

# Horrabridge 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 (by-election) has been called.

To ensure that a fair and transparent process is undertaken the following procedure will be followed by Horrabridge Parish Council:

1. On receipt of written confirmation from the Electoral Services at West Devon Borough Council, the casual vacancy can be filled by means of co-option. The Clerk will:
  - advertise the vacancy for 4 weeks on the Parish noticeboard and website,
  - advise the Council that the Co-option Policy has been instigated, by sending an email to all Councillors.
2. Applicants for co-option will be asked to:
  - Submit information about themselves, by way of completing an application form.
  - Confirm their eligibility for the position of Councillor within the statutory rules, by completing an Eligibility Form
3. Copies of the applicant's application form will be circulated to all Councillors prior to the meeting of the Council, when the co-option will be considered.
4. Applicants will be required to attend the meeting when the co-option will be considered. At the meeting, the applicants maybe asked to give a short presentation and maybe asked some questions.
5. Discussion about the applications will take place in council session without intervention from the candidates or public. Voting will be according to the statutory requirements, in that, a successful candidate must have received an absolute majority vote of those present and voting. If there are more than two candidates for one vacancy and no one of them at the first count receives the majority over the aggregate votes given to the rest, steps must be taken to strike of the candidate with the least number of votes and the remainder must then be put to a vote again; until an absolute majority is obtained. Councillors shall vote by a signed ballot or a show of hands. In the case of an equality of votes, the Chairman of the meeting has the casting vote.
6. Candidates may stay in the room for the vote.
7. After the vote has been concluded, the Chairman will declare the successful candidate duly elected.

Date: November 2023

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