

Wyton on the Hill Parish Council  
Co-Option Procedure Policy 2017

## INTRODUCTION

Co-option is the process by which Wyton on the Hill Parish Council selects a new Councillor and it is done as an agenda item within the monthly Parish Council meeting

The Parish Council manages the process of co-option by itself and strives to demonstrate that it is fair and equitable by following the procedure set out below.

## PROCEDURE

If, following an election a vacancy occurs or after an election there are less than seven councillors then the Parish Council should endeavour to encourage persons fulfilling the residential criteria to apply.

1. In the event that there are more applicants than there vacancies then a selection process will apply
2. If there are less or the same number of candidates as there are vacancies then no selection process is needed
3. In either case an interested candidate will be asked to put their submission in writing to the Chairperson, no less than ten working days before the date of the next Parish Council meeting. This is to enable that the name of the applicant(s) are published in the next meeting Agenda.
4. This written application will contain their name, address and how long they have lived within the catchment area. In addition they will state briefly why they wish to become a councillor and what particular skills they feel can contribute.
5. The candidate(s) will be invited to attend the next meeting and, in no more than five minutes, say something about themselves. The Councillors will have an opportunity to ask questions.
6. Following this the candidate(s) and the general public will be asked to leave the room whilst Councillors discuss the application.
- 7.6. The candidate and the public will then be asked to return and the Councillors will by a show of hands decide which application is successful.
8. In the event of more applicants than vacancies then the number of votes cast for each candidate will decide the outcome.

9. The successful candidate(s) will then be declared co-opted to the Parish Council and will be asked to join the meeting.

10. The successful co-opted candidate is a councillor in their own right and is no different to any other member.