

Stanley and Stanley Common Parish Council

Co-option Procedure

Co-option procedure

1.0 Introduction

- 1.1 Councils are permitted to exercise the power to co-opt a person onto the Council to fill a casual vacancy when the requirements to hold the election have not been met.
- 1.2 If no request for an election is received by Erewash Borough Council by the date on the Notice of Vacancy, they will advise the Parish Council that it may co-opt to the vacancy. Co-option is a process by which the Parish Council selects a new Councillor.

2.0 Procedure

- 2.1 The vacancy is advertised on the Parish Council notice boards and website. The Council invites interested candidates to complete the application form and send it to the Clerk by a specified date. If there is more than one candidate, the members would have to consider and vote for each applicant. If only one candidate applies, the Council must still consider whether or not to co-opt that person.
- 2.2 All Members of the Parish Council are invited to attend the interview at which the candidates are invited to say something about themselves and Councillors have the opportunity to ask questions of the candidates. Each candidate will be allotted a maximum of 10 minutes.
- 2.3 At the start of the next Full Parish Council Meeting, a vote will be held by a paper ballot. Following the completion of the voting, the candidates will be informed of the result of the vote.
- 2.4 If the successful candidate is present, the Declaration of Office must be signed, before he/she can take office. If they are not present, arrangements will be made to sign the Declaration of Office at the start of the following meeting. The clerk confirms the date that their term of office will terminate.
- 2.5 The clerk will inform the Monitoring Officer and Elections Officer the details of the successful candidate. The successful candidate will receive a copy of the Standing Orders, Financial Regulations, a copy of the Good Councillors Guide and any useful information such as a list of all the members' names, addresses and telephone numbers.

Stanley and Stanley Common Parish Council

Co-option of a Parish Councillor

Personal Details

Full name	
Home Address	
Telephone numbers	
Email	

Eligibility Criteria

A person is eligible to be co-opted provided they qualify to be a Councillor pursuant to s. 79 of the 1972 Act and is not disqualified pursuant to s.80 of the 1972 Act as follows:

To be eligible to become a councillor, candidates must:

- be over 18 years of age.
- be a British subject, or a citizen of a commonwealth country or another country in the European community.
- be an elector for the area in which you would like to stand, or have occupied as owner or tenant any property, or worked in that area throughout the 12 months immediately before you are nominated. You may be eligible if you lived, worked or owned land within 4.8 kms of the boundary of the area of Stanley and Stanley Common).

Candidates are disqualified if they:

- are employed by that council.
- are subject to an interim bankruptcy restriction order, a bankruptcy restrictions order, an interim debt relief restrictions order or debt relief restrictions order.
- have been convicted of a criminal offence and sentenced to not less than three months imprisonment including a suspended sentence without the option of a fine within the last five years.
- you hold a politically restricted post for another authority.
- you have been disqualified under any the representation of the People Act 1983 for any corrupt or illegal electoral practices and offences relating to donations.

Candidates for co-option do not need any formal qualifications to become a Stanley and Stanley Common Parish Councillor.

Additional information in support of application

Please give a brief description about what experience you might bring to Stanley and Stanley Common Parish Council, for example, any previous local government experience, work in the voluntary or charitable sector or business experience etc.

Please give a brief description of what skills, knowledge and expertise you might bring to the Council?

Please explain why you wish to become a Parish Councillor

Are you prepared to undertake Parish Councillor Training within Derbyshire (please tick yes or no)

YES **NO**

Eligibility for office as a Parish Councillor	
Be over 18 years of age	Yes / No
Be a British citizen or a citizen of the Republic of Ireland	Yes / No
Be on the parish electoral roll on the day of co-option and thereafter, or	Yes / No
Have occupied as owner or tenant any land or other premises in the parish during the whole of the 12 months preceding the day of co-option, or	Yes / No
• Have had your principal or only place of work in the area during the whole of the 12 months preceding the day of co-option, or	Yes / No
• Have resided in the parish, or within 3 miles of it, for the whole of the 12 months prior to co-option	Yes / No

Declaration:

I (Print Name) confirm that I meet the eligibility criteria for co-option to the Stanley and Stanley Parish Council and wish my application to be considered at the next available meeting of the Parish Council.

☐ I consent to my personal information being shared, confidentially, with the members of the Stanley and Stanley Common Parish Council in consideration of my application. (please tick to indicate your consent)

Signed: Date: