

# Linby Parish Council

## Procedure for co-option of a new Parish Councillor

In the event of a resignation or another reason for the creation of a vacancy on the Parish Council the clerk will notify Gedling Borough Council Democratic Services and request the appropriate forms for displaying the notice of vacancy.

- If this display does not initiate the 10 signatures of electors in the period of time required by legislation (at present 14 working days) the co-option procedure continues with step 3, otherwise the election process will be followed.
- The Parish Councillor vacancies, for co-option, will be advertised and the notice will include the closing date and also the number of vacancies.
- The notice will be displayed on the Parish Council notice boards and also on the Parish Council web site.
- Members may point out the vacancies and the process to any qualifying candidate(s).
- Candidates found to be offering inducements of any kind will be disqualified.
- 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.
- Candidates will be expected to attend at least one Council meeting prior to the one at which they are co-opted.
- Discussion about the applications will take place in council session without intervention from the candidates or public.
- A vote will then be taken by signed ballot, all candidates will be considered.
- The applicant with the least number of votes cast will be deleted and the vote taken again and again until the number of candidates equals the number of vacancies.
- Candidates will be furnished with a full agenda of the meeting at which they are to be considered for appointment with the Code of Conduct, Standing Orders and Financial Regulations of the Parish Council. The successful candidates will immediately sign their declaration of acceptance of office and can then act as councillors. The Register of Interest must be completed within 28 days and a copy sent to the Gedling Borough Council Monitoring Officer.

- No Member will be eligible to stand as Chair of the Parish Council until they have been in office for a minimum of two years.