



# Heybridge Parish Council

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## Co-option Procedure

### 1. Introduction

Where following an ordinary election the membership of the Council is not complete, the Council may co-opt persons to fill the vacant seats.

Where a casual vacancy occurs in the Council's membership due to resignation or other reason, and an election is not to be held after 14 days, the Parish Council shall fill the vacancy by co-option.

### 2. Procedure

Following an initial expression of interest, candidates for co-option shall have attended at least three consecutive meetings and to have demonstrated a sustained interest in general Parish Council matters prior to their formal application and shall apply by way of a letter setting out their interests and anticipated ability to contribute to Parish Council work.

Applications shall include a relevant *curriculum vitae* and confirmation of the candidate's qualification(s) for holding office as a Councillor (Local Government Act 1972, s79 as amended.) Council may opt to interview candidates for co-option in certain cases.

### 3. Voting

Voting on candidates for co-option, subject to their formal proposition, shall be by secret ballot of those Councillors present at the particular meeting of the Parish Council. The co-option of a candidate shall require the consent of not less than two-thirds of the membership of the Parish Council.

### 4. Status

This procedure is included in the Council's Standing Orders.

Adopted 17 December 2015

To be reviewed annually.

Reviewed May 2016.