



CROMHALL PARISH COUNCIL CO-OPTION POLICY

Version	Adopted date	Minute ref.	Notes	Review due
1.0	May 2023	2023-05-8.9	First adoption	May 2027

The Co-option of a parish councillor occurs when a casual vacancy has arisen on the Parish Council, and no poll (by-election) has been called by the requisite minimum of 10 registered electors of the parish.

To ensure that a fair and transparent process is undertaken, the Procedure below will be followed by Cromhall Parish Council: -

Upon receipt of confirmation from the Electoral Services of South Gloucestershire Council, that the Casual Vacancy can be filled by means of Co-Option, the Clerk will: -

- Advise the Parish Council that the Co-Option Policy has been instigated by sending an email to all Parish Councillors.
- Advertise the vacancy for four weeks on the Parish Council Notice Boards, web site and in the Community newsletter.

Applicants for Co-Option will be asked to:-

- Confirm their eligibility for the position of Parish Councillor within the statutory rules. A copy of the Eligibility Form is attached.
- Provide information about themselves by way of completing a short application form, a copy of which is attached.

Copies of the application forms will be circulated to all Parish Councillors by the Clerk at least seven days prior to the meeting of the full Parish Council where the co-option is to be considered. All such documents will be treated by the Parish Councillors and Clerk as strictly private and confidential.

At the meeting, voting will be in accordance with statutory requirements in that a successful candidate must have received an absolute majority vote of all those present and voting. If there are more than two candidates for one vacancy and no one at the first count receives a majority over the aggregated votes given to the rest, the candidate with the least number of votes shall be struck off the list and the remainder must then be put to the vote again; this process, if necessary, will be repeated until an absolute majority is obtained.

Parish Councillors shall vote by show of hands.

In the case of an equality of the final vote, the Chairman of the meeting shall have the casting vote.

After the vote has been concluded, the Chairman will declare the successful candidate(s) duly elected. The newly elected Parish Councillor(s) shall be invited to the meeting table where they will sign their Declaration of Acceptance of Office, duly witnessed by the Clerk. They will also be given their Register of Members Interest form to complete within 28 days of their election.

ELIGIBILITY FORM

In order to be eligible for Co-Option as a Cromhall Parish Councillor you must satisfy the following qualification criteria by providing an acceptable response in the tables below.

QUALIFICATIONS

(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?	
Are you 18 or over?	

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

Are you on the electoral register for parish of Cromhall?	
Have you lived either in the parish of Cromhall, or within three miles of its boundary, for at least a year?	
Have you been the owner or tenant of land in the parish of Cromhall for at least a year?	
Have you had your only or main place of work in the parish of Cromhall for at least a year?	

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?	
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?	
Are you disqualified by order of a court from being a member of a local authority?	
You have been convicted for the failure to register or declare disclosable interest under the Localism Act 2011 (England)	

Application Form

Name			
Address (inc Post Code)			
Telephone		Mobile	
Please give details of any experience you have that may be relevant to Cromhall Parish Council.			
Is there any other information you would like to disclose regarding your application? <i>(If necessary, please continue on a separate sheet of paper)</i>			

I (*insert name*)

hereby confirm, that I am eligible to apply for the vacancy of Cromhall Parish Councillor, and that the information given on this form is a true and accurate record.

Signed **Dated**

Please return your completed form, together with the Co-Option Eligibility Form to:

Clerk to Cromhall Parish Council
clerk@cromhallpc.org.uk