

Worthington Parish Council

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Co-Option Policy

1. Purpose

This policy sets out how Worthington Parish Council will fill a casual vacancy by co-option, where no election has been called, in a way that is lawful, fair, transparent and consistent.

2. When Co-option May Be Used

A casual vacancy may be filled by co-option where all of the following conditions have been met:

- a vacancy has arisen.
- the Returning Officer has been notified.
- a Notice of Vacancy has been published.
- no request for an election has been received within 14 working days.

3. Eligibility

Applicants must:

- be at least 18 years of age.
- be a British citizen, qualifying Commonwealth citizen or citizen of the Republic of Ireland.
- meet a statutory qualification relating to residence, land, work or electoral registration.
- applicants must also confirm that they are not disqualified from standing as a councillor.

4. Advertising the Vacancy

The Council will advertise the vacancy on parish noticeboards and, where applicable, the Council website, allowing a minimum of 14 days for applications.

5. Applications

Applicants will be asked to submit a written expression of interest, outlining their background, skills and reasons for wishing to serve, and confirming eligibility.

6. Consideration of Applications

Co-option will be considered as a specific agenda item at a properly convened and quorate Council meeting. Applications will be circulated to councillors in advance.

7. Voting

The successful candidate will be appointed by a majority vote of councillors present and voting, in accordance with the Council's Standing Orders.

8. Acceptance of Office

The successful candidate must sign a Declaration of Acceptance of Office before acting as a councillor and complete a Register of Interests within 28 days.

9. Review

This policy will be reviewed as required by the Council.

Adopted: _____ Signed: _____