

Lydiard Millicent Parish Council

Procedure for co-option of a new councillor

1. In the event that a Councillor resigns from Lydiard Millicent Parish Council thus creating a casual vacancy the Clerk will contact the Wiltshire Council electoral registration office informing them of the effective date of the vacancy and request the initiation of the advertising of the notice of vacancy.
2. The Wiltshire Council electoral registration office can be contacted at
3. If the advertisement does not initiate the 10 signatures of electors required in the period of time as set out by legislation (at present 14 working days) the Parish Council will formally commence the co-option process as outlined from step 4. Otherwise the election process will be followed and the vacancy will be filled by election.
4. Council will commence the co-option process by advertising the vacancy on the village notice boards, on the website and in the Lydiards magazine when possible.
5. The casual vacancy will be advertised within 21 days of Council being informed that no election has been called.
6. The co-option notice will include the final date for acceptance of requests for consideration and the number of vacancies.
7. Members may point out the vacancies and the process to any qualifying candidate(s).
8. All candidates will be required to complete an application form which will be provided to them either in electronic form or hard copy.
9. Prior to the meeting of the Council when the vacancy is to be considered all serving councillors will be provided with an electronic copy of each application as part of their agenda pack.
10. The casual vacancy will be included as an agenda item and will be considered following apologies for absence. Discussion will take place in council session without intervention from the candidates or members of the public.
11. A vote will then be taken by signed ballot and all candidates will be considered. If the number of applications received match the number of vacancies then Council will formally co-opt those applicants provided they qualify for the position under current legislation. The qualifying criteria will be included on the application form.

12. In the event of a vote the applicant with the least number of votes in the first round will be deleted and the vote taken again until the number of candidates equals the number of vacancies.
13. Candidates will be furnished with a full agenda of the meeting at which they are to be considered for election with the code of conduct and standing orders of the council. The successful candidates will immediately sign their declaration of acceptance of office and can then act as councillors. The Register of Interest will be filled in within 28 days and a copy passed on to the monitoring officer. Subsequent to the meeting the Freedom of Information Act publication list will be issued with the Financial Regulations.

Adopted at the meeting on:

Minute Number: