of nominations for the full Parish Council elections, the Clerk shall follow the above procedure to fill the vacancies and the co-option(s) will take place at the first possible Parish Council meeting.