

Hawthorn Parish Council

Co-option Procedure

Adopted by the Parish Council on Monday 20th June 2022

To be reviewed 2025

In the event of the Parish Council being required to fill a vacancy by co-option the following procedure will be followed:-

1. The vacancy will be advertised within the parish
2. Notice of the intention to coopt the vacancy will be given in the agenda of the Parish Council
3. Interested persons will be required to register their interest with the Clerk and complete an application form
4. All of those who have expressed an interest in the vacancy and completed an application form will be invited to attend a meeting
5. The chairman will invite each candidate to address the Members outlining their reasons for wishing to fill the vacancy and their relevant skills and experience.
6. Each candidate will be allocated a maximum of 5 minutes.
7. The Chairman will then request those Councillors present to nominate any of the candidates. Candidates require a proposer and seconder to progress to the voting stage.
8. The Chairman will then place the names of those who have been nominated and seconded into alphabetical order and proceed to a vote.
9. Voting will be by a show of hands until a candidate receives an absolute majority of those Councillors present. At this stage the successful Councilor will be declared elected.
10. Should no single candidate receive a majority on the first vote the candidate with the lowest number of votes is eliminated. Voting will then take place on the remaining candidates and continue until the candidate receives an absolute majority.
11. The successful candidate is then declared co-opted to the council and will be summoned to attend the next council meeting when they will sign their Declaration of Acceptance.
12. If a further vacancy is declared within a year of a previous co-option, the Parish Council reserve the right to co-opt an unsuccessful candidate without the need to re-advertise if they feel this is appropriate.