



# Fremington Parish Council Co-option Policy

Date of Review	Change Description	Minute No.
7 <sup>th</sup> April 2014	Review	1404/10
30 <sup>th</sup> April 2015	Review	1504/50
28 <sup>th</sup> April 2016	Review	1604/63
25 <sup>th</sup> May 2017	Review	1705/60
24 <sup>th</sup> May 2018	Review	1805/68
30 <sup>th</sup> May 2019	Review	1905/74
25 <sup>th</sup> June 2020	Review	2006/29
30 <sup>th</sup> June 2022	Review	2206/29
24 <sup>th</sup> June 2025	Review	2506/27

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 Fremington Parish Council:

- 1) On receipt of written confirmation from the Electoral Services Office at North Devon Council, the casual vacancy can be filled by means of Co-option, the Parish Clerk will:
  - a) advertise the vacancy for 4 weeks on the Council notice boards and website, and place an advert in the local press,
  - b) advise the Council that the Co-option Policy has been instigated, by sending a memorandum to all Councillors.
- 2) Applicants for co-option will be asked to:
  - a) submit information about themselves, by way of completing a short application form.
  - b) confirm their eligibility for the position of Councillor within the statutory rules, by completing an Eligibility Form
- 3) Copies of the applicant's application form will be circulated to all Councillors by the Clerk at least seven days prior to the meeting of the full Council, when the Co-option will be considered.
- 4) Applicants will be required to attend the meeting of the full Council, when the Co-option will be considered. At the meeting, applicants will be asked to give a short presentation and may be asked questions.
- 5) Discussion about the applications will take place in council session without intervention from the candidates or public. 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. 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. 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 so as to show whether they voted for, against, or abstained. In the case of an equality of votes, the Chairman of the meeting has a second or casting vote.
- 6) After the vote has been concluded, the Chairman will declare the successful candidate duly elected.