

Millington cum Givendale Parish Council

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1. Introduction

This document describes the procedure for filling a vacancy on the council by co-option. See ERNLLCA Advisory Note AN004 for the conditions where this may apply.

2. Procedure

Advertising the Vacancy

When a casual vacancy has arisen that can be filled by co-option the clerk will :-

- Advertise the vacancy by placing a notice on the village notice boards in Givendale & Millington, Unless provided by the Electoral Office, the council will use the notice documented in Appendix A.
- The notice will stay in place for a minimum of 15 working days.
- Candidates will be requested to submit a letter of no more than 500 words highlighting why they wish to be a councillor and how they can benefit the local community. This can be submitted electronically.
- The vacancy may also be advertised in the council newsletter 'Parish Matters' but this is NOT mandatory.
- All applications will be required to sign the Co-Option Application Form included in Appendix B before they will be put forward for consideration
- Application letters will be forwarded to councillors 3 clear working days prior to the meeting when the co-option will be discussed.

Selection Procedure

- The council is free to co-opt whomever they wish on to the council. They *may* select from candidates who have put themselves forward, however, they are NOT required to accept any candidate.
- Each candidate must be nominated and seconded prior to being included in the vote.
- Each councillor can nominate or second one person per vacancy.
- Each councillor can vote once per vacancy. The vote is by a show of hands.
- Each candidate must be selected by a majority vote.
- In the event of a tie the chair has an extra vote which they can choose to exercise.
- Discussion of candidates' suitability can be take place in private BUT the nomination and voting procedure must be held in public.



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VACANCY FOR A COUNCILLOR

1. There is a vacanc[y/ies] in the Council following the [resignation/death/non-attendance] of [Councillor/s]
2. A by-election to fill the vacancy will be held if by [date] ten electors for the parish give notice in writing to the Chief Executive of the East Riding of Yorkshire Council at County Hall, Beverley, East Riding of Yorkshire, HU17 9BA claiming such an election.
3. If no such notice is given the Parish Council will fill the vacancy by co-option.

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Appendix B

CO-OPTION APPLICATION FORM FOR ERNLLCA MEMBER COUNCILS

APPLICATION FOR CO-OPTION

Name of Council	
Candidate's name (as it appears on the Electoral Roll)	
Address	
Electoral Roll number	
If not on the Electoral Roll, explain the qualification criterion on which you are relying to seek co-option, those are:	
A Principal area of work is in the parish (give details)	
B Have resided in the parish for the whole of the preceding twelve months (provide details)	
C Have resided within three miles of the parish for the whole of the preceding twelve months (provide address of residence)	

Declaration

I confirm that I wish to be considered for co-option to the above named council and declare that the information given by me above is true.

Signature _____ Date _____