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CHIPPERFIELDPARISH COUNCIL

PROCEDURE FOR APPOINTING PARISH COUNCILLOR

Version	V26.0
Date approved by Full Council	N/A
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CHIPPERFIELD PARISH COUNCIL

Procedure for co-opting a Parish Councillor

Parish Councils are permitted the power to co-opt a person on to council to fill a casual vacancy when the requirements to hold an election have not been met (the vacancy has been the subject of a public notice and less than 10 registered voters have requested an election by the deadline specified by the returning officer).

Although seeking 'expressions of interest' is not a legal requirement, the National Association of Local Councils (NALC) recommends that Councils always give public notice of vacancies because this makes the process of co-option open and transparent and should attract more potential candidates.

The Parish Council will advertise the vacancy to seek and encourage 'expressions of interest' by a specified date from anyone in the parish who is eligible to stand as a parish councillor. The attached form will be used as the basis of ascertaining a candidate's suitability to put his or herself forward for co-option. At the next Full Council meeting:

- Clerk to confirm that each candidate is qualified to become a Councillor and is not disqualified from being a Councillor as set out in the Local Government Act 1972 S79 and S80.
- Chair to give candidates an opportunity to speak if they are in attendance and to allow members the chance to ask questions of the candidates.
- Only councillors present at the meeting may nominate, second or vote upon a person to fill the vacancy. A councillor may only nominate or second one candidate.
- The Chair will offer opportunity for debate on the order of priority to offer co-option to the candidates. In most cases, the candidates will be asked to leave the room while this process takes place.
- Voting for the new Councillor will be by a show of hands. The Chair will initiate a vote in alphabetical order. Councillors have one vote each.
- An absolute majority vote is required for each candidate from all members present and entitled to vote. If there are no more than two candidates for one vacancy and no one of them at the first count receives a majority, the candidate with the least number of votes will be eliminated and the remainder will be put to the vote again until an absolute majority is obtained (LGA 1972 Sch. 12. Para 39). One person will be chosen for each vacancy.
- The successful candidate will then be declared co-opted to the Council and summoned to attend the next Council meeting.

The above procedure will take place in open Council.

The Clerk will notify Electoral Services of the new councillor appointment and organise Declaration of Acceptance of Office paperwork. All new councillors, must, within 28 days of appointment, register their interests with DBC – forms to be supplied by the Clerk.

The attached form will be used as the basis of ascertaining a candidate's suitability to put his or herself forward for co-option.

CHIPPERFIFELD PARISH COUNCIL

Application form for role of Parish Councillor on Chipperfield Parish Council

Full name	
Home address Inc. Postcode	
Telephone number	
Mobile number	
Email	

It is a condition of being a Parish Councillor that your phone number and email address (official email address will be supplied) be made public via notice boards and website.

LEGAL QUALIFICATIONS FOR BEING A COMMUNITY COUNCILLOR
To qualify you must be able to answer 'Yes' to both of the questions below

Are you a British citizen, a Commonwealth citizen or a citizen of a European Union country?	Yes / No
Are you 18 or over?	Yes / No

To qualify you must be able to answer 'Yes' to at least one of the questions below

Are you on the electoral register for Chipperfield	Yes / No
Have you lived either in Chipperfield or within 3 miles of its boundary, for at least a year?	Yes / No
Have you been the owner or tenant of land in Chipperfield for at least a year?	Yes / No
Have you had your only or main place of work in Chipperfield for at least a year?	Yes / No

DISQUALIFICATIONS

You must be able to answer No to all of the questions below to be eligible to serve as a councillor

Are you the subject of a bankruptcy restrictions order or interim order?	Yes / No
Have you within the last five years been convicted of an offence in the UK, the Channel Islands or the Isle of Man which resulted in a sentence of imprisonment (whether suspended or not) for a period of three months or more without the option of a fine?	Yes / No
Are you disqualified by order of a court from being a member of a local authority?	Yes / No

Please briefly outline of why you are interested in being a parish councillor.

Please tell us something about the life experience you will bring to the Council, for example, previous local government experience, work in the voluntary or charitable sector, business, or trade union experience.

Please tell us something about the skills you feel you will bring to the Council, for example, professional qualifications, financial or project management expertise.

Are there any questions you would like to ask the Council?

Signed

Date