

OFFA COMMUNITY COUNCIL

POLICY

Policy for Conducting Co-options

Adopted 1 Feb 24 (Council minute 254b refers)

Review Date: September 2025

Procedure for Conducting Co-options

a) Casual Vacancies

On confirmation from Electoral Services that a casual vacancy must be filled by co-option, the Clerk will advertise the opportunity (notifying that there is a vacancy with the reason for it and confirming there is to be a co-option) on the Council's website and by any other reasonable means (e.g. placing on notice boards, issuing a press release and the use of social media). The advertisement must also state the rules for eligibility and direct interested parties to write to the Clerk confirming their eligibility to sit on the Community Council, including a short statement explaining the reasons s/he wants to become a Community Councillor. The candidates statements will be shared with all councillors (councillors should treat these confidentially and not disclose any personal data provided to anyone else). There will be a deadline for responses of not less than 6 weeks from the date of the advertisement. The date of the meeting when the co-option is to be made will be stated in the advertisement.

At the Meeting

At the Council meeting when the co-option takes place (which shall be in public session), 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 (whether or not they have spoken) and the vote will follow. The voting process will follow standing order 8a below. In order to be co-opted onto the Council, the candidate must receive an absolute majority of the vote of those present and voting.

b) 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.

Standing Order 8: Voting on Appointments

Where more than two 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. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.

(Note: for clarity the matter of co-option voting shall be in public and by a show of hands)