

UPPER SHERINGHAM PARISH COUNCIL

CO-OPTION POLICY

Where there is a requirement to co-opt new members, Upper Sheringham Parish Council will seek and encourage applications from anyone in the Village who is eligible to stand as a Parish Councillor. The process for co-option must be open, fair and transparent.

1. A vacancy will be advertised on the parish noticeboard, on the Parish Council website and in the Parish newsletter.
2. The advert will state the method by which an interest can be expressed, state the closing date and give details of how to obtain further information about the role of a Councillor.
3. Eligibility of a candidate will be confirmed by the Clerk.
4. Eligible candidates will be invited to attend the next meeting following the application deadline.
5. All members will be sent a copy of the candidate's application.
6. An agenda item will be set aside for candidates to make a brief presentation to members, outlining their relevant skills and experience.
7. A presentation and the co-option of new members will be open to the public.
8. If a candidate is unable to attend, the Council may decide to defer the agenda item until the next meeting.
9. If a candidate is a relative of a Councillor, that Councillor should declare an interest and withdraw from the meeting.
10. After a presentation, members may ask the candidate a few questions before proceeding to co-opt by voting.
11. Councillors will have only one vote per vacancy to be filled, with the exception of the Chairman who has a casting vote.
12. A successful candidate must have received an absolute majority vote.
13. If there is more than one vacancy and the number of candidates equals the number of vacancies all the vacancies may be filled by a single resolution, but if the number of candidates exceeds the number of vacancies each vacancy must be filled by a separate vote or series of votes.
14. The Council is not obliged to fill all vacancies, but must take steps to advertise for further co-option.
15. A co-opted member will be asked to sign a Declaration of Acceptance of Office and can then take their seat at the meeting.

16. The Parish Council will fund an induction session for new Councillors.

Adopted 19th January 2017

Reviewed 3rd October 2019

Reviewed September 2022