

SILEBY PARISH COUNCIL

Procedure for co-option of a new councillor

1. In the event of a resignation(s) or another reason for the creation of one or more vacancies on the Parish Council, the Clerk will notify the Returning Officer at Charnwood Borough Council and will display a Notice of Vacancy.
2. If, in the period of time required by legislation (at present 14 working days), the Returning Officer does not receive 10 letters from electors calling for an election to be held, then the co-option procedure continues with step 3, otherwise the election process will commence.
3. The vacancy to be filled by co-option will be advertised within **21** days (excl weekends and bank holidays) of the end of the time for the notice period in step 2 above. It is required that the vacancy be filled as soon as practicable after the expiry of the notice period in step 2 above.
4. In the event that a contested election has taken place within 3 months of the vacancy to be filled, the Council **may** invite those unsuccessful candidates, who received votes during that ballot, to be considered for co-option. If none of these candidates apply to be considered, or the Council wishes to open the vacancy to a contested those then the procedure continues from paragraph 5 applies.
5. All candidates will be expected to put their request for consideration in writing with a summary about themselves including: reasons for wishing to be a councillor; previous community/council work; any other skills they can bring to the Council, their interests and recent career history.
6. A co-option advertisement notice will include the closing date for acceptance of requests for consideration (between 14 and 30 days after the date of the advertisement) and the number of vacancies.
7. The notice will be placed on the notice boards and advertised on the website and other local media deemed appropriate by the Clerk.
8. Candidates found to be offering inducements of any kind will be disqualified.
9. The interview panel will comprise three councillors:- Chairman, Vice Chairman and one other Parish Councillor. If the Chairman and/or the Vice Chairman is unavailable to attend an interview, these places can be taken by another Parish Councillor(s), to form a panel of three.
10. The successful candidate(s) will be appointed and sign their Declaration of Acceptance of Office and can then act as Councillor(s) in line with normal election procedures. The Register of Interest will be filled in within 28 days and a copy passed on to the Monitoring Officer. The newly appointed Councillor will be provided with an induction pack to include the Code of Conduct, Standing Orders and Financial Regulations of the Council.