



CHACEWATER PARISH COUNCIL

CO-OPTION PROCEDURE

1. Overview

The preferred method of filling a Councillor vacancy is by election. Chacewater Parish Council will advertise any vacancy and, if no request for an election is received from the electorate by the specified closing date (or if the vacancy arises within six months of the next ordinary election), an election will not be called.

In these circumstances, the Council may fill the vacancy by co-option. Co-option is the process by which the Parish Council appoints a new Councillor by resolution at a Full Council meeting.

Chacewater Parish Council is responsible for managing the co-option process and is committed to ensuring it is fair, transparent, and equitable.

2. Co-option Process

2.1. Advertising

The Council will advertise the vacancy for a minimum period of **four weeks** using all appropriate and freely available communication platforms.

The advertisement will include:

- Eligibility criteria as set out in the *Local Government Act 1972 (Sections 79 and 80)*.
- Basic information about Chacewater Parish Council and the role of a Parish Councillor.
- Details on how to express an interest.
- The closing date for applications.



2.2. Applicants

- **Written Statement:** Interested candidates must submit a written statement by email outlining their background, relevant experience, and reasons for wishing to become a Parish Councillor.
- **Circulation:** All candidate statements received by the deadline will be circulated to Councillors in advance of the Full Council meeting. Co-option will be listed as an official agenda item.
- **Meeting Presentation:** Candidates will be invited to attend the relevant Full Council meeting to speak briefly about themselves and answer questions from Councillors. A maximum of **five minutes per candidate** (including questions) will be permitted.

2.3. Voting

- Voting will be conducted by **secret ballot** in accordance with the Council's normal voting procedures, regardless of the number of candidates.
- Voting will take place at the end of the meeting.
- Councillors will have the option to vote for '**none**' if they consider that no candidate is suitable. The Council is under no obligation to fill the vacancy.

2.4. Re-advertising

If no candidates come forward, or if the vacancy remains unfilled, the Council will re-advertise the vacancy **six months** after the initial closing date, or earlier at the Council's discretion should a prospective candidate express an interest.

3. Review Cycle

This Procedure will be:

- Reviewed **annually**; or
- Updated following changes in relevant legislation or national guidance.



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