

Southborough Town Council



Co-Option Policy

- 1.1 The process for co-option must be open and transparent.
- 1.2 The vacancy will be advertised within the parish.
- 1.3 The advertisement to co-opt shall:
 - (i) Explain the need for co-opting
 - (ii) Method by which people can express an interest
 - (iii) A deadline for applications
 - (iv) Further info available on the website to include application form and co-option procedure and further information about the roles and responsibilities of the council.
- 1.4 Eligibility of the applicants will be confirmed by the Town Clerk.
- 1.5 All eligible applicants shall be invited to attend the next full council meeting following the application deadline and notified of the date of the meeting and the co-option process by letter. If there is more than one vacancy, candidates will be asked to nominate a Ward in which to be co-opted.
- 1.6 All members will receive copies of the candidate applications along with the summons to attend the next full council meeting following the application deadline.
- 1.7 An agenda item is set aside for applications to make a brief verbal presentation to members outlining their background, experience, relevant skills and explain why they wish to become a member of the Town Council.. Each applicant will be allocated a maximum of five minutes.
- 1.8 The process will be carried out in the public session. There will be no private discussions between council members prior to the vote being taken.
- 1.9 As soon as all applicants have finished giving their submissions, the Town Council will proceed to vote. The Chair will request those councillors present to nominate any of the applicants. Applicants will require a proposer and a seconder to progress to the voting stage. Council Members will only be allowed to nominate and support one of the applicants.
- 2.0 The Chair will then place the names of those nominated in alphabetical order and proceed to vote.

2.1 The Town Council will appoint the co-opted members by voting. The voting procedure is as follows:

- A successful candidate must have received an absolute majority vote by those councillors present.
- It follows that 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.
- If there is more than one vacancy and the number of candidates equals the number of vacancies all the vacancies may be filled by a single composite resolution, but if the number of candidates exceeds the number of vacancies each vacancy must be filled by a separate vote or series of votes.
- The Council is not obliged to fill all vacancies, but must take steps to advertise for further co-options or hold a bye-election to fill vacancies.

2.2 The co-opted members will be asked to sign a Declaration of Acceptance of Office and a Declaration of Acceptance of the Town Council Constitution. They may then take their seat at Council and will be appointed to a committee and as a representative to local organisations.

2.3 As soon as practicable following their co-option members will be invited to attend an Induction and Training session with the Town Clerk.