



CO-OPTION POLICY

The Co-Option of a Parish Councillor occurs when a Casual Vacancy has arisen on the Parish Council, and no Poll (by-election) has been called by the requisite 10 registered electors of the Parish.

To ensure that a fair and transparent process is undertaken, the Procedure below will be followed by Charfield Parish Council:-

1. Upon receipt of written confirmation from the Electoral Services of South Gloucestershire Council, that the Casual Vacancy can be filled by means of Co-Option, the Clerk will:-
 - a. Advise the Parish Council that the Co-Option Policy has been instigated by sending an email to all Parish Councillors.
 - b. Advertise the vacancy for four weeks on the Parish Council Notice Boards and web site and if possible in the CHADRA magazine (if the scheduled publication of the magazine allows).
2. Applicants for Co-Option will be asked to:-
 - a. Provide information about themselves by way of completing a short application form, a copy of which is attached.
 - b. Confirm their eligibility for the position of Parish Councillor within the statutory rules. A copy of the Eligibility Form is attached.
3. Copies of the application forms will be circulated to all Parish Councillors by the Clerk at least seven days prior to the meeting of the full Parish Council where the Co-Option is to be considered. All such documents will be treated by the Parish Councillors and Clerk as strictly private and confidential.
4. At the meeting, voting will be in accordance with statutory requirements in that a successful candidate must have received an absolute majority vote of all those present and voting. If there are more than two candidates for one vacancy and no one at the first count receives a majority over the aggregated votes given to the rest, steps must be taken to strike off the candidate with the least number of votes and the remainder must then be put to the vote again; this process if necessary will be repeated until an absolute majority is obtained.
5. Parish Councillors shall vote by show of hands.
6. In the case of an equality of votes, the Chairman of the meeting shall have the second or casting vote.
7. After the vote has been concluded, the Chairman will declare the successful candidate(s) duly elected. The newly elected Parish Councillor(s) shall be invited to the meeting table where they will sign their Declaration of Acceptance of Office, duly witnessed by the Clerk. They will also be given their Register of Members Interest form to complete within 28 days of their election.



Co-Option Eligibility Form

1. In order to be eligible for Co-Option as a Charfield Parish Councillor you must be a British subject, or a citizen of the Commonwealth, or the European Union. You must also be 18 years of age or over on the "relevant date", that being the day on which you are nominated, or if there is a Poll, then the day of the election. You must additionally be able to agree with the following qualifications set out below. Please tick whichever box is applicable:-
 - a. I am registered as a local government elector for the parish; or
 - b. I have, during the whole of the twelve months preceding the date of my Co-Option, occupied as owner or tenant, land or other premises in the parish; or
 - c. My principal or only place of work during those twelve months has been within the parish; or
 - d. I have, during the whole twelve months, resided in the parish, or within three miles of it.
2. Please note that under Section 80 of the Local Government Act 1972, a person is disqualified from being elected as a Local Councillor or being a member of a Local Council if he/she:-
 - a. Holds any paid office or employment of the local council (other than the office of Chairman) or of a joint committee on which the Council is represented; or
 - b. Is a person who has been adjudged bankrupt or has made a composition or arrangement with his/her creditors (but see below); or
 - c. Has within five years before the day of election, or since his/her election been convicted in the UK, Channel Islands or Isle of Man of any offence and has been sentenced to imprisonment (whether suspended or not) for not less than three months without the option of a fine; or
 - d. Is otherwise disqualified under Part III of the Representation of the People Act 1983 for corrupt or illegal practices.

This disqualification for bankruptcy ceased in the following circumstances:-

- i) If the bankruptcy is annulled on the grounds that either the person ought not to have been adjudged bankrupt or that his/her debts have been fully discharged;
- ii) If the person is discharged with a certificate that the bankruptcy was caused by misfortune without misconduct on his/her part;
- iii) If the person is discharged without such a certificate

In i) and ii) above, the disqualification ceased on the date of the annulment and discharge respectively. In iii) it ceases on the expiry of five years from the date of discharge.

I (insert name)
hereby confirm, that I am eligible to apply for the vacancy of Charfield Parish Councillor, and that the information given on this form is a true and accurate record.

Signed **Dated**



Co-Option Application Form

Name			
Address <small>(inc Post Code)</small>			
Telephone		Mobile	

Are you over 18 years of age: YES/NO
 (please delete which is not applicable)

Please give details of any experience you have that may be relevant to Charfield Parish Council. *(If necessary, please continue on a separate sheet of paper)*

Is there any other information you would like to disclose regarding your application?
(If necessary, please continue on a separate sheet of paper)

Signed _____ Dated _____

Please return your completed form, together with the Co-Option Eligibility Form to:
 Mrs. Paula Evans (Clerk to Charfield Parish Council), PO Box 1947, Bristol, BS37 0BU