



Eastfield Town Council

Co-option Policy

Co-option is the process by which the Town Council selects a new Councillor and it is done as an agenda item within a Full Town Council meeting or by the calling of an Extraordinary Meeting

The Town Council manages the process of co-option by itself and strives to demonstrate that it is fair and equitable by following the procedure set out below

Eastfield Town Council invites interested candidates to write to the Clerk by a specified date.

The letters received are circulated to Councillors ahead of the meeting at which a Town Councillor is to be co-opted.

Application forms will be sent out in the Council Information Pack

The Town Council is not obliged to co-opt to fill any vacancy. Even if the Council invites applications for co-option, it is not obliged to select anyone from the candidates who apply.

At the Town Council meeting candidates are invited to say something about themselves and Councillors can ask questions of the candidates.

Each candidate will be allocated a maximum of three minutes.

In a closed session of the Town Council without the public present, members consider the candidates and, following the discussion, the public are invited back into the meeting before the voting takes place.

The Chairman will request the Councillors present to nominate any of the candidates.

Candidates will require a proposer and seconder to progress to the voting stage.

If there is only one vacancy, a Councillor may only nominate or second one candidate.

One candidate needs to receive an absolute majority of votes.



The Chairman will then place the names of those nominated into alphabetical order and proceed to vote.

Councillors will have one vote per vacancy to be filled.

Voting will be in accordance with Standing Orders by a show of hands and will continue until one candidate has received an absolute majority of those Councillors present. At this stage, the successful candidate will be declared co-opted.

Should no single candidate receive a majority on the first vote, the candidate with the lowest number of votes is eliminated. Voting will then take place for the remaining candidates until one person receives an absolute majority. The Chair may the casting vote.

The successful candidate is then declared co-opted to the Parish Council and will be asked to join the meeting.

The successful candidate is a councillor and is no different to any other member; co-option is a legitimate form of election as part of the election process.

After the vote: i)

The Clerk will notify the candidates of the results by email, as soon as is reasonably possible (usually within 24 hours) ii)

Successfully co-opted candidates become Councillors in their own right, with immediate effect, and are no different to any other member.

As such, they must sign the Declaration of Acceptance of Office and Declaration of Pecuniary Interests forms at their first meeting, or within 28 calendar days of election whichever is the sooner. T

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Ref: Arnold Baker's "Local Council Administration"