

# Lubenham Parish Council

## Co-option Policy

### Introduction

The co-option of a Parish Councillor occurs when a casual vacancy has arisen on the Parish Council and no poll (by-election) has been called or when insufficient candidates have been nominated for election.

### Policy Statement

Lubenham Parish Council believes that all candidates should be treated equally and that a fair and transparent process is undertaken in co-opting members to the council.

To ensure this, the procedure below will be followed by Lubenham Parish Council when filling vacancies on the Council.

### Policy

1. On receipt of written confirmation of insufficient nominations to form a full council, from the Electoral Service of the Borough Council, casual vacancies can be filled by means of co-option, in this instance the Clerk will:

- a. Advertise the vacancy for 4 weeks on the council notice boards and website, and place an advertisement in the village magazine.
- 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. Provide information about themselves by way of completing a short application form. [A copy of the application form is attached.]
- b. Confirm their eligibility for the position of Councillor within the statutory rules. [A copy of the Eligibility Form is attached.]
- c. Attend the meeting when co-options are to take place.

3. Copies of the application forms will be circulated to all councillors by the Clerk, at least seven days prior to the meeting of the full council where the co-option will be considered. All such documents will be treated by the Clerk and councillors as strictly private and confidential.

4. 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 no one, 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 secret ballot. 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.

6. Newly co-opted members are required to complete a Declaration of Acceptance of Office. Qualifications for Candidature

7. To be qualified to be elected a member of a parish council a person must be 18 years of age or over, and a British subject or citizen of the Republic of Ireland, and either:-

- (i) be a local government elector of the parish,  
or
- (ii) have during the whole of the twelve months preceding the day on which s/he is nominated as a candidate occupied as owner or tenant any land or other premises in the parish;  
or
- (iii) her/his principal or only place of work in the twelve months preceding the day on which s/he is nominated as a candidate have been in the area of the parish;  
or
- (iv) have resided either in the parish or within 3 miles thereof during the whole of the 12 months preceding the day on which s/he is nominated as a candidate.

8. There are certain disqualifications for election, of which the main (See 5. 80 of the Local Government Act 1972) are: –

- (a) holding a paid office under the local authority;
- (b) bankruptcy;
- (c) having been sentenced to a term of imprisonment (whether suspended or not) of not less than three months without the option of a fine during the five years preceding the election; and
- (d) being disqualified under any enactment relating to corrupt or illegal practices.

**Completed forms, together with the Co-option Eligibility Form should be returned to the clerk by email [clerk@lubenhampraishcouncil.org.uk](mailto:clerk@lubenhampraishcouncil.org.uk) or Lubenham Parish Council Clerk, 13 The Hawthorns, Lubenham LE16 9TG**

Lubenham Parish Council

**CO-OPTION OF PARISH COUNCILLOR**  
for the  
**PARISH OF LUBENHAM**

<b>Name of applicant</b>			
<b>Address</b>			
<b>E-mail address</b>			
<b>Phone</b>		<b>Mobile</b>	

Please give your reasons for wishing to join the Parish Council, and explain what you will bring to the Council for the benefit of the village.

Please continue on reverse if necessary.

Please Note

You may be asked to elaborate on the contents of this application letter, and current councillors may also wish to ask you direct questions before taking a vote.

<b>Signed</b>		<b>Date</b>	
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**CANDIDATE'S CONSENT TO CO-OPTION  
CO-OPTION OF PARISH COUNCILLOR  
for the  
PARISH OF LUBENHAM**

I, (name in full)	
of (home address in full)	

hereby consent to being co-opted as a Parish Councillor for the Parish of Lubenham

I declare that I am qualified and that I will be qualified to be so co-opted by virtue of being on the day of co-option a Commonwealth citizen, a Citizen of the Republic of Ireland or a citizen of another Member State of the European Community, who has attained the age of 18 years and that

\* (a) I am registered as a local government elector for the above parish in respect of (qualifying address in full)


and my electoral number is .....

or \* (b) I have during the whole of the twelve months preceding the date of my co-option occupied as owner or tenant the land or other premises in that Parish (description and address of land or premises)


or \* (c) My principal or only place of work during those twelve months has been in that Parish at (give address of place of work and, if appropriate, name of employer)


or \* (d) I have during the whole of those twelve months resided in that Parish or within three miles of it (give full address):


I declare to the best of my knowledge and belief I am not disqualified from being elected by reason of any disqualification set out in Section 80 of the Local & Government Act 1972, a copy of which is included, and I do not hold a politically restricted post, within the meaning of Part I of the Local & Government and Housing Act 1989, under a local authority within the meaning of that Part.

Signed		Signed in the presence of	
Date		Signature of witness	