

## **Process for Co-opting Two Councillors, August / September 2020**

### **Overview Timeline**

Early August	Jean, John & Selina draw up an advert. Advert circulated to all councillors before adding to web, noticeboards, community email etc.
Friday 11 <sup>th</sup> September	Deadline for anyone interested in becoming a councillor to submit a statement of interest to the Clerk. Clerk to circulate statements to all councillors.
Monday 14 <sup>th</sup> September	FPC meeting at which applications are considered and decision made. All nominees invited to speak for up to 3 minutes if they wish to.

### **Process**

- The two vacant roles will be advertised widely from early August. Councillors are asked to promote the vacancies to people they know.
- Any person interested in becoming a parish councillor must submit a short statement of interest to the Clerk by 11<sup>th</sup> September. This could include the experience, skills and knowledge they could bring to the role and their reasons for wishing to become a parish councillor.
- Any person wanting to know more about the role of a councillor can speak to the Clerk or any councillor about what is involved.
- Canvassing of Council members – actively trying to gain support – is not permitted.

### **At the meeting on 14<sup>th</sup> September 2020**

- Each nominee will be invited to speak for up to three minutes. Councillors will not be allowed to ask questions or clarifications. Once all nominees who wish to speak have done so a vote will take place.
- The council's debate and vote on the co-option will be conducted in public. The nominees, as members of the public, will be entitled to be present during the proceedings.

### **Voting**

- To be co-opted a person must receive an absolute majority vote of the councillors present and voting.
- Voting will be done via paper ballot (rather than show of hands).
- As there are two positions to be filled each councillor will have two votes.
- If two nominees receive an absolute majority of votes in the first round of voting these two nominees will be co-opted. E.g. if there were three nominees then from 14 votes it would be possible for the votes to be cast: 7 votes; 4 votes; 3 votes - two nominees have an absolute majority (7 and 4) and would be co-opted.

- The first round of voting may not produce two nominees with an absolute majority, e.g. 6 votes, 4 votes, 4 votes. The nominee with 6 votes would be co-opted and Councillors would vote again on the remaining candidates.
- Should there be more than two candidates remaining it may be necessary to run a series of votes, each time removing the candidate who has the least number of votes until one candidate secures an absolute majority.
- If there continued to be an equality of votes, then the person presiding at the meeting may exercise their casting vote.

#### **After the meeting**

- Once this process of co-option is complete, the Clerk will bring a Co-option Policy to a future Parish Council meeting for consideration and approval by councillors. This Policy would be used in the case of any future casual vacancy.