

HADLOW DOWN PARISH COUNCIL



CO-OPTION PROCEDURE

APRIL 2022

1. In the event of a resignation or another reason for the creation of a vacancy on the Parish Council, the Clerk will notify Wealden District Council Democratic Services and request the appropriate forms for displaying the notice of vacancy.
2. If this display does not initiate the 10 signatories of electors in the period of time required by legislation (at present 14 working days) the co-option procedure continues with step 3, otherwise the election process will be followed.
3. A co-option notice is displayed (see Appendix 1) and names of any interested persons for co-option are to be sought and passed to the Parish Clerk.
4. All prospective candidates will be contacted by the Clerk who will arrange for details on the qualifications for being a Councillor to be sent to the applicant(s). The Clerk will request confirmation from them that they meet these qualifications.
5. Once confirmation has been received from the applicant(s) they will be asked to put their request for consideration in writing by a set date. This should include a summary about themselves including: reasons for wishing to be a Councillor; previous community/council work; any other skills they can bring to the Council; their interests and recent career history.
6. Candidates found to be offering inducements of any kind or of canvassing Council members will be disqualified from standing.
7. The Clerk will undertake checks to ensure that the applicant is qualified to be a Councillor including on insolvencydirect.bis.gov.uk.
8. Candidates will be encouraged to attend at least one Council meeting prior to the one at which the co-option will be decided.
9. All Councillors will receive a copy of the candidate's application. At the Council meeting when the co-option takes place, every nominee will be invited to speak for up to 3 minutes. Councillors will have the opportunity to ask them questions.
10. Discussion about the applications will take place in council session without intervention from the candidates or public.
11. A vote will then be taken by either signed ballot or show of hands, all candidates will be considered.
12. The applicant with the highest number of votes cast will be co-opted and where there is still a vacancy(s) and the remaining candidates have received the same number of votes a further vote will be taken until the number of candidates equals the number of vacancies. Should there be a draw the Chair can use his/her casting vote.
13. Candidates will be furnished with a full agenda of the meeting at which they are to be considered for appointment together with the Code of Conduct, Standing Orders and Financial Regulations. The successful candidate(s) will immediately sign their declaration of acceptance of office and can then act as Councillor(s). The Register of Interest will need to be filled in within 28 days and a copy passed on to the Monitoring Officer via the Clerk.

Appendix 1

Hadlow Down Parish Council

Following the resignation of Councillor.....the Hadlow Down Parish Council are looking to co-opt a new Councillor.

To be eligible to be a Councillor you must:

- a. Be aged 18 years or over and included in the Electoral Register
- b. Be British or a citizen of the Commonwealth or European Union
- c. Have in the last 12 months resided in the Parish or within 3 miles of its boundary.

Or

Occupied land or property within the Parish

Or

Have your principal place of work within the Parish.

If you are interested in being involved in making decisions that affect your local community and wish to apply, please contact the Clerk, Samantha Weatherill on 01825 760103, email: clerk@hadlowdown.org or alternatively one of the Councillors by (DATE)..... giving details of your reasons for wishing to be a Councillor, previous community/council work, any other skills you can bring to the Council, your interests and recent career history.

Samantha Weatherill

Clerk to the Parish Council
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