

SHRIVENHAM PARISH COUNCIL

POLICY FOR THE CO-OPTION OF MEMBERS

The procedure for advertising a Casual Vacancy will be followed. If the vacancy has arisen as a result of an uncontested election, a slightly different procedure is to be followed. These procedures are dictated by the Local Government Act 1972 s 86 and s 85 respectively.

This procedure outlines the steps Shrivenham Parish Council will take once candidates have responded to the advertisement and put themselves forward for co-option.

Note that if there are so many vacancies that the Council is not quorate, the Council does not have the option of refusing a candidate.

1. The prospective candidate will be interviewed by two members: one to be a representative of the Parish Council and the other of the Viscountess Barrington's Trust. (Should we develop a checklist for use at these interviews?)
2. The prospective candidate will attend a designated meeting of the Parish Council to observe the way Council business is transacted.
3. At a point during the meeting, to be determined by the Chair, the prospective candidate will be invited to give a short resume outlining their experience, their reasons for wishing to join the Council, and the skills they will bring.
4. All members will be invited to ask questions of the candidate.
5. At the end of the designated meeting the Council will enter a confidential session. All members of the public, including the prospective candidate will be asked to leave.
6. In the confidential session the Chair will ask for two members to support the prospective candidate. If the candidate does not have the support of two members of the Council, their application cannot be voted upon.
7. If two members support the candidate, all members will be invited, one at a time, to give their opinions on the candidate.
8. Once this has taken place the Chair will ask for someone to propose the co-option of the candidate. If a proposer is received a seconder will be requested.
9. Once a proposer and a seconder have been recorded the Council will vote by a show of hands. If a majority of members support the proposal the candidate will be co-opted; if not they will be refused.
10. In the event of a tie the Chair has the casting vote.
11. In the event that there are more candidates than the number of vacancies, and all the candidates have received the support of two members, and all the candidates have received a proposer and a seconder, then Councillors will vote by secret ballot, writing on the ballot paper their preferred candidates. The ballot papers will be opened and counted by the Clerk.
12. If there is no clear resolution, the process outlined above will be repeated until all candidates have either been co-opted or refused.