**STRATFIELD SAYE PARISH COUNCIL**

**Co-Option Policy & Procedure**

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The Co-option of a Parish Councillor occurs when a casual vacancy has arisen on the Council and no poll (by-election) has been called.

To ensure that a fair and transparent process is undertaken the following procedure will be

followed by Stratfield Saye Parish Council.

1. On receipt of written confirmation from the Electoral Services Office at Basingstoke & Deane Borough Council that the casual vacancy can be filled by means of Co-option, the Parish Clerk will:

a) Advertise the vacancy for 14 days (excluding Saturdays, Sundays and Public Holidays) on the Council notice boards and website

b) Inform the Council that the Co-option Policy has been initiated

2. Applicants for co-option will be asked to:

a) Attend the next Parish Council meeting; and

b) Confirm their eligibility for the position of Councillor within the statutory rules, (a copy of the Eligibility Form is attached as Appendix A).

3. The applicant’s name will be circulated to all Councillors by the Clerk prior to the meeting of the Full Council, when the next Co-option will be considered. All documents and identities will be treated by the Clerk and all Councillors as Strictly Private and Confidential prior to the meeting.

4. If the number of applicants for a single vacancy exceeds 3, the Council may choose to hear the applications informally at a specially convened informal meeting to allow candidates and Councillors sufficient time to review the applications and to facilitate time for questions and answers.

5. No resolution, voting or decisions will be made at this meeting. This is a special informal

meeting to allow for an appropriate period of information sharing between Councillors and

applicants.

6. At the next available Full Council meeting, the press and public will be asked to leave the

Council meeting, so that the applications can be considered.

7. There are no rules regarding co-option of members. The Council may choose who they like but the person must be qualified to have been a candidate.

8. After due consideration, the Chairman will reconvene the meeting and it will be reopened to the public and press and voting takes place. Voting will be according to the statutory requirements in that a successful candidate must have received an absolute majority vote of those present and voting.

9. If there are more than two candidates for one vacancy and no one of them at the first count receives a majority over the aggregate 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 must, if necessary, be repeated until an absolute majority is obtained. Therefore, if there are more candidates than vacancies, the candidate with the lowest number of votes will be excluded.

10. If any two candidates poll the same number of votes a separate vote to eliminate one of them will be held. Voting will continue with the lowest polling candidate being excluded until the number of candidates matches the number of vacancies.

11. Councillors shall vote by show of hands, or, if at least two members so request, by signed

ballot. If any member so requires, the Clerk shall record the names of members who voted on any question to show whether they voted for, against, or abstained.

12. In the case of an equality of votes, the Chairman of the meeting has a second or casting vote.

13. Only Councillors present at the Full Council Meeting may nominate, second or vote upon a person to fill the vacancy. At this meeting, Members will be informed of the names of anyone wishing to be considered as a Councillor.

14. If there is more than one vacancy, a Councillor may nominate one person per seat. Each

Councillor will have only one vote per seat i.e. two vacancies will allow any Councillor to have two votes.

15. If no single candidate receives a majority on the first vote, then the person with the lowest number of votes will be eliminated and voting will take place on the remainder. This process will continue until one person receives an absolute majority.

16. The first candidate to receive an absolute majority of those present and voting will be duly elected.

17. After the vote has been concluded, this business is concluded once the Chairman declares that the successful candidate is duly elected. The successful candidate is then declared co-opted to the Council.

18. Before the successful candidate can participate in Council business s/he must sign the

Declaration of Acceptance of Office and complete a Declaration of Interests.

19. The Clerk will advise the Monitoring Officer of Basingstoke & Dean Borough Council of the names of anyone co-opted to the Council and provide them with a copy of their Declaration of Interests. The Declaration of Interests must be filed with the District Council Monitoring Officer within 28 days of their appointment to office.

20. The Clerk is responsible for providing each new Councillor with a new councillors pack and should ensure that all new Councillors have read and understood the Code of Conduct and the Constitution adopted by the Council.

21. The Council is not obliged to provide feedback on the application process to unsuccessful

candidates.

Date approved 4th December 2023

Minute number **78.23**

Date for review 13th May 2024

Appendix A

CO-OPTION ELIGIBILITY FORM

In order to be eligible for co-option as a Stratfield Saye Parish Councillor you must be a British subject, or a citizen of the Commonwealth or the European Union; and on the ‘relevant date’ (i.e. the day on which you are nominated or if there is a poll the day of the election) 18 years of age or over; and additionally, able to meet one of the following qualifications set out below.

Please tick which definition applies to you.

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| --- | --- |
|  | I am registered as a local government elector for the parish; or |
|  | 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; |
|  | My principal or only place of work during those twelve months has been  in the parish; or |
|  | I have during the last twelve months resided in the parish or within 3 miles of it |

Please note that under Section 80 of the Local Government Act 1972 a person is disqualified

from being elected as a Councillor or being a member of a Council if:

a) you work for the Town Council.

b) you hold a politically restricted post for another local authority.

c) you are subject of a bankruptcy restrictions order or interim order.

d) you have, within 5 years prior to the election, been convicted in the UK, Channel Islands or Isle of Man, of any offence and have had passed on to you a sentence of imprisonment (whether suspended or not) for a period of not less than three months without the option of a fine; or

e) you have been disqualified under the Representation of the People Act 1983 for corrupt or illegal practices.

Declaration

I (insert name)

Hereby confirm that I am eligible to apply for the vacancy of Stratfield Saye Parish Councillor, and that the information given on this form is a true and accurate record.

Signature

Name

Date