



HOLSWORTHY TOWN COUNCIL

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Co-option Policy

The Co-option of a Town 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 Holsworthy Town Council:

- 1) On receipt, of written confirmation, from the Electoral Services Office at Torridge District Council, the casual vacancy can be filled by means of Co-option, the Town Clerk will:
 - a) advertise the vacancy for 4 weeks on the Council notice boards and website, and place an advert in the local press, (a copy of the vacancy template is attached as Appendix 1);
 - 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, and submitting their Curriculum Vitae (a copy of the application form is attached as Appendix 2);
 - b) confirm their eligibility for the position of Councillor within the statutory rules, (a copy of the Eligibility Form is attached as Appendix 3).
- 3) Copies of the applicant's Curriculum Vitae and application form will be circulated to all Councillors by the Clerk with the Agenda for the meeting of the full Council, when the Co-option will be considered. All such documents will be treated by the Clerk and all Councillors as Strictly Private and Confidential.
- 4) At the meeting, the press and public will be asked to leave the Council Chamber, in order for the applications to be considered. 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 not 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.

- 5) After the vote has been concluded, the Chairman will declare the successful candidate duly elected.

