

Feock Parish Council

Procedure for Co-option of Councillors to casual vacancies

1. We aim to be an equal opportunities organisation and we are determined to ensure that no applicant to join the Council or employee receives less favourable treatment on the grounds of gender, age, disability, religion, belief, sexual orientation, marital status, or race, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.
2. The vacancy is advertised via Cornwall Council via the standard Government notice on the Parish Council website, social media and Noticeboards.
3. If sufficient numbers of electors do not come forward to call an election then the Parish Council will advertise the vacancy for a period of time up to 8 weeks.
4. The vacancy advert will be displayed on the Parish Council website, social media and noticeboards.
5. Residents interested should ideally attend a Parish Council meeting during the time the vacancy is advertised (if they have not attended one before) to ensure they understand the commitment and type of items discussed by the Council before standing.
6. There is no requirement for residents to live in the ward they are applying to represent but they should meet the set out Government criteria for standing as a Parish Councillor (this can be obtained from the Parish Clerk or found online)
7. Those residents interested in standing should contact the Parish Clerk before the closing date and provide a short written brief on why they wish to join the Council, what they can bring to the Council and their background.
8. The Clerk will circulate the applications to all Councillors prior to the meeting where the co-option will take place.
9. An item 'Co-option to Vacancy in X ward' will be included on the Full Parish Council agenda following the closing date of the vacancy.
10. Candidates will be required to attend the meeting in person where the Co-option will take place and may be asked questions by the Councillors if they have any arising from their application.
11. If there is only one candidate for a vacancy then a vote will be held and the candidate will require a nominator and seconder from the existing Council members and then a vote will be held with the majority vote being the decision as to if the resident is elected or not.
12. If there is more than one candidate for a vacancy then a proposer and seconder will not be required and a paper vote will be held from the Councillors with the candidate receiving the most being elected.
13. The successful candidate will take their seat immediately at the meeting and sign the Acceptance of Office form at the meeting and agree to complete the Declaration of Interests form within 2 weeks of taking office.