

**BAYDON PARISH COUNCIL
PROCEDURES FOR CO-OPTION**



Adopted 3 September 2018

- a) In the event of a resignation, or another reason for creation of a vacancy, the clerk will contact Wiltshire Council electoral registration office on the effective date of the vacancy and request the initiation of the advertising of the notice of vacancy.
- b) If this advertisement does not initiate the 10 signatures of electors in the period of time required by legislation (at present 14 working days) the Council will move to the co-option process step C. If an election is called the process set out by Wiltshire Council will be followed.
- c) Baydon Parish Council will invite interested candidates via all media platforms to contact the clerk in writing by a specified date (as advertised). Interested candidates will be asked to provide their name, confirmation that they are 18 or over, address, or place of work (if applying due to working in the Parish), previous/current jobs or voluntary work, and any other skills they can bring to the Council. The advert will include the number of vacancies available to be filled via co-option.
- d) Members may point out the vacancies and the process to any qualifying candidate(s).
- e) Candidates found to be offering inducements of any kind will be disqualified.
- f) It is preferable that all candidates put their request for consideration in writing. However, the Council may also allow verbal representation by candidates at meetings, should they submit themselves for consideration at any full meeting of the Council when a vacancy exists. Candidates will be asked to verbally provide the same information as requested for written applications.
- g) The information disclosed by the candidates as per step C will be deemed private and thus should not be disclosed to any other party outside the Council either before or after voting. Details will only be held for the duration of the co-option process. Though if a candidate is successfully co-opted it will be a condition of membership that a means of contact by address/telephone will be public information.
- h) Candidates will be furnished with a full agenda of the meeting at which they are to be considered for election. Candidates should endeavour to attend the meeting at which they are being considered. However, failure to attend the meeting will not prevent candidates from being considered for co-option, as members will consider all candidates whether present or not.
- i) Discussion will take place in Council session without intervention from the candidates or public

- j) All candidates will be considered nominated by virtue that they have applied for the vacancy.
A vote will then be taken by show of hands of all members present at the meeting, all candidates will be considered.
- k) The first candidate to receive an absolute majority of votes is declared elected. Should no single candidate receive a majority on the first vote, the person(s) with the lowest number of votes is eliminated, voting takes place on the remainder. This continues until one person receives an absolute majority. This process will be repeated for each subsequent vacancy.
- l) The Clerk will maintain an accurate record of all votes cast.
- m) Once voting has finished, Baydon Parish Council will then pass a resolution confirming the co-opted person(s) and they will sign a declaration of acceptance of office. The successful candidate is then declared co-opted to the Council and will be asked to join the meeting.
- n) The successful candidate is a councillor in their own right and is no different to any other member. They must log into the Wiltshire Council website and add their Register of Interests within 28 days.