



Procedure for Co-option of New Councillors

Introduction

The Parish Clerk notifies the Electoral Services Officer of a Councillor Vacancy and then the Casual Vacancy Notice is posted for a stipulated 14 day period which permits ten residents (or more) to call for an election.

Should the Electoral Services Officer not receive a request for an Election the Returning Officer will advise the Clerk that the Parish Council may fill the vacancy by a co-option procedure.

Co-option procedure & Advertising

The process shall commence as a formal Agenda item at a Public Meeting using the following adopted procedure.

Councillors will need to decide on:-

- Suitable wording for the advertisement of the Casual vacancy, if not using the standard Electoral Services Notice.
- Where to advertise:-
 - (i) Parish Council notice boards
 - (ii) Council Website
 - (iii) HCBB facebook
 - (iv) Cornish Times (this will incur advertisement cost)
- A start and end date for the receipt of applications (normally 10 working days)

Although not compulsory, it is recommended that interested persons attend a Parish Council meeting to observe proceedings prior to the interview process, unless they have already done so before.

Application Process

The potential Councillor will complete the standard Councillor's application form and also support this with a letter (one side sheet of A4 paper).

The letter should clearly set out their reasons for applying to be a Councillor and explain how they propose to contribute to the local Community.

The Clerk will check all applications for eligibility criteria, and then circulate copies of the application / letter to all Councillors.

Interview Process

The Clerk, Chairman & Vice Chairman will agree mutually convenient dates to interview all interested Councillors. Interviews will take place at an appropriate public venue (such as St.Mary's Church Hall) or by virtual remote access.

The Chairman & Vice Chairman will agree who will sit on the interview panel (which may include Councillors) and agree a format of appropriate questions.

Co-option appointment

When the interview process has been conducted, Councillors will vote on the applicant(s) by a show of hands. The Clerk will notify all applicants in writing of the Parish Council's decision.

Should no applicants be considered suitable, the vacancy will be re-advertised.

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