

**National Association of Local Councils Guidance**  
**Procedure for co-opting a new Councillor**

This procedure is based on NALC Legal Briefing L15-08 – Good practice for selection of candidates for co-option to local Councils.

Parish Councils are permitted to exercise the power to co-opt a person on to the Council to fill a casual vacancy when the requirements to hold an election have not been met.

The National Association of Local Councils (NALC) recommends that Councils always give public notice of vacancies because this makes the process of co-option open and transparent and should attract more potential candidates.

Whenever the need for co-option arises, a Parish Council should consider advertising the vacancy to seek and encourage 'expressions of interest' by a specified date from anyone in the parish of Ide who is eligible to stand as a Parish Councillor. All potential candidates should be requested to complete an application form (See Appendix A)

At the next Full Council meeting:

- i. Clerk to confirm that each candidate is qualified to become a Councillor and is not disqualified from being a Councillor as set out in the Local Government Act 1972 s79 and s80;
- ii. Chairman to offer opportunity for debate on the order of priority to offer co-option
- iii. Vote on the acceptability of each candidate for co-option, using personal statements provided by candidates. An absolute majority vote is required for each candidate from all members present and entitled to vote (LGA 1972 Sch. 12. Para 39) (The applicant with the least number of votes will be deleted and the vote taken again. This process will be repeated until the number of candidates equals the number of vacancies);
- iv. Vote to select the order in which acceptable candidates (decided by the vote at iii above) should be approached to offer co-option on this occasion.
- v. The Clerk to approach and offer co-option to candidate(s) after the meeting in the order of priority determined by the vote at iii above, if the first choice does not accept the post then the second is to be approached and so on until the ranking list is exhausted.
- vi. Assuming that the co-option position is filled and all paperwork completed, formally ratify the appointment at this or the next Full Council meeting.

The Clerk to notify Democratic Services of the new Councillor appointment, initiate 'acceptance of office' paperwork and 'registration of interests' on the Council website.

If no one accepts the vacant post(s), the whole process is to be repeated when new individuals expressing interest are identified.

A candidate must be able and willing to attend meetings of the Council. Council meetings are held in an evening. Under present legislation the Parish Council is not permitted to contribute to the cost of Councillors' childcare or care of dependants.

Appendix A

APPLICATION FORM FOR THE ROLE OF PARISH COUNCILLOR (edited for Ide Parish Council)

Full name	
Home address Inc. Postcode	
Telephone number	
Mobile number	
Email	

*Nick Paul Creaasy*  
*11 THE WAMS, IDE, EXETER EX2 9RU*  
  
*07843386678*  
  
*nich.creaasy@icloud.com*

LEGAL QUALIFICATIONS FOR BEING A PARISH COUNCILLOR QUALIFICATIONS  
 (To qualify you must be able to answer 'Yes' to both of the questions below)

Are you a British citizen, a Commonwealth citizen or a citizen of a European Union	<input checked="" type="radio"/> Yes /
--	--