**Co-option Policy**

Reference: NALC Legal Briefing L15-08 Co-option

Where a vacancy exists, the Clerk will notify BDC immediately and request a copy of the current procedure for advertising co-option.

Co-option will be advertised in accordance with the procedure received from BDC.

Candidates are to certify in writing that they:

Meet the criteria for eligibility set out in s.79 of the Local Government Act 1972

are not disqualified, pursuant to s.80 of the Local Government Act 1972

Co-option will take the form of a short interview. Candidates will be provided a copy of this procedure when invited to the meeting.

An extraordinary meeting will be convened for the purpose of co-option (this may be immediately prior to an ordinary meeting). In accordance with guidance in NALC Legal Briefing L15-08, other than in exceptional circumstances, the public will not be excluded.

**At the meeting**

The Chair will explain to candidates that they will be seen individually, in alphabetic order by surname, and that the interview will take the form of a short question and answer session which should last approximately 5 minutes. Candidates will have the opportunity to ask the council any questions they wish.

Chair to invite first candidate to remain others are asked to leave.

**Questions to all candidates**

1. (a) Are you willing to sign a declaration to abide by the code of conduct expected of members and to register relevant interests?
2. (b) What experience do you have of meetings and committees?
3. (c) What experience do you have of the working of local government?
4. (d) Are you involved in any groups in the village? If so, describe your role and experience.
5. (e) How do you see your role as a Parish Councillor?
6. (f) Are you willing to attend occasional training courses and meetings outside those of the Parish Council? These are generally, but not always, in the evening.
7. (g) How would you like to see the village develop?
8. (h) High profile issues in the village can bring certain pressures. How well do you feel you react under pressure?

The candidate should then be asked if he or she has any questions for the Parish Council

Candidate leaves. next candidate invited to come in.

After final candidate has been seen the public will be asked to leave to allow discussion of candidates to take place.

The public and candidates will then be invited back into the meeting room and a vote, by show of hands, will take place.

The appointment of a co-optee must be by an absolute majority. (i.e. he or she receive a greater number of votes than the aggregate of the votes for other candidates).

Members will be invited to vote for 1 candidate for each vacancy, one seat at a time.

Votes will be counted and if the candidate with the most votes does not have an absolute majority a second vote will be taken after eliminating the candidate with the fewest votes, this will continue until an absolute majority is reached. Chair has casting vote if two candidates are tied on votes.

Successful candidate(s) will be invited to join the Council

Successful candidates will be asked to complete a Declaration of Acceptance of Office and be given a Registration of Disclosable Pecuniary Interests form.

Adopted June 2020

Reviewed and updated 15th May 2025. Minute number: 187/25 c) ii)

Next review date May 2026